REQUEST FOR PROPOSALS

For Grant Writing Services for the Trade Adjustment Assistance Community College and Career Training IV (TAACCCT IV) Grant

NHTI #14-71
Request for Proposals

Issued On

May 09, 2014

By

Denis Normandin
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RFP Schedule

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<th>Date</th>
<th>Event</th>
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<tr>
<td>May 09, 2014</td>
<td>Issuance of NHTI RFP</td>
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<td>May 23, 2014</td>
<td>Deadline for Submissions</td>
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Request for Proposals

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I. BACKGROUND ON NHTI - CONCORD’S COMMUNITY COLLEGE

NHTI - Concord’s Community College (NHTI), a component of The Community College System of New Hampshire (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

NHTI 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. NHTI 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 NHTI Office of Academic Affairs, to develop a proposal to a government agency to fulfill NHTI & CCSNH goals and initiatives. Specifically for this proposal NHTI is seeking grant writing services related to the Trade Adjustment Assistance Community College and Career Training (TAACCCT IV) Grant [http://www.grants.gov/view-opportunity.html?oppId=253993](http://www.grants.gov/view-opportunity.html?oppId=253993). Although all seven colleges of the CCSNH will be involved and have representation, NHTI is the principal and point of contact.

2. Grant Coordination: Develop overall grant outline; write grant; work with team in editing and reviewing drafts; ensure that all required components of the grant application are included in submission; assist in devising and ensuring adherence to grant evaluation criteria.

3. Provide budget guidance and justifications in alignment with NHTI & CCSNH policies and personnel guidelines and in conformance with grant solicitation requirements.

4. Review and edit draft application for consistency of messaging, integration of grant requirements, and succinctness.

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.
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 experience with strong knowledge of the State, Federal Government, and commercial grant application process and writing of applications;
3. Demonstrated experience in 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 INFORMATION OF FIRM

1. Provide an overview of you or your firm.
2. Describe how you or your firm meets the 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 NHTI.

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 submitted to:

NHTI
Attn: Denis Normandin
Assoc. VP of Academic Affairs
31 College Drive
Concord, NH 03301
(603)-230-4000 X 4116
dnormandin@ccsnh.edu

To be eligible for consideration in this process, interested firm must submit their Proposal by 2:00 p.m., May 23, 2014 to Melanie Kirby.

- Email: mkirby@ccsnh.edu
- Fax: 603-230-9311.
- Address: NHTI
  Attn: Melanie Kirby
  Chief Financial Officer
  31 College Drive
  Concord, NH 03301

VIII. SELECTION PROCESS

1. Proposals are to be submitted addressing the services of the Grant Writer as defined.
2. The Proposals and Exhibit A are to be sent no later than 2:00 p.m., May 23, 2014.
3. Preselected scoring criteria will be used by the selection committee to evaluate and choose the successful firm. These criteria are included in Appendix A.
4. NHTI 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 NHTI, with limits of coverage of not less than $1 million per person/$2 million in the aggregate. The certificate of coverage shall name NHTI, 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 NHTI prior to providing any services.
Appendix A

GRANT WRITING SERVICES

NHTI

SCORING CRITERIA

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
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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
EXHIBIT A

NHTI #14-71

PROJECT: Grant Writing Services for the TAACCCT IV Grant

NHTI-Concord’s Community College

PROPOSAL CONTACT AND COST FORM

Company Name: _________________________________________________________________

Address: _______________________________________________________________________

Telephone Number: _______________________________________________________________

Fax Number: _____________________________________________________________________

All labor to complete the project: $ ________________________________________________

All miscellaneous components to complete the project:
( Including Personnel, Travel, Supplies, Other): $ _____________________________________

Project Total: $ _________________________________________________________________