

Request for Proposal

RFP 18-001

Grant Writer Services

PROJECT DEFINITION

The Port of Poulsbo ('the Port') intends to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants and private foundation grants. Primary responsibilities include responding to grant opportunities – typically federal, state, or private foundation - selected by the Port and providing advocacy guidance. Details of responsibilities are described in this RFP under "Scope of Services."

PROJECT DURATION

This project will have a term of twelve (12) months beginning on or about June 1, 2018 and ending on May 31, 2019, with the possibility the Port, at its option, may renew the term of the Agreement for two additional one year terms.

SCOPE OF SERVICES

- Thoroughly understand the history, programs, and services of the Port;
- Be knowledgeable about potential community resources for grant collaboration/partnership;
- Work with the Port management team to identify community partners as necessary;
- Attend applicable pre-proposal workshops/webinars and provide Port management team with information from workshops/webinars;
- Engage Port management team in creative strategizing for project development;
- Provide specific RFP guideline interpretation to steer Port management team to successful and timely proposal development;
- Research all required and suggested background documents, promising practice programs, etc;
- Demonstrate resourcefulness, creative thinking, and innovation in order to generate high quality plans for program and proposal development;
- Prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations;
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines;
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder;
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal;
- At the beginning of the proposal process, develop a timeline that is agreeable to Port management team for submission of proposal drafts and review;

- Write well-organized, compelling proposal drafts that follow the requirements of the RFP and submit for review to appropriate Port personnel, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process;
- Make edits or revisions to drafts as required in a timely manner;
- Submit final proposal after approval by Port management team via print or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements;
- Provide digital and paper copies of complete proposals for Port personnel;
- Notify applicable state and/or federal partners of grant proposal submission and provide additional advocacy suggestions regarding outreach.

QUALIFICATIONS/CREDENTIALS

- Respondent should have proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range – documented by summary of funding source, date, amount.
- Respondent should have experience preparing grant proposals for a Port in federal, state, and private foundation funding areas;
- Respondent should have ability to do multiple assignments at the same time.
- Respondent should have documented experience with collaborative project development with multiple partner organizations. If respondent has experience with development of regional grants, include documentation of extent of region and partnerships.
- Respondent should have excellent writing skills and ability to write persuasive proposals aligned with RFP requirements as demonstrated by clear and compelling proposal samples.
- Respondent should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
- Respondent should have expert computer skills in Microsoft Office Word, Excel and online grant submission systems.
- Respondent should be highly organized with the ability to identify and implement needed systems and follow-up processes.
- Respondent should be able to effectively work – and maintain superb interpersonal skills - under pressure, use excellent judgment, and produce a high quality work product within tight time constraints.
- Respondent should state previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.
- Respondent should have experience in working on grant proposals/submissions.

SUBMITTAL: Respondent’s proposal should be clear, specific, and provide a straightforward, concise explanation of Respondent’s capacity and experience. Requested grant/RFP samples must be included.

Submit one original and four (4) copies of the proposal, directed to:

Port of Poulsbo, PO Box 732, Poulsbo, WA 98370

Closing date for this Request for Proposal (“RFP”) is 2:00 p.m. PDT, on June 30, 2018. Please reference the above RFP number on all correspondence. Questions regarding this RFP may be submitted via e-mail to: carol.tripp@portofpoulsbo.com no later than June 20, 2018 at 1pm PDT.

NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE PORT, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY WRITTEN REQUEST FOR CLARIFICATION.

FORMAT FOR PROPOSALS

The original and four (4) copies of the proposer's proposal should be arranged as follows:

- Letter of Interest. A cover letter formally responding to the RFP and submitting your qualifications. The contents of this document must include a statement that attests to the accuracy of your submitted proposal and the document must include your signature.
- Summary of Qualifications. Resumes of individual(s) who will be assigned to this project.
- Background and Track Record. State Respondent's successful experience in all applicable aspects of federal and/or state grant writing as outlined above. List all successful grants and the amounts funded for each. In addition, enclose copies of at least one funded proposal that you have written along with the applicable RFP.
- Services to be provided. Include responsibilities that the Port has noted as required and the services you will furnish in order to support them.
- Budget. This document should describe the various cost factors of your bid, projected costs, including a projected allocation of time for individuals involved with this contract. References. Three (3) references are required, two (2) of which must be clients. The Port will verify that Respondent has successful grant experience and a history of fulfilling requirements of projects in a timely and professional manner and within the proposed budget.
- Disclosure Statement. Respondent shall provide a disclosure statement regarding any potential conflict of interest issues Respondent might have or may encounter.

