By
Kristyn Van Ostern
Associate Vice Chancellor, CCSNH
26 College Drive, Concord, NH 03301

RFP Schedule

February 27, 2015  
Issuance of CCSNH RFQ

March 6, 2015  
Deadline for Submissions
Request for Qualifications

Table of Contents

I. Background of CCSNH
II. Purpose
III. Services Requested
IV. Qualifications
V. Background Information of Firm
VI. Grant Project History
VII. Submission Information
VIII. Selection Process
I. BACKGROUND ON CCSNH

The Community College System of NH (CCSNH) is a public system of higher education consisting of seven independent colleges and local academic centers. The System is led by a Board of Trustees, a Chancellor, and the College Presidents. Serving over 27,000 students annually, CCSNH offers over 80 associate degree programs and more than 120 short-term certificate and specialized training programs.

II. PURPOSE

CCSNH is issuing this Request for Proposal to obtain competitive responses from vendors to provide Grant Writing services for the American Apprenticeship Initiative.

III. SERVICES REQUESTED: Grant Writing

Assist CCSNH in the development and writing of a persuasive and competitive grant application for the American Apprenticeship Grant.

a. Work closely with CCSNH to develop a mutually agreed upon outline, work plan and timeline to organize workflow ensuring timely submission of the resulting application package.

b. Gather necessary input from CCSNH and partners to develop program solutions which support the grant’s goals and expected outcomes and outputs.

c. Organize pre-proposal conference calls and meeting(s) between CCSNH and partners to clarify submission guidelines, program design, and review application components.

d. Facilitate group planning and development meetings as necessary and draft memoranda of understanding which outline partnership responsibilities and contributions.
e. Research and draft all portions of grant application.

f. Collect support data, appendices, memoranda of understanding, and budget materials such as quotes and indirect cost rate agreements for inclusion in the application package. Draft memoranda of understanding and letters of support for use by the client when required.

g. Compose appropriate cover letters.

h. Provide technical assistance through the completion of the submission process, (i.e. pre-flight check of application and all attachments; formatting, naming conventions, and saving support documents in the preferred form; collating, photocopying, packaging, and mailing and/or electronic submission through www.grants.gov).

IV. QUALIFICATIONS

Due to the scope of work, the minimum required qualifications are as follows:

1. A minimum of 5 years in preparation of competitive federal, state and foundation grant applications with proven record of success;

2. Demonstrated experience in identifying funding sources, grants, program and budget development and preparation of complex written and electronic grant submissions;

3. Proficiency with Word, Excel, Visio, Power Point, and Adobe

V. BACKGROUND OF FIRM

1. Provide an overview of you or your firm’s Qualifications.

2. Describe how you or your firm would provide the Services Requested.

3. Provide a resume or curriculum vitae of Key Person(s). Key Person(s) is defined as the individual that would perform the work and work directly with CCSNH.

VI. GRANT PROJECT HISTORY & DISCLOSURES
Provide a list of recent projects, including client, funding agency or foundation, project title or purpose, dollar amount, and whether or not the proposal was successful.

Provide disclosures on all ongoing or potential conflicts of interest.

VII. SUBMISSION INFORMATION

Proposal Inquiries:

All inquiries concerning this request shall be made via email or phone to kvanostern@ccsnh.edu and (603) 230-3509.

Interested Firms must submit their RFP electronically via email by 5:00 pm March 6th, 2015 to kvanostern@ccsnh.edu

VIII. SELECTION PROCESS

Evaluation Process:

Selection of the grant writing vendor shall be made in the best interest of CCSNH. Although no weighted value is assigned, consideration may focus toward but is not limited to:

- Demonstrated competence
- Experience in performance of comparable engagements
- Conformance with the terms and conditions of this RFP
- Expertise and availability of key personnel
- Adequacy and completeness of proposal

Insurance Requirements:

The selected firm will need to furnish a certificate of good standing from the New Hampshire Secretary of State’s office and an insurance certificate which includes the following:

The firm agrees to provide, prior to beginning any services, a certificate of insurance for a general commercial liability policy covering bodily injury and property damage, in a form and with an insurance company acceptable to CCSNH, with limits of coverage of not less than $1 million per person/$2 million in the aggregate. The certificate of coverage shall name CCSNH as an additional insured. The firm must also provide at least 30 days’ notice of material change or cancellation.
Unless firm is exempt by State law, the firm shall further maintain workers’ compensation coverage in accordance with all applicable laws and provide evidence of coverage on a Certificate of Insurance to CCSNH prior to providing any services.