REQUEST FOR QUALIFICATIONS

For Grant Writing, Grant Review, and Grant Evaluation Services

BID #CHA16-01

Request for Qualifications Issued

On

September 4, 2015
By
Kristyn Van Ostern
Associate Vice Chancellor, CCSNH
26 College Drive, Concord, NH 03301

RFQ Schedule

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Request for Qualifications

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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, Grant Review, and Grant Evaluation services, per the attached specifications, for CCSNH and its seven colleges on an as-needed basis.

III. SCOPE OF WORK

CCSNH seeks to develop a pool of grant writers, grant reviewers and grant evaluators.

This Contract will establish a master contract list of vendors who are pre-qualified to perform one or more of the services identified. Once this master contractor list has been established, work will be offered to contractors on the list on an as-needed basis in the form of a Request for Proposals (RFP) or other bid process.

CCSNH will compensate on a per grant written and submitted basis. Amount per grant will vary by project and will be contingent on a mutually agreed-to scope of services and cost structure. There is no guaranteed minimum work to any one vendor.

IV. SERVICES REQUESTED

A. Grant Writing: Assist CCSNH and its colleges in the development and construction of solid and persuasive grant application(s).
a. Work closely with CCSNH colleges and/or Chancellor’s Office to develop mutually agreed upon outline, work plan and timeline to organize workflow ensuring timely submission of the resulting application package(s).

b. Gather necessary input from appropriate CCSNH faculty and staff to develop program descriptions and develop program solutions which support the grant’s mission, objectives and guidelines.

c. Organize pre-proposal conference calls between CCSNH and partners to clarify submission guidelines, and follow up with documented e-mails. Each awarded vendor is also responsible for scheduling debriefing meetings, should the application be unsuccessful, and making appropriate revisions to the process for future applications.

d. Identify appropriate external partners and stakeholders sufficient to develop a qualified application. Facilitate group planning and development meetings as necessary and secure memoranda of understanding which outline partnership responsibilities and contributions.

e. Research and draft grant proposals.

f. Collect all 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).

B. Grant Review: Assist CCSNH and its colleges in the review grant application(s).

   a. Review grant proposals completed by CCSNH.
b. Prepare documentation summarizing strengths and weaknesses of grant proposals.

c. Provide insight and recommendations to CCSNH to enhance the opportunity for successful proposals.

C. Grant Evaluation: Provide Third Party Evaluation services for CCSNH and its colleges

a. Provide evaluation of deliverables produced under grant

b. Assess student outcomes

c. Develop an evaluation report that provides recommendations for adjustments and improvements to programs

d. Develop an evaluation report that provides recommendations for adjustments and improvements to programs

e. Ensure CCSNH is in compliance with mandatory reporting requirements

f. Attend meetings with CCSNH grant staff

g. Participate in evaluator webinars and conferences

V. 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. Proficiency with Word, Excel, Visio, Power Point, and Adobe
VI. 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 CCSNH.

VII. 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.

VIII. SUBMISSION INFORMATION

Proposal Inquires:

All inquiries concerning this request shall be made in writing and shall be Submitted to: CCSNH, Attn: Kristyn Van Ostern, Associate Vice Chancellor 26 College Drive, Concord, NH 03301 or kvanostern@ccsnh.edu, (603) 230-3500.

Interested Firms must submit their RFQ electronically via email by September 22, 2015 by 4:00 pm: to kvanostern@ccsnh.edu. Three (3) copies must also be sent to CCSNH, ATTN: Kristyn Van Ostern, Associate Vice Chancellor 26 College Drive, Concord, NH 03301 to be eligible for consideration in this process. There will be no exceptions to this requirement.

IX. SELECTION PROCESS

Evaluation Process:

Selection for the pool of grant writing, reviewing, and evaluating vendors 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 RFQ
• Expertise and availability of key personnel
• Adequacy and completeness of proposal

**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 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.