

Grant Writing Consulting Services Request for Qualifications and Cost Quotation

Issued: January 6, 2014

By:

**Goodwill Southern California
Workforce and Career Development Department
342 N San Fernando Rd
Los Angeles, CA 90031**

Background & Purpose

Goodwill Southern California (GSC) is a leader in workforce & career development (WCD) services, putting thousands to work each year in Los Angeles (above Rosecrans Blvd), San Bernardino, and Riverside Counties. In 2013, we began a new strategic plan, which emphasizes providing “deeper” more intensive services to several key constituencies: people with disabilities, veterans, at-risk youth, ex-offenders, and the working poor.

The purpose of this RFQ is to pre-qualify appropriate independent contractors to provide as-needed contracted grant writing services to assist with building fiscal capacity to achieve strategic objectives. Contracts will be on a per-proposal basis. The ideal bidder(s) will have extensive experience writing winning proposals for government funding. All materials developed under this agreement will become the sole property of GSC.

Scope of Work/Qualifications/Proposal Format

Selected contractor(s) will:

- ✓ Review available funding opportunities
- ✓ Be responsible for overall project management of the grant application process, including formulation of grant work plans, timelines, proposals and budgets
- ✓ Complete timely drafts and final versions of required all grant application documents
- ✓ Conduct outreach to potential collaborators, vendors, and providers to secure commitment and support letters, memoranda of understanding, and other needed documentation
- ✓ Meet regularly with the Goodwill WCD team for progress reports

The selected contractor(s) will have the following qualifications:

- ✓ Demonstrated technical and grant writing skills with high success ratio
- ✓ Experience writing government grants and responding to federal and local funding opportunities
- ✓ Strong working knowledge of workforce development systems, trends, effective practices, and funding streams
- ✓ Competitive rates and immediate availability
- ✓ Knowledge of Goodwill Industries and local region strongly preferred
- ✓ Local bidders preferred, but will consider remote work for the right applicant

To be considered, please submit the following:

- ✓ Maximum two-page proposal including summary of qualifications, relevant experience, results of previous government grant applications, and range of award amounts
- ✓ Writing sample from a government grant application that was awarded

- ✓ Resumes or CVs for key personnel
- ✓ Date of first availability and length of availability
- ✓ Three professional references with details on grant written and awarded
- ✓ Rate sheet/Cost Proposal explaining all anticipated costs for completing a grant submission

Response and Selection Process

GSC is compiling a list of contract grant writers to assist with procurements on an as-needed basis. Some work will begin immediately.

Questions must be submitted in writing via email by 3:00 pm PST on January 14, 2014 to jmarinaccio@goodwillsocal.org.

Completed submissions should be emailed to jmarinaccio@goodwillsocal.org with a subject line Grant Consultant Qualifications by 5:00 pm PST on January 21, 2014.

The final selection process may include interviews (phone and/or in person). GSC anticipates making an immediate selection, but reserves the right to reject all quotes or negotiate different terms.

Selection will be based previous similar experience, track record of success, availability to begin work immediately, and feasibility of cost proposal. Selected bidder(s) will be notified by January 25, 2014.

As work becomes available, pre-qualified grant writers selected from this RFQ will be notified. Under mutually agreeable conditions, a contract will be prepared. Work will begin upon final execution of the contract.