



Request for Proposals:

Grant Writer Services:

October 17, 2024 – November 17, 2024

dalfredson@wchauthority.com





Mission Statement

Winnebago County Housing Authority (WCHA) believes that having a safe, stable home is something everyone deserves. We work with local, state and federal organizations to provide homes and supportive services to the families and communities we serve.

WCHA administers programs for both Winnebago County Housing Authority and Boone County Housing Authority.

Scope of Services

WCHA is releasing a Request for Proposals to identify and select an experienced professional Grant Writer consultant or firm with a proved track record of researching, developing, writing and submitting successful grant proposals to raise both public and private funds in support of creative housing solutions for those with various forms of disabilities, persons experiencing homelessness, former foster youth, transitioning veterans' older adults and other inequitably disadvantaged populations.

The successful consultant or firm must have experience researching, developing, writing, preparing and submitting successful grant proposals for federal, state and private foundation grants; specifically, grants.gov.

Qualifications

- Qualified individuals or firms should have a minimum of 3 years of relevant work experience in grant proposal writing
- Qualified individuals or firms must demonstrate a proven track record of minimum of three (3) years of successful grant writing experience including sourcing, developing, writing and submitting successful grant proposals – documents by summary of funding sources, date, amount
- Qualified individuals or firms should provide 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.

Term

In accordance with our policy, WCHA shall seek to negotiate a multi-year on-call agreement not to exceed five years exercised at WCHA's discretion with one or more firms.

Evaluation Criteria

Responsive Proposals will then be ranked and scored based on the following point scale.

Criteria	Points
Demonstration of substantial and comprehensive experience with housing related entities, non-profits, other public agencies and grants.gov	20
Professional qualifications and licensing of the individuals or firm's key team members and references.	20
Respondent's insurability, status of current work, contract history and prior success at competing for grant funding	35
Respondent's fee structure and expense	15
Certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the work.	10



Evaluation Process

- WCHA may call upon anyone deemed necessary to assist with the evaluation.
- WCHA may obtain information from references.
- WCHA may contact the proposed Respondent for the purpose of obtaining additional information or clarification during the evaluation period.
- WCHA shall evaluate each Qualification Package received, in accordance with the factors identified above.
- WCHA may rank and determine the highest qualified firm based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.
- WCHA shall reserve the right to request written clarification and references.
- If based on the review of Qualifications Packages WCHA deems it necessary to interview respondents to determine the highest qualified Respondent to be interviewed.
- WCHA will notify the most qualified respondent(s) in writing. Upon notification of selection by WCHA, the parties will attempt to negotiate scope and extent of work to be performed, time for performance, compensation, and other terms. Final selection of the successful Respondent(s) will be contingent upon approval of the appropriate WCHA entity Boards.



Written Questions

Respondents may submit written questions concerning the RFP to the Deputy Director – Deb Alfredson – dalfredson@wchauthority.com. All questions shall be sent by e-mail.

Submission Requirements

The information in the Respondent's Submission Package shall be presented in the same order and sequence as outlined below:

- **Cover Letter/Statement of Interest**
Provide a cover letter/statement of interest submitted under the firm name on the firm's letterhead containing the signature and the title of the person or an official of the firm who is authorized to commit the firm to a potential contract. The cover letter should express the firm's interest and serve as an executive summary of the proposal. This document should also include the physical address of the primary proposer and the e-mail address of the person to be notified of award, manually and duly signed by an authorized corporate office, principal or partner.
- **Approach and Methodology**
Provide an explanation of your specific approach and methodology to completing the tasks outlined in the scope of work. Describe your understanding of the challenges and opportunities associated in securing federal, public, private and various times of funding.
- **Organizational Background**
Provide an outline of your experience with grant writing services, to include at a minimum the following: number of years the firm has been in business, examples of grant writing efforts which have been conducted, including examples of the successful (funded) proposals from the past three (3) years, examples of successful proposals in the areas listed in the Scope of Services, and a minimum of three (3) references from Cities, Counties, or other public agencies for which you have provided grant writing services. Include the name of the organization, a brief description of the project, name of contact

Submission Requirements (continued)

personnel with e-mail address and phone number, the Respondent has ever been terminated from an assignment for non-performance, please briefly explain.

- **Summary of Qualifications**

The Respondent shall provide resumes of individuals who will be assigned to work with the contract including their background, directly related experiences and past successes.

- **References**

Provide at least three references. References must include: name & location, Respondent's role, and responsibility. Project description and reference phone contact information.

- **MWBW**

The Respondent shall provide a documentation certifying the respondent is a minority and-or women-owned business enterprises as well as statement showing the respondent's plan to ensure an opportunity for meaningful participation or employment of minority group members and women in the performance of this agreement.

- **Proposed Cost Structure**

Description of your pricing structure (how you normally charge for grant writing and submission services.) Typical hourly or per project fees can be included but be aware that the grant writes will be compensated on a per grant written/submitted basis, with the amount/cost structure being mutually agreed-to between the selected Proposer and the one a project-by project basis.

- **Statement of Concerning Insurance**

Confirmation that the respondent has in place general liability insurance, worker's compensation, and professional liability insurance.

Submission Requirements (continued)

- **Statement of Concerning Conflict of Interest**

Disclose those interests of the Respondent that work impede or interfere in the carrying out the duties and responsibilities of the position of a providing Grant Writing services that are deemed conflicting.

Qualification Requirements

The entire Qualification package shall stand alone and include full responses to all RFP instructions. The Qualification statement must not exceed 15 pages of 8 ½ x 11” paper.

Costs for preparing the RFP Package and any subsequent materials or presentations shall be the sole responsibility of the prospective Respondent.

The Consulting Firm shall submit two (2) copies of the Statement of Proposals Package. Submissions may be delivered electronically via e-mail to Deb Alfredson at dalfredson@wchauthority.com between October 17 – November 17, 2024.

WCHA reserves the right to reject all proposals received in response to this request. WCHA is not obligated to award a contract solely based on this request or to otherwise pay for information solicited. Information received will be considered contractual in nature and will be used in validation and evaluation of qualifications and in any subsequent contractual agreement.



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