



RFP 11-12-82

Request for Proposals

DATE: December 12, 2011

PROJECT TITLE: OVDC Grant Writing Services

PROPOSAL DUE DATE: Bids/Proposals must be received by February 3, 2012 at 5 p.m. PST. In the event no Bids are received from qualified bidders by the close date; this RFP will remain open until an agreement is awarded.

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDC receives and administers several Federal and State Grants including a Native American Career and Technical Education Program Grant, California Department of Education Indian Education Grant and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Kern, Tulare, Kings and Fresno Counties. **OVDC is soliciting proposals from responsible qualified firms or individuals to provide services as a contracted Grant Writer. This project will be funded entirely with Government Grant funds.**

Unless otherwise stated in the Agreement(s); any agreement(s) let from this RFP is for a period of one year, ("Initial Term"), and, at the sole discretion of OVDC, the Agreement(s) may be extended for no more than three (3) additional periods of one (1) year. ("Option Terms").

All OVDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OVDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques.

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVDC:

PROPOSAL:

Proposals should be sent to:
Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA
Telephone: (760) 873-5107 ext 274/275
FAX (760) 873-3231
Email: contracts@ovcdc.com

CONTACT FOR FURTHER INFORMATION:

Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 274/275
FAX: 760-873-3231
E-MAIL: contracts@ovcdc.com

I. DESCRIPTION/SPECIFICATIONS

A. STATEMENT OF WORK

1) Description of Organization and Project

The Owens Valley Career Development Center (OVCDC) was founded in 1977 by the Owens Valley Board of Trustees, a Tribal Government Board comprised of members of the Big Pine, Bishop and Lone Pine Tribes, in response to demonstrated adult basic education and vocational training needs of Tribal members. OVCDC provides educational and economic opportunities to the Indian population and to all members of the communities in Inyo, Kern, Tulare, Kings and Fresno Counties to enhance lives by offering individuals and families opportunities for self-sufficiency through education, training and encouragement. OVCDC receives its funding through grants from various Federal and State funding agencies.

The Owens Valley Career Development Center is seeking proposals (quotes) from responsible qualified firms or individuals to provide the following services:

Grant Writing Services

OVCDC is currently seeking Grant Writing Services to pursue economic development grants with an emphasis in tourism for the organization.

Scope of Work:

- * Contractor to conduct Grant research for Grants OVCDC may qualify for, and are fitting to OVCDC's objective. Provide feedback and recommendations to OVCDC Management on Grant research.
- * Contractor to provide grant application development and submission for Grants identified by Contractor and approved by OVCDC Management.
- * Contractor to provide Grant application tracking and monitoring to OVCDC Management.
- * Contractor to assist with development of project or task management plans.
- * Contractor to provide OVCDC with annual and bi-annual audit of grant application activity conducted on behalf of OVCDC.
- * Contractor to produce grant retention applications and Requests for Refunding.
- * Contractor to produce Grant renewals.
- * Contractor to monitor Grant administration trends and provide recommendations to OVCDC Management.

Proposals to include the following:

1. Overview of available services and processes
 - a. Outline of all Service Price Rates. OVCDC anticipates compensation to Company/Individual to be as a percentage of grants obtained. Please indicate your compensation as a percentage ratio to grant amounts obtained.

2. Company/Individual Overview including:
 - a. Accomplishments and pertinent Press Releases
 - b. Key Executive Bios
 - c. Accreditations
 - d. Years of experience
3. Client List
4. Letters of Recommendation
5. Client References including:
 - a. Company Name
 - b. Contact
 - c. Phone Number/Email
6. Completed RFP Questionnaire (see Exhibit A – RFP Questionnaire)

Contractor includes lodging and travel expenses in proposal. Upon prior approval from OVDCD management, Contractor may have lodging and travel expenses advanced prior to beginning services.

2) Requirements:

The Contractor will furnish all qualified personnel, equipment, and supplies to perform the project unless otherwise negotiated and agreed to by OVDCD.

