

**CHEEKTOWAGA CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSAL: GRANT WRITING SERVICES**

DATE: Monday, July 14, 2008

TO: Interested Parties

FROM: Dennis Kane, Assistant Superintendent

SUBJECT: Request for Proposals
Grant Writing Services

The Cheektowaga Central School is soliciting proposals from qualified grant writing firms to provide grant writing services for the period of September 1, 2008 to June 30, 2009 with the option to renew in successive years.

Enclosed for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Completed proposals must be received at the following address by 2:00 p.m. local time Friday, August 1, 2008 and addressed as follows:

CHEEKTOWAGA CENTRAL SCHOOL DISTRICT
MR. DENNIS KANE, ASSISTANT SUPERINTENDENT
ATTN: Grant Writing Services RFP
3600 Union Road
Cheektowaga, NY 14225

An original copy of the completed proposal should be submitted in paper form and in electronic form (MS-Word or PDF).

Unless otherwise noted in this proposal, all questions and correspondence should be directed to Mr. Dennis Kane in writing at the above address or by E-mail to:

dkane@cheektowagacentral.org. Mr. Kane must **receive questions and correspondence by 4:00 PM (EDST), Friday July 25, 2008**. Where appropriate, responses to questions will be addressed by addendum by e-mail before the RFP due date. Such addendum, if necessary, would be issued by Tuesday, July 29, 2008.

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Vendor Name: _____

Address: _____

Telephone: _____

Fax Number: _____

Contact: _____

Signature: _____

Proposal Date: _____

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STANDARD CONDITIONS

1. No proposal shall be withdrawn pending selection.
2. During the vendor selection process, the Cheektowaga Central School District reserves the right to request additional supportive information from the vendors, which will assist the District in making its final determination.
3. The Cheektowaga Central School District reserves the right to reject any and all proposals, or any part of any proposal, extend the proposal submission deadline or to accept any proposal or waive any informality in any proposal offer if deemed in the best interest of the District, and may reject as informal, such proposals as, in its opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind.
4. All proposals must be submitted in an opaque envelope clearly marked on the outside with the name and address of the vendor and clearly labeled as to what service the proposals are for. – **GRANT WRITING SERVICES**
5. THE RESPONDENT ASSUMES THE RISK OF ANY DELAY IN THE MAIL.
6. A vendor taking exception to the specifications or enclosed documents must provide written notification thereof to Mr. Dennis Kane, Assistant Superintendent, Cheektowaga Central School District, 3600 Union Road, Cheektowaga, NY 14225 at least ten (10) days prior to the scheduled opening of the proposal responses. Such notification must include a detailed description of the objections raised. **Such notice must be sent by certified mail.**
7. For questions regarding this proposal, contact **Mr. Dennis Kane at (716) 686-3610 (E-mail: dkane@cheektowagacentral.org.)**
8. A signed NON-COLLUSION CERTIFICATE sheet must be submitted with the proposal document. Failure to do so may result in an automatic proposal rejection.

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DECLARATION

The undersigned authorized representative of the vendor hereby declares that _____ is the only person(s) interested in this proposal: that it is made without any connection with any person making another proposal for the same Contract; that the proposal is in all respects fair and without collusion or fraud; and that no member of the Cheektowaga Central School District Board of Education or any interested person in the employ of said school, are directly or indirectly interested in this proposal, or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned authorized representative of the Vendor also declares that _____ has carefully examined these proposals including all the information for vendors, the detailed specifications and proposal, and will furnish the services in compliance with such specifications for the price set forth in this proposal document.

The full names and residences (to be typed) of all persons interested in this proposal document as principals are as follows:

To be typed except for signature of the authorized person making the proposal offer.

COMPANY: _____

ADDRESS: _____

NAME: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

DATE: _____

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NON-COLLUSION CERTIFICATE

THE VENDOR ABOVE MENTIONED DECLARES AND CERTIFIES:

1. That no member of the Cheektowaga Central School District Board of Education or employee of the Cheektowaga Central School District is directly or indirectly interested in this proposal document or in the services to which it relates, or in any portion of the profits thereof.
2. That said vendor has carefully examined the instructions to vendors, schedules and specification prepared under the direction of the Cheektowaga Central School District, and will, if successful in this proposal, furnish the services or labor for which this proposal is made.
3. That the prices quoted herein are net and exclusive of all Federal, State and municipal sales and excise taxes.

