{INSERT COMMUNITY GOVERNMENT NAME}

Request for Qualifications  
**GRANT WRITING SERVICES**

**Introduction**

The {INSERT COMMUNITY GOVERNMENT NAME} is requesting qualifications from consultants with experience in grant planning, strategy development and writing. Responses to this Request for Qualifications (RFQ) will be used to select and negotiate with a consultant to perform assigned tasks on an as-needed basis.

This RFQ does not commit the {INSERT COMMUNITY GOVERNMENT NAME} to enter into a contract, nor does it obligate the {CITY/BOROUGH/VILLAGE} to pay for any costs incurred in the preparation and submission of Qualification Statements or negotiations for or in anticipation of any contract. The {CITY/BOROUGH/VILLAGE} reserves the right to make selections, reject any or all submissions, issue subsequent RFQs, remedy technical errors in the RFQ process and/or to enter into a contract with one or more consultants for the provision of any or all services described within this RFQ.

**Scope of Services**

The following are typical services and deliverables that the selected consultant may be asked to provide:

**TASK 1: Funding Needs Analysis**  
Identify the community projects with the most urgent funding needs. This may include:

* Conducting periodic needs analyses with {CITY/BOROUGH/VILLAGE} staff.
* Reviewing adopted plans that include project recommendations.

**TASK 2: Grant Funding Research**  
Conduct research to identify grant resources for priority projects. This may include:

* Monitoring the grant funding landscape, particularly for programs targeting identified project needs or opportunities.
* Matching community needs with eligible funding opportunities.
* Providing pertinent funding program information (e.g. due dates, eligibility criteria, funding range, match requirements, etc.)
* Collaborating with staff to develop a funding strategy and recommendations for projects.
* Attending coordination meetings to provide updates.

**TASK 3: Grant Application Development**  
Provide general and technical grant proposal writing services associated with the completion of grant applications. This may include:

* Providing project management services to ensure timely subtask completion.
* Coordinating with staff to obtain required supporting documents or data, including: cost estimates, benefit-cost analyses (BCA), GIS data, aerial imagery, topographic surveys and engineering concepts.
* Preparing a grant narrative that addresses all application requirements.
* Preparing a grant budget and budget narrative.
* Assembling the full grant application package.
* Coordinating with staff to execute a full grant application submittal.

**Evaluation Criteria**

Each submitted Qualifications Statement will be evaluated according to the following criteria. Qualifications Statements should be laid out in a manner that follows the evaluation criteria.

**GENERAL QUALIFICATIONS – 10 points**  
Include a brief narrative describing the firm, services offered by the firm, length of time in Alaska, and name and address of the office where the majority of the work will be performed. Detail areas of specialization (e.g. energy, transportation infrastructure, public utilities, public facilities, economic development, etc.).

**FIRM EXPERIENCE – 40 points**  
Describe the firm’s experience providing similar services to other municipal clients within Alaska. Include a description of the scope of work performed, the contract value, deliverables provided, timeframe the work was performed, results of the work performed, and a reference (name, telephone number, e-mail address). Describe experience working with online grant portals and use of the grants.gov workspace system for completing federal grant applications.

**TEAM QUALIFICATIONS – 25 points**  
Describe the qualifications and experience of your proposed team providing similar services to other municipal clients within Alaska. Include three professional references for each team member.

**RESOURCES AND AVAILABILITY – 10 points**  
Describe the resources available to your team to support the scope of services. Discuss the availability of your team over the next 12 months, considering current and projected workload.

**APPROACH – 15 points**Describe your approach to performing the services described in the scope of work, along with a typical timeframe for the different tasks.

**Selection Process**

The selection process will proceed in the following manner:

1. The {CITY/BOROUGH/VILLAGE} will review and evaluate the Qualifications Statements submitted per the evaluation criteria described above.
2. The results of the evaluation may be used to select one or more consultants to meet with the {CITY/BOROUGH/VILLAGE} for an interview.
3. Upon completion of the evaluation, the {CITY/BOROUGH/VILLAGE} will enter into contract negotiations with the selected consultant(s). Upon completion of the negotiations, a recommendation will be made to the {CITY/BOROUGH/VILLAGE} {council/assembly} for authorization of a contract.

**Questions**

Questions about this RFQ may be submitted to {NAME}, {TITLE} {PHONE #} or {email address}.

**Qualification Statement Submission**

Qualification statements may be submitted in .pdf format by e-mail to {email address}. Qualifications statements must be received by {TIME} on {DATE}.

The {CITY/BOROUGH/VILLAGE} reserves the right to reject any or all submittals, to waive informalities or technicalities, and to negotiate with any responder to this RFQ it deems best qualified.