

Request for Qualifications (RFQ)

Professional services to support the development and implementation
of federal grant proposals

The WorkPlace, Inc. – Bridgeport, Connecticut

Issued: March 18, 2009

Due: April 17, 2009

The WorkPlace, Inc., headquartered in Bridgeport, Connecticut is issuing this Request for Qualifications (RFQ) for professional services to support the development and implementation of federal grant proposals. The WorkPlace, Inc. is a private, not-for-profit, 501 (c) (3) corporation that provides employment and training services for a 20-town region in lower Fairfield County Connecticut. The WorkPlace, Inc. helps adults and youth prepare for careers and strengthen the workforce for employers. As Southwestern Connecticut's Regional Workforce Development Board, it administers workforce development funds and coordinates providers of job training and education programs to meet the needs of residents and employers in the Southwestern Connecticut Region. Additionally, the WorkPlace, Inc. provides contractual grant writing services to other organizations across the country.

We are seeking professionals that must have expertise in the areas of grant proposal writing, knowledge of the U.S. government departmental operations and networking. Ideal candidates must possess a successful history of consulting on green technology, allied health careers, and economic development among other specialties to be pursued. Typical assignments will be on an as-needed basis, responding to various funding opportunities and pending grant fund awards.

Functions will include a wide spectrum of services from full proposal management and delivery of services, to limited, specific proposal consulting tasks, including:

- Assistance in pre-award planning and positioning
- Identifying best partnerships, players in private or government
- Solution analysis and development
- Competitive analysis
- Analyzing the RFP and contributing to the bid/no-bid decision
- Proposal outline
- Designing a responsive, winning program and proposal strategy
- Selected writing and editing assignments
- Pricing strategy

Please provide the following in a concise manner (No more than 10 pages):

- I. Relevance Experience and Background
- II. Approach to Developing Grant Applications
- III. Process for identifying key stakeholders.
- IV. Track Record in securing federal grants.
- V. Special skills areas (green technology, allied health careers, and economic development)
- VI. Five (5) References. Include name of the organization, contact, telephone and email.
- VII. Resume and biography for all key staff associated with this proposal.

Responses are due by **4:00 pm (EST) April 17, 2009** to:

The WorkPlace, Inc.
Attention: Millie Brighindi, Support Services
350 Fairfield Avenue, Suite 302
Bridgeport, CT 06604

Fax copies will not be selected however emailed PDF files are acceptable. Email to mbrighindi@workplace.org.