



**Request for Qualifications  
Grant Writing Services  
June 2010**

**Intent**

Capital Workforce Partners (CWP), the Workforce Investment Board (WIB) for North Central Connecticut, is seeking to pre-qualify experienced, competent grant writers with a local presence, to provide overall research and grant writing services. Pre-qualified vendors will be placed on a list from which CWP will select entities to provide research and grant writing services. The services will enable CWP to identify, apply and secure funds to help further its mission of leveraging public and private resources to produce skilled workers for a competitive regional economy.

**Background**

CWP is a 501 (C) (3) non-profit corporation. Its service area includes 37 towns in the greater Hartford, New Britain, and Bristol area, also known as the North Central Region of Connecticut. The region has a total population of over 980,000 and a labor force of over 520,000. CWP is the largest workforce investment area in Connecticut.

CWP staff design and implement comprehensive programs, contracted through private and public partner organizations, which develop a skilled, educated and vital workforce to support the economic growth of the municipalities within its service area. CWP is a significant partner in, and financial contributor to, the *CTWorks* One-Stop Career Center system and is one of five Workforce Boards in the state that comprise the Connecticut Workforce Development Council.

**Disclaimers**

The release of this Request for Qualifications (RFQ) does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general submission requirements set forth in this RFQ, and to evaluate all accepted responses on the criteria in this RFQ.

CWP reserves the right to accept or reject any or all responses received or any portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all or portions of the RFQ may be reissued. During the technical review, CWP reserves the right, at its sole discretion and sole judgment, to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points, the determination of which is within the sole judgment and discretion of CWP.

CWP reserves the right to use CWP staff to write grant proposals and pursue funding sources independent of any grant writing services secured.

## Section A: Services Solicited

Pre-qualified vendors will be identified and placed on a list from which CWP will select entities to provide all or a portion of the following research and grant writing services; all services must be provided in a manner satisfactory to CWP:

- Conduct research on potential funding sources, including, but not limited to federal, state, national and local foundations and funders. This research will enable the grant writer, in cooperation with CWP, to identify potential grant funds.
- Prepare all components of grant applications authorized by CWP. This includes narrative, financial and any other components required by the funder, or CWP, for submission of a complete application.
- Facilitate and document program design meetings with partner agencies, communicate the terms and conditions of grant opportunities, develop parameters of grant applications, assist in identification of partners' roles, develop timelines for grant process, gather necessary information and solicit review of proposal drafts.
- Submit final product(s) to funder, and CWP, in compliance with funders' requirements and timeframes.
- Prepare grant summaries using a format designated by CWP.
- Provide all necessary tools and equipment associated with the completion of services.

## Section B: Instructions for Responding to this RFQ

### Submission Requirements

This RFQ is being released on Thursday, June 3, 2010 and is open-ended. Responses addressing all submission components **may be submitted to CWP at any time**. Responses may be mailed, hand-delivered or emailed; **no faxed responses will be accepted.** Responses must be submitted to the attention of Marian V. Eichner, Projects Support Manager, Capital Workforce Partners, One Union Place, Hartford, CT 06103; meichner@capitalworkforce.org.

Responses should be no more than 10 pages, not including cover letter, typed or word processed using no less than 12-point font. All responses will become the property of CWP.

Capital Workforce Partners will pre-qualified grant writer(s) **through an ongoing process.**

### Submission Components

CWP is requesting that only grant writers with the requisite experience and expertise apply. **Respondents must provide a local presence in the development of grant applications and, if selected, agree to provide a fixed cost for proposal development** based on Section A: Services Solicited. Proposers should follow the sequence outlined below and must address all four elements in their submission:

1. **Statement of Qualifications** – Provide information on you and/or your company, clearly discuss and demonstrating your qualifications to provide CWP with grant writing services as outlined in Section A. Services Solicited. In addition, discuss and demonstrate that you and/or your company has the capacity and experience to develop complex, competitive grant applications to federal, state and local funders. Provide a list of funded grants for which you developed proposals detailing the funding source, amount requested, and, as appropriate, amount awarded. Identify all personnel who will be actively engaged in the provision of grant writing services. Include a resume for each person that highlights their relevant experience.

2. **Demonstrated Performance** – Provide a minimum of three references from clients for which you have provided similar services with the past two years. This information must include: Name of Organization; contact name; telephone number and e-mail address; nature and scope of the services provided; and time frame of the services provided.

3. **Cost Effectiveness** – Provide a fee schedule, by categories identified in Section A. Services Solicited. Respondents are advised that the lowest/best bid will not be the sole basis for pre-qualification.

4. **Ability to Deliver Services:** Proposer(s) should describe its ability to deliver all components of the services outlined in Section A. Services Solicited. In addition, proposers should detail their ability to provide a local presence in the development of grant applications.

### **Eligibility**

Entities, organizations or individuals possessing the appropriate capacity and demonstrated ability to provide the services outline in this RFQ are eligible to apply. Responses will be deemed eligible for pre-qualification based upon their completeness, responsiveness to this RFQ. Note: CWP is prohibited from awarding funds to any entity debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with DOL regulations at 29 CFR Part 98.

### **Evaluation**

CWP is responsible for final review and evaluation of responses and selection of pre-qualified grant writers and reserves the right to not select any or all responses. Selection for the provision of any/or all of the services contained in Section A: Services Solicited will be made from the list of pre-qualified entities resulting from this RFQ. The following criteria will be considered in evaluating responses: 1) experience and reputation in the field; 2) ability to provide needed services resulting in competitive, complete grant applications; 3) knowledge of Connecticut and CWP's service area; 4) local presence; 5) cost effectiveness, and 6) other factors deemed to be in the best interest of CWP. The arrangement of the criteria is not meant to imply order of importance in the evaluation process.