REQUEST FOR PROPOSAL FOR:
Grant Writing & Post-Award/Project Implementation Technical Assistance
River Valley Community College
BID #RVC15-09

PURPOSE:
River Valley Community College seeks professional grant writing, editing; and, coordination of post-award & project implementation technical assistance at the main campus and Academic Center in Keene for the 2015 release of a FY 2015 SSS Program/TRIO Grant application and award if secured. If grant is not awarded the post-award and project implementation technical assistance will not be contracted.

VENDOR CERTIFICATIONS
The vendor awarded the contract must comply with the terms of the CCSNH contract and of the SSS/TRIO grant. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations.

A completed Alternate W-9 form (no fee) must be submitted with the contract.

CONTRACT TERM:
The term of any resulting contract shall end on or before December 30, 2020.

River Valley Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by River Valley Community College. Partial payments are allowed.

SCOPE OF SERVICES:
Work within this request for proposal (RFP) shall include:

Proposal Development Stage/Pre-Award Guidance & Assistance

1) Review the FY 15 SSS Program/DOE guidelines and all solicitation requirements;
2) Communicate with funding source representatives to solicit recent funding priorities and expected competition level, to better position the proposal for success;
3) Strategically communicate the implementation plan in the proposal to reflect desired outcomes;
4) Develop and provide a list of data and information needed in preparing and developing the proposal;
5) Synthesize information provided by RVCC to develop the proposal narrative, budget narratives, and supporting attachments;
6) Collect data to incorporate into the proposal as necessary (i.e. state & regional trends, 
demand skills, economic indicators, LMI data, etc.);

7) Illustrate the project from recruitment of participants through implementation, with 
articulation throughout the proposal on how the stated outcomes and objectives will be 
measured and met;

8) Prepare the budget information and narratives for both the grant funds requested and 
match (if required);

9) Provide assistance in project goal/objectives identification;

10) Provide draft of proposal to RVCC for review and approval prior to submission;

11) Amend proposal as necessary based on feedback from RVCC;

12) Complete all required proposal forms and forward to RVCC for signature;

13) Compile finalized proposal with attachments, and work with RVCC to submit to the 
Dept. of Education through the Grants.Gov electronic system on or before the 
established proposal submission date;

14) Provide proposal follow-up services via telephone and/or email to track status; and be 
available for potential questions and/or clarifications sought from funding source.

Post-Award and Project Implementation Technical Assistance

NOTE: If grant is not awarded the post-award and project implementation technical 
assistance will not be contracted.

Technical assistance and general guidance to RVCC representatives throughout the grant 
implementation period shall include the following:

1) Participate in the initial grant implementation meeting review with funding source as 
requested;

2) Assist with the preparation of additional information and materials as requested by the 
funding source necessary to execute the grant contract;

3) Assist with the development of the implementation timeline;

4) Provide grant management set-up assistance to include the creation of a customized 
grant implementation binder and a customized electronic grant tracking matrix;

5) Provide training to in-house staff who will manage the project internally and collect 
necessary tracking documents;

6) Be available for general guidance and technical assistance for in-house staff throughout 
the implementation period;

7) Provide technical assistance regarding the submission of quarterly progress reports;

8) Assist with the preparation of reimbursement request drawdowns and review back-up 
documentation and reports prior to submission;

9) Assist with communications to funding source representatives regarding any necessary 
changes to the training plan;
10) Provide technical assistance in preparing change requests and grant modification/s to the narrative and/or budget;

11) Provide assistance of the submission of final grant close-out report.

**Important qualifications and characteristics for the successful vendor include:**

1) A minimum of 5 years in preparation of competitive federal grant applications with proven record of success;

2) A minimum of 5 years grant experience with strong knowledge of the federal government 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) Proficiency in with MS Word & Excel.

5) Working familiarity with and vested interest in the state and communities served by River Valley Community College/Community College System of NH (CCSNH).

6) Demonstrated success in grant applications and related awards for and with the colleges of CCSNH and/or CCSNH.

7) Experience with community colleges, post-secondary public education or similar.

8) Demonstrated success with post-award and project implementation technical assistance with federal grants with colleges of CCSNH and/or CCSNH.

9) Readily accessible with strong, effective and flexible avenues of communication.

10) Proven ability to meet grant application deadline and reporting deadlines (post-award protocols).

11) Ability to work within budget constraints.

**ADDITIONAL INFORMATION:**

River Valley Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal.

The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to River Valley Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers’ Compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’
compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor employees, and other related personnel who will be physically required to work at the college campus, providing the following information for each person:

- Name
- Employer’s Company Name

River Valley Community College reserves the right to request a criminal background check on any employee of Contractor. River Valley Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**INSURANCE:**
Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and the River Valley Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the River Valley Community College.

The certificates are required to name River Valley Community College as additional insured.

**ADDENDUM:**
In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, River Valley Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before your submission, always check for any addenda or other materials that may have
been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION INFORMATION**

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 River Valley Community College.

**SELECTION PROCESS**

1. Proposals are to be submitted addressing the services as defined above.
2. The Proposals are to be **received no later than 2 p.m. January 16, 2015**.
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. RVCC 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.
Appendix A

GRANT WRITING SERVICES & POST AWARD TECHNICAL ASSISTANCE

RIVER VALLEY COMMUNITY COLLEGE

SCORING CRITERIA

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>1. Quality of the Proposal</td>
<td>40</td>
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<tr>
<td>2. Quality of the related projects/areas of expertise/experience on</td>
<td>40</td>
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<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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</tbody>
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Grand Total 100
SUBMISSION OF RFP RESPONSE:
Proposals are due on or before 2 p.m. on Friday, January 16, 2015.

If any Addenda to the RFP are issued, please acknowledge in your proposal.

Response must include costs related to the Project and Project Total.

Proposals should be mailed to the River Valley Community College, Attention: Valerie Mahar, One College Place, Claremont, NH 03743; faxed to 603-543-1844; or emailed to vmahar@ccsnh.edu, or hand carried to the address above.

River Valley Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling (603) 542-7744 x5320.

AWARD:
River Valley Community College reserves the right to accept or reject any or all of the Proposals.

River Valley Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

GRANT WRITING SERVICES & POST AWARD TECHNICAL ASSISTANCE
RIVER VALLEY COMMUNITY COLLEGE

PROPOSAL CONTACT AND COST FORM

BID #RVC15-09

Company Name: ____________________________________________

Address: __________________________________________________

Telephone Number: _________________________________________

Fax Number: ______________________________________________

All Labor to complete this project: $____________________

All miscellaneous components to complete the project:
Including Personnel, Travel, Supplies, Other: $____________________

Grant Writing and Submission $____________________

Post-Award Technical Support $____________________
NOTE: If grant is not awarded the post-award and project implementation technical assistance will not be contracted.

Project Total: $____________________

Signature: _____________________________________________

Printed Name: __________________________________________

Date: _________________________________________________

This form must be signed by a person authorized to legally bind the applicant organization.