REQUEST FOR PROPOSAL FOR:

Grant Writing Technical Assistance
Community College System of New Hampshire

BID #CHA17-01

PURPOSE:
The Community College System of New Hampshire seeks professional grant writing associated with the release of the Department of Labor (DOL) ApprenticeshipUSA State Expansion Grant application.

VENDOR CERTIFICATIONS

The vendor awarded the contract must comply with the terms of the CCSNH contract. 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 September 30, 2016.

The Community College System of New Hampshire 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 the Community College System of New Hampshire. 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 Department of Labor (DOL) ApprenticeshipUSA State Expansion Grant 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) 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.

4) Synthesize information provided by CCSNH to develop the proposal narrative, budget narratives, and supporting attachments;

5) Organize pre-proposal conference calls or meetings between CCSNH and partners to clarify submission guidelines;
6) Identify appropriate external partners and stakeholders sufficient to develop a qualified application. Facilitate group planning and development meetings as necessary and secure memorandum of understanding which outline partnership responsibilities.

7) Collect data to incorporate into the proposal as necessary (i.e. state & regional trends, demand skills, economic indicators, LMI data, etc.);

8) 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;

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

10) Provide assistance in project goal/objectives identification;

11) Provide draft of proposal to CCSNH for review and approval prior to submission;

12) Amend proposal as necessary based on feedback from CCSNH;

13) Complete all required proposal forms and forward to CCSNH for signature;

14) Compile finalized proposal with attachments, and work with CCSNH to submit to the Department of Labor through the Grants.Gov electronic system on or before the established proposal submission date;

15) 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.

**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 demonstrated interest in the state and communities served by the 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) Readily accessible with strong, effective and flexible avenues of communication.

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

10) Ability to work within budget constraints.
ADDITIONAL INFORMATION:

The Community College System of New Hampshire 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 the Community College System of New Hampshire 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. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

The Community College System of New Hampshire reserves the right to request a criminal background check on any employee of Contractor. The Community College System of New Hampshire 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 Requirements:

The Contractor/Vendor awarded the contract will need to furnish an insurance certificate which includes the following:

The contractor 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 Contractor must also provide at least 30 days-notice of material change or cancellation.

Unless the Contractor is exempt by State law, the Contractor 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.

ADDITIONUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, The Community College System of New Hampshire 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 the Community College System of New Hampshire.

**SELECTION PROCESS**

1. Proposals are to be submitted addressing the services as defined above.
2. The Proposals are to be **received no later than July 22, 2016.**
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. CCSNH will enter contract discussions with the successful firm to finalize terms of the Contract. If contract terms cannot be agreed to, CCSNH will terminate discussions and enter into negotiation with the next highest scoring firm.
Appendix A

GRANT WRITING SERVICES
Community College System of New Hampshire

SCORING CRITERIA

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of the Proposal Demonstrating Proficiency That Is Likely to Result in Development of Successful Proposal and Ability to Provide Effective Pre-Award Guidance &amp; Assistance</td>
<td>40</td>
</tr>
<tr>
<td>2. Quality of the related projects/areas of expertise/experience on Government grants</td>
<td>40</td>
</tr>
<tr>
<td>3. Cost</td>
<td>(up to) 20</td>
</tr>
</tbody>
</table>

Grand Total 100
SUBMISSION OF RFP RESPONSE:

Proposals are due on or before **July 22, 2016 by 2:00 PM EST.**

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 Community College System of New Hampshire. Attention: Beth Doiron, 26 College Drive, Concord, NH 03301; faxed to 603-271-2725; or emailed to bdoiron@ccsnh.edu, or hand carried to the address above.

The Community College System of New Hampshire 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) 230-3500.**

AWARD:

The contract will not be awarded solely on price. Please see Appendix A.

The Community College System of New Hampshire reserves the right to accept or reject any or all of the Proposals.

The Community College System of New Hampshire reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

GRANT WRITING SERVICES
Community College System of New Hampshire

PROPOSAL CONTACT AND COST FORM

BID #CHA17-01

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 $____________________

Project Total: $ _____________________

Signature: _______________________________________________________________

Printed Name: __________________________________________________________________

Date: _______________________________________________________________________

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