By submission of this proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal offer each party thereto certifies as to his own organization, under penalty of perjury, that to the best of knowledge and belief:

- (a) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any other competitor; and,
- (b) Unless otherwise required by law, the prices which have not been quoted in this proposal offer have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any other competitor; and,
- (c) No attempt has been made or will be made by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal offer for the purpose of restricting competition.

A proposal offer shall not be considered for award nor shall any award be made where a., b., and c. above have not been complied with, provided, however, that if in any case the vendor cannot make the foregoing certification, the vendor shall so state and shall furnish with the proposal document a signed statement which sets forth in detail the reasons therefore. Where a., b., and c. above have not been complied with, the proposal document shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal offer is made, or his designee, determine that such disclosure was not made for the purpose of restricting competition.

Any proposal offer hereafter, shall be deemed to have been authorized by the vendor, and such authorization shall be deemed to include the signing and submission of the proposal offer and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

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NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

STATE OF _____, COUNTY OF _____

On the ____ day of _____, 20____, before me personally came
_____, to me known to be the individual
described in, and who executed, the foregoing instrument, and acknowledged that he/she
executed the same.

Notary Public _____

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**ANTICIPATED TIME FRAME FOR SELECTION AND IMPLEMENTATION –
GRANT WRITING SERVICES**

***Anticipated Timeframe – for review and approval by the Cheektowaga Central
School District***

Release Date of RFP:	Monday, July 14, 2008
Responder Questions Must be Submitted by:	Friday, July 25, 2008
Addendums, if any, issued:	Tuesday, July 29, 2008
<u>RFP Responses Due by:</u>	Friday, August 1, 2008
Proposals Reviewed :	Monday, August 4, 2008 to Friday, August 8, 2008
Interviews:	Monday, August 11, 2008
<u>Appointment By Cheektowaga CSD Board of Education:</u>	To Be Determined

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Request for Proposals

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Issued: July 14, 2008

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PROPOSAL EVALUATION CRITERIA

The firm which best meets all of the requirements of the Request for Proposal in the opinion of the Cheektowaga Central School District Board of Education will be selected. The criteria to be utilized by the Governing Board in evaluating the proposals will include the following:

1. Understanding of the purpose of the District as it relates to raising funds with outside resources.
2. The experience, resources and reputation for quality service and qualifications of the firm and individuals assigned to this account.
3. Experience in managing and administering such efforts.
4. Previous success in grant writing.
5. Proven track record in working with other school districts.
6. Proposed fees and compensation.

Respondent Firm/Institution Organizational Information and Experience

General Information

1. Name of firm or company:
 - Administrative Address
 - Web Page Address
2. Individual submitting this response to the RFP:
 - Name
 - Title
 - Location/Address
 - Telephone Number
 - Fax Number
 - E-mail Address
3. Individuals to be assigned to the relationship, if different than #2 above:
 - Name
 - Title
 - Location/Address
 - Telephone Number
 - Fax Number
 - E-mail Address

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Organizational, Operational Information and Experience

1. Provide a list of documented experience that includes:
 - **Securing of grants for K-12 schools**
 - **References for these schools (names and telephone numbers of contact persons)**
2. Please provide an organizational chart of your firm.

Expectations

1. Establish and maintain a detailed database of all federal, regional, state and local grant opportunities supporting K-12 schools.
2. Conduct appropriate needs assessment to identify grant fundable activities.
3. Identify, review and match funding sources unique to the grant-seeking needs of the Cheektowaga Central School District.
4. Prepare and submit a minimum of ten (10) uniquely different grant proposals and submit each such proposal in original format to multiple funding sources.
5. Report weekly in writing to the Cheektowaga Central School District Assistant Superintendent on the progress being made on the performance of this contract.
6. Assist the Cheektowaga Central School District in forming an Educational Foundation.
7. Accept one (1) payment for annual services.

Cost

Please submit a total annual cost for the services requested and an annual cost for an option of each of three succeeding years after the initial year of services.