

**Rich Township High SCHOOL DISTRICT 227
RFP COMPREHENSIVE GRANT WRITING SERVICES**

September 10, 2014

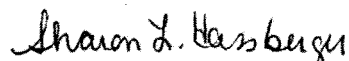
Re: Request for Proposal (RFP) – Comprehensive Grant Writing Services

The Rich Township High School District 227 cordially invites you or your company to submit a proposal to provide comprehensive grant writing services for the District. Attached for your company's review and compliance are the specifications and general terms and conditions.

Please review the attachments and provide your response in writing no later than Monday, October 3, 2013, at 10:00 a.m. You may mail or deliver documents to Rich Township High School District, Attn: Sharon Hassberger, 20550 S Cicero Ave. Matteson IL 60443

If you have any questions, please contact me at (708) 679-5719.

Sincerely,



Sharon Hassberger
Director of Finance

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A. TIMELINE

Request for Proposal Released	September 15, 2014
Due date for questions	September 22, 2014
Posting of responses for questions	September 26, 2014
Proposal due	October 3, 2014
Evaluation process/Interviews	Week of October 6, 2014
Board approval	October 21, 2014
Award contract	October 2014

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B. PROPOSAL GUIDELINES

1. Request For Proposal

The Rich Township High School District 227 ("District"), Matteson, Illinois is issuing a Request for Proposal (RFP) for Comprehensive Grant Writing Services.

2. Scope

The District is seeking a Contractor to provide grant writing services for the Rich Township High School District. These services would include researching grants for which the District meets application criteria; preparing and submitting grant applications; and fulfilling administration requirements for successful grants.

This scope of work will include, but not be limited to:

- Researching potential funding opportunities, including but not limited to federal, state, local, foundation, and private grants.
- Reviewing application guidelines and preparing a timeline and chart of tasks for grant submission.
- Writing all sections of a grant application.
- Ensuