REQUEST FOR QUALIFICATIONS

For Grant Writing Services for the Trade Adjustment Assistance Community College and Career Training Grant

NCC 13-12
Request for Qualifications Issued

On

May 24, 2013

By
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Nashua, NH 03063

RFQ Schedule

May 24, 2013  Issuance of NCC RFQ
June 4th, 2013  Deadline for Submissions
Request for Qualifications

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I. BACKGROUND ON NASHUA COMMUNITY COLLEGE

Nashua Community College (NCC), a component of, The Community College System of NH (CCSNH) is committed to providing comprehensive, market-driven, accessible, quality programs of higher education that respond to the needs of students, business, and communities.

II. PURPOSE

Nashua Community College, a component of, CCSNH is seeking professional grant writing, editing, and coordination services for grant proposal development, involving faculty, staff and students, working in teams on multiple campuses and with partners. Selected consultants will be offered a Retainer Contract who can be called on an as-needed, timely basis for proposal development or advice. The primary purpose of the Retainer Contract is to provide supplemental services for Principal Investigators who will be the primary grant writers with the content expertise to make the proposals competitive. NCC seeks individuals with a strong history of success with Federal, State, Local and Private Foundations.

III. SERVICES REQUESTED

1. Work with staff and faculty, through the NCC Offices, to develop proposals to government agencies or private foundations to fulfill NCC & CCSNH goals and initiatives.
2. Grant Coordination: Develop overall grant outline; work with team to determine writing assignments; ensure that all required components of proposal are included in submission; ensure adherence to grant evaluation criteria.
3. Provide budget guidance and justifications in alignment with NCC & CCSNH policies and personnel guidelines and in conformance with grant solicitation requirements.
4. Edit draft proposals for consistency of messaging, integration of grant requirements and succinctness.

During the term of the Retainer Contract, NCC will contact Retainer Contract participants in the qualified pool that best meet the requirements of the individual departmental project. Prior to any work being authorized, a Task
Order must be fully executed. Failure to execute a Task Order may result in non-payment of work performed, or termination of the Retainer Contract.

IV. QUALIFICATIONS

Due to the scope of work and the nature of the qualified pool, 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. A minimum of 5 years grant management experience with strong knowledge of the State, Federal Government, and commercial grant application process and writing of applications;
3. Demonstrated experience in identifying funding sources, grants, program and budget development and preparation of complex written and electronic grant submissions;
4. Bachelor’s degree required of assigned principal;
5. Proficiency with Word and Excel.

Please submit your responses in order beginning with question #1 by restating the question, then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

V. BACKGROUND OF FIRM

1. Provide an overview of you or your firm.
2. Describe how you or your firm meets the Required Qualifications.
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 NCC and 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 Inquires:

All inquiries concerning this request shall be made in writing and shall be Submitted to: Nashua Community College, Attn: Amber Wheeler, Chief Financial Officer 505 Amherst Street Nashua, NH 03063 or awheeler@ccsnh.edu, (603) 578-8983.

Interested Firms must submit their RFQ electronically via email by June 4th, 2013: to awheeler@ccsnh.edu. Three (3) copies must also be sent to Nashua Community College, ATTN: Amber Wheeler, Nashua, NH 03063 to be eligible for consideration in this process. There will be no exceptions to this requirement.

VIII. SELECTION PROCESS

Evaluation Process:

All eligible responses shall be considered for inclusion on a short list of accepted firms. The short list of firms will be determined no later than 3:00 pm on June 5th, 2013 and will be contacted immediately.

All selected firms will be asked to provide a proposal to provide Grant Writing Services for the grant at Nashua Community College and CCSNH.

The process to select a Grant Writer shall include the following:

1. Proposals are to be submitted addressing the services of the Grant Writer as defined in this letter.
2. The Proposals are to be sent no later than June 11th, 2013
3. Preselected scoring criteria will be used by the selection committee to judge and choose the successful firm. These criteria are attached Appendix A.
4. The Nashua Community College will enter contract discussions with the successful firm to finalize terms of the Contract. If contract terms cannot be agreed to the College will terminate discussions and enter into negotiation with the next highest scoring firm.
Insurance Requirements:

The selected firm awarded the contract will need to furnish 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 Nashua Community College, with limits of coverage of not less than $1 million per person/$2 million in the aggregate. The certificate of coverage shall name Nashua Community College, a Component of CCSNH, and 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 Nashua Community College prior to providing any services.
### GRANT WRITING SERVICES

**NASHUA COMMUNITY COLLEGE**

**SCORING CRITERIA**

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
</tr>
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<tbody>
<tr>
<td>1. Quality of the Grant Writer Proposal</td>
<td>40</td>
</tr>
<tr>
<td>2. Quality of the related projects/areas of expertise/experience on</td>
<td>40</td>
</tr>
<tr>
<td>Government grants</td>
<td></td>
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<tr>
<td>3. Cost</td>
<td>(up to) 20</td>
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**Grand Total** 100