Response Date: RFPs must arrive at Port of Poulsbo's business office on or before June 30, 2018 by 2:00 p.m. PDT. Respondents mailing their submissions should allow normal mail delivery time to ensure timely receipt of the RFP.

EVALUATION OF QUALIFICATIONS The award of the contract to the Selected Respondent will be based on the proposed budget for services rendered in accordance with, but not limited to, the results of the Port's evaluation of:

- Respondent's Letter of Qualifications;
- Reference checks;
- Respondent's experience and expertise in the field;
- How well Respondent's proposal meets the stated requirements, as evidenced by Respondent's proposal;
- Overall thoroughness of the proposal;
- Response to Conditions.

THE PORT OF POULSBO RESERVES THE RIGHT TO REJECT ANY AND ALL RFPs AND TO ACCEPT ANY RFP AS SUBMITTED, OR AS MODIFIED, WHICH, IN THE OPINION OF THE PORT, WILL BE IN THE BEST INTERESTS OF THE PORT.

LEGAL UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this RFP, proposing entity agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this RFP constitute merely a suggestion to negotiate with the Port and is not a bid;
- Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the Port for the for the required services;
- By submitting a proposal, the proposing entity agrees and understands that the Port is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- That any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the Port, its elected officials, officers, employees or agents, shall not be binding against the Port, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Port Commission and Port Attorney,

In addition to the foregoing, by submitting a proposal, the proposing entity also understands and agrees that the Port reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including, but not limited to, the Port of Poulsville procurement policies;

- To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- To reject all proposals;
- To issue additional solicitations for proposals and/or amendments to this RFP;
- To waive any irregularities in proposals received after notification to all proposers;
- To negotiate for amendments or other modifications to proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the Port and not necessarily on the basis of price or any other single factor in the evaluation criteria.
- The Port assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal; The Port is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

CONTRACT

After selection of the successful proposer, and following contract negotiations, a formal written contract will be prepared by the Port and will not be binding until signed by both parties and approved by the Port Attorney. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE PORT FOR SUBMISSION TO THE BOARD OF COMMISSIONERS FOR CONTRACT APPROVAL. THE COMMISSION HAS THE RIGHT TO REJECT ANY RECOMMENDATION AND THE APPROVAL

OF SAID COMMISSION IS NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE PORT.

CONFLICT OF INTEREST

The award of a contract is subject to provisions of all Federal, State, City and Port laws. All proposers must disclose with their proposals the name of any Commissioner, or agent who is also an employee of the Port of Poulso. Further, all proposers must disclose the name of any Port officer, employee, or elected official who owns, directly or indirectly, an interest of ten percent or more in the proposer or any of its subsidiaries or affiliates.

PROPOSALS SUBJECT TO OPEN RECORDS LAW

Proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure shall:

- a) insert the following notice in the front of its proposal: "NOTICE The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position. The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the Port considers proper under the law. If the Port enters into an agreement with this proposer, the Port shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

And

- b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW."

The Port assumes no liability for disclosure of information so identified, provided that the Port has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction. The contents of the proposal which is accepted by the Port, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

PROPOSER CERTIFICATION AND NON-COLLUSION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the Port and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the Port for the required services. The undersigned agrees and understands that the Port is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding

or valid against the Port, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the Port and approved by the Port Attorney.

It is understood and agreed that the Port reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the Port reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the Port is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of Washington and the Port of Poulsbo, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Port employee, officer or official.

Proposer Name

By: _____

Name and Title