3) Reports Required:

- a) If required by Agreement only.
- b) The reports will be submitted to OVDCD at the following address:

OVDCD
Attn: Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane
Bishop, CA (93514)

4) Entrance and Exit Conferences:

If required by Agreement, entrance and exit conferences will be held with OVDCD and must be coordinated with the OVDCD Purchasing/Contracts Administrator or Agreement designee. Written notice will be given to the OVDCD to assure availability of appropriate staff for each of these meetings.

II. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL

In order to facilitate the evaluation of proposals and allow the best comparisons each proposal must include the following information presented in the order and format shown below and complete all portions of the included questionnaire (if only bidding for a part of

the services sought applicable questions must be fully answered):

A. SECTION I – PROPOSAL FORMAT (ALL COMPONENTS AND INFORMATION ARE REQUIRED)

- 1) Title Page: Please state Request for Proposal (RFP) subject and RFP Number in your proposal. Please state your name and/or the business name including address, telephone number, fax number, email address (es), name of contact person and name of person with authority to sign Agreements. Please place the date on your proposal. OVCDL will not be responsible for any change in this information unless notification in writing is received.
- 2) Cover Letter: Please provide a one or two page letter stating your understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- 3) Table of Contents: If proposal contains more than 10 pages please provide a clear identification of sections and documents in the proposal listed by page number.
- 4) Approach: Please provide a clear description of the approach and method to be used for implementing the statement of work.
- 5) If key personnel, staff or subcontractors will be used on the project; please include a statement in the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Owens Valley Career Development Center.”
- 6) Additional Data: Since the proceeding sections are to contain data and/or information that is specifically requested, this section is for any additional information considered essential or important to the project. If there is no additional information to present, please state “None”.

B. SECTION II - COST PROPOSAL (REQUIRED-PROPOSALS WILL BE DEEMED NONRESPONSIVE WITHOUT THIS INFORMATION)

- 1) Please provide a project amount you will not exceed absent specific need for additional services agreed to by both parties. Please provide as much detail as you believe will assist OVCDL in evaluating your proposal. All costs must meet Federal Government cost requirements including for travel and per diem. A “project not to exceed amount” is required by this section for all proposals.

III. EVALUATION PROCEDURES

A. EVALUATION CRITERIA

Proposals will be evaluated by OVCDL using the following criteria:

- A. Ability to meet deadlines and operational requirements as requested including availability to perform the work and response time to OVCDL requests; (35%; 35 Points)

- B. Pricing, payment structure, rates (including costs and expenses); (45%; 45 Points)
- C. Credentials of person and staff to be assigned to the project; (10%; 10 Points)
- D. Experience working with a Tribe or Tribal Organization and in multi-cultural environments. (10%; 10 points)
- E. Preference (Bids no more than 10% higher than the lowest bid or 5 additional points plus possible 5 points for statement regarding training and employment of Indians)

IV. INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE

All OVDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e (b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OVDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal. **For all services provided on reservation applicable Tribal TERO requirements must be met which generally require a payment of a 4% fee and, when practical, use of Indian services.**

V. TYPE OF AGREEMENT

An Independent Contractor agreement is anticipated with negotiable compensation dependent on grant regulations and allowances or as otherwise agreed upon in writing.

VI. PERIOD OF PERFORMANCE

Unless otherwise stated in the Agreement; any agreement let from this RFP is for a period of twelve (12) consecutive months.

VII. TECHNICAL DIRECTION

The Owens Valley Career Development Center's primary contact for this agreement will be the OVDC Purchasing/Contracts Administrator or designee.

- 1) OVDC Purchasing/Contracts Administrator or designee is responsible for guiding the technical aspects of the project and for general monitoring of the work performed. The OVDC Purchasing/Contracts Administrator or designee is authorized to fill in details or otherwise to complete the general description of the work set forth herein.
- 2) The OVDC Purchasing/Contracts Administrator or designee is not authorized to make any commitments to any changes which constitute work not within the general scope of the Agreement, increase in total estimated cost or extension of the Agreement period of performance without the written approval of CEO, Human Resources Director, CFO and OVBT (Owens Valley Board of Trustees).

VIII. KEY PERSONNEL

The personnel specified in the Contractor's proposal are considered to be essential to

the work being performed. Prior to changing any of the individuals specified in the proposal, the contractor will notify OVCDC CEO, Human Resources Director, CFO and Purchasing/Contracts Administrator or designee reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No change will be made by the Contractor without the prior written consent of the CEO, Human Resources Director, and CFO.

IX. PAYMENT

A. *PAYMENT AND SUBMISSION OF INVOICES*

- 1) Payment for work performed under this Agreement will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
- 2) Payment will be made to the contractor based on progress, work completed, materials consumed and valid expenses incurred. The contractor must submit each invoice in sufficient detail to document the work performed, time spent, materials consumed and expenses incurred with supporting documentation.
- 3) Invoices may not be accepted on more frequent intervals than twice a month and once per month or less often is preferred. Invoices requesting payments will be prepared and submitted in duplicate and contain the following information: Agreement number, description of services, time spent on each task and total cost for services.

X. RIGHTS

OVCDC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement or obligation and in no way is OVCDC responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record. Only written responses will be accepted. Responses should be sent in a sealed envelope, clearly marked with the RFP number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in the cover-letter to this RFP. Delivery to other than the name and address specified in this RFP may render the Bidder's proposal non-responsive.

XI. AGREEMENT TERMS AND CONDITIONS

The services requested will be provided under terms and conditions set forth in the OVCDC Standard Agreement. The Agreement will be provided upon request. The Agreement contains the Standard Provisions and Special Provisions applicable to the services anticipated in this RFP. If the person or business submitting a proposal is unable to agree to the terms and conditions set forth in the Agreement, the proposal must indicate the specific sections of the Agreement that are not acceptable and submit alternate language that is acceptable to the person or business submitting a proposal. In addition, the person or business submitting a proposal will reference each specific language change and provide a narrative explanation of each proposed change. Although OVCDC will consider alternate language proposed by a person or business

submitting a proposal, OV CDC will not be bound by Agreement language received as part of the response. If the person or business submitting a proposal requires that OV CDC be bound by some or all of the alternate Agreement language, the proposal may be considered non-responsive and may be rejected.

OV CDC will make a reasonable effort to execute an agreement based on this solicitation document within fifteen (15) days of selecting a proposal that best suits OV CDC. The Agreement will be signed by the Contractor and returned within five (5) business days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective, and work must not be performed, until the Agreement is signed by a person holding the required authority for both parties and full approval by OV CDC including the OV CDC Human Resources and Finance Departments.

Failure to execute the Agreement within the time frame identified above will be sufficient cause for voiding the award of the Agreement. If a successful person or business submitting a proposal refuses or fails to execute the Agreement, OV CDC may award the Agreement to the next qualified person or business submitting a proposal.

XII. INTERVIEWS

An interview/presentation may be conducted with a person or business submitting a proposal(s) selected as finalists to offer an opportunity for the person or business submitting a proposal(s) to present the proposal and explain or clarify aspects of the proposal. The interview/presentations will be scheduled at the OV CDC offices in Bishop, California unless otherwise agreed.



Exhibit A – RFP 11-12-82 Questionnaire

1. How many clients are currently using your grant writing services?
2. Please give a brief description of the types of clients you serve.
3. Is your company a member of any trade associations and/or professional associations related to grant writing? If so, please list them.
4. Please describe your philosophy and practice in regards to customer service.
5. What is your company's experience or level of accessibility (i.e., electronic, telephonic, in-person)?
6. How long have you researched, solicited, written, and administered grants?
7. What type of grants do you specialize?
8. How do you locate grant opportunities?
9. Describe your successes with winning and administering grants.
10. Describe your past experiences with Tribes/Tribal organizations?
11. What sets your company apart from the rest?
12. Identify potential or current conflicts of interest that would interfere with carrying out grant writing services for OVCDC.
13. Have you previously attended the ANA pre-application training?