

**WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**REQUEST FOR PROPOSALS
GRANT WRITING SERVICES
RFP No. 14062**

SECTION 1 GENERAL INFORMATION

- 1.1 The West Virginia Council for Community and Technical College Education (the Council) is seeking proposals from qualified consultants or firms to provide professional grant writing and consulting services to the West Virginia Council for Community and Technical College Education through the Office of the Chancellor.
- 1.2 It is desirable for the successful consultant or firm to have the following:
- Extensive knowledge of the role and mission of community and technical colleges;
 - Experience in coordinating and writing grants relating to the delivery of comprehensive community and technical college education; and,
 - Knowledge of Federal and Foundation Grant process.
- 1.3 The Council expects to have a contract for grant writing services in effect beginning January 3, 2014, for one (1) year with the option to renew the contract for five (5) additional years as determined by the Council.

SECTION 2 SUBMITTING PROPOSALS

- 2.1 The Chief Procurement Officer will receive proposals until 3:00 PM, Eastern Time, November 18, 2013. Please deliver an original and five (5) copies of the proposal in a sealed opaque envelope with the RFP number clearly marked on the proposal envelope by the specified date and time to:
- Chief Procurement Officer
RFP 14062 Grant Writing Services
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301
- 2.2 Faxed or electronically transmitted proposals will not be accepted. All documents and information submitted in response to this request for proposals will be considered public information, pursuant to the West Virginia Freedom of Information Act.

2.3 Communication with employees of the Council, the community and technical colleges, or with other representatives of the State concerning this RFP by you or on your behalf, would not be appropriate during the submission and selection processes.

2.4 Questions and requests for clarification must be submitted in writing and delivered by US Postal Service, courier service, facsimile transmission or by email. Questions and requests for clarification will be received until 5:00 PM, Eastern Time, November 8, 2013, and must be directed to:

Shelia Hunt
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301
Phone: (304) 558-0277 Ext. 241
Fax: (304) 558-0259
Email: hunt@hepc.wvnet.edu

2.5 This RFP, answers to questions, requests for clarification and any additional information regarding the RFP will be posted on the following URL. It is the vendor's responsibility to check the webpage for addenda and additional information regarding this RFP. Please acknowledge receipt of addenda in the proposal.

<https://wvhepc.org/purchasing/>

2.6 It is the policy of the Council to encourage the participation of small businesses and women and minority owned businesses in the Council's procurement activities.

SECTION 3 SERVICES REQUIRED

3.1 The individual or company shall provide the following services to the West Virginia Council for Community and Technical College Education through the Office of the Chancellor.

3.1.1. Coordinate all phases of developing and writing grants from all sources that will benefit individual community and technical colleges and the Community and Technical College System. Grant application examples must be included with the proposal.

3.1.2. Research and explore grant opportunities for the Community and Technical College System or individual community and technical colleges.

SECTION 4 EVALUATION AND SELECTION PROCESS

4.1 All acceptable proposals will be evaluated by a committee of Council staff based on the criteria listed in this RFP and in accordance with the Higher Education Purchasing Regulations.

4.2 The evaluation committee may elect to interview one or more consultants or firms. Interviews may be conducted in person or by telephone conference call. If interviews are held, final

adjustments in the evaluation scoring will be made following the firm's presentation. The proposal receiving the highest overall score will be declared the most advantageous firm.

- 4.3 Evaluations will be based on overall services to be provided, qualifications and recent experience, and costs presented in the proposal. An award will be made on the basis of the evaluation committee's determination of the best qualified consultant or firm to provide the services. A contract will not necessarily be awarded to the vendor submitting the lowest cost proposal.
- 4.4 The Chief Procurement Officer reserves the right to reject any and all proposals if it is in the best interest of the Council to do so, and to waive any irregularities in the responses received when such irregularities are not in conflict with the West Virginia Code or the Higher Education Purchasing Regulations.

SECTION 5 PROPOSAL PREPARATION

- 5.1 Affirm that the consultant or firm and all individuals who will be providing services in this contract are free from obligations and interests that might conflict with the Council or the State of West Virginia. Disclose any information about the consultant or firm which presently or in the future could impair your firm's ability to provide the level of services.
- 5.2 Provide a description of the consultant or firm's experience which qualifies the consultant or firm to provide the services identified in Section 3. (25 points maximum)
- 5.3 Identify the personnel that will provide grant writing and consulting services and their qualifications via a resume. (25 points maximum)
- 5.4 Provide a fee and expense proposal for the cost of services. Actual fees and expenses may be negotiated, but may not exceed the amount specified in your proposal. (25 points maximum)
- 5.5 Provide the name, address, telephone number and email address of three clients, preferably from higher education and community colleges, and their contact person from whom references may be obtained. (25 points maximum).

SECTION 6 OTHER PROVISIONS

- 6.1 The West Virginia Council for Community and Technical College Education reserves the right to add additional related services based on the original offer. Upon mutual consent of the Council and the successful consultant or firm on pricing, performance, etc., the aforementioned additional services may be added to the contract.
- 6.2 All expenses incurred in the preparation and submission of proposals or for any oral interviews or presentations is the exclusive responsibility of the vendor. Proposals will become a matter of public record and open for inspection following the announcement of contract award.
- 6.3 The successful consultant or firm must be a registered vendor with the Purchasing Division, West Virginia Department of Administration, and have a valid vendor number.

- 6.4 The successful consultant or firm must have a current W-9 Request for Taxpayer Identification Number Form on file with the Finance Division, Financial Accounting and Reporting Section, WV Department of Administration, and have a valid FEIN.
- 6.5 Payment for services, not to exceed the maximum proposed, will be made monthly in arrears upon satisfactory completion of the required services, submission of an uncontested invoice and the acceptance of required reports. Advance payments are not allowed.
- 6.6 The Council for Community and Technical College Education and the State of West Virginia are exempt from federal and state taxes and will not pay or reimburse such taxes. The consultant or firm may request a tax exemption certificate.
- 6.7 The proposal of the company shall provide complete and total compensation for the scope of work identified herein. The Chief Procurement Officer must approve additional services and additional compensation, if deemed appropriate, and an approved change order to the contract is required before payment can be made.
- 6.8 Discussions and interviews may be held with companies under final consideration prior to making a selection for award; however, a proposal may be accepted without such discussions or interviews. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the Council Office reserves the right to undertake negotiations with the next most advantageous firm without undertaking a new procurement process.
- 6.9 The State's WV-96 is attached to demonstrate the State law and guidelines which must be adhered to in any contracts presented to the Council Office for execution. The successful vendor must be a registered with the WV Department of Administration prior to any award, pay the annual registration fee, and have a valid vendor number.
- 6.10 The following are incorporated into this RFP and made a part here of:
- Exhibit A, Instructions to Bidders
 - Exhibit B, Purchase Order Terms and Conditions
 - Exhibit C, Agreement Addendum (WV-96)
 - Exhibit D, No-Debt Affidavit
 - Exhibit E, Vendor Registration and Disclosure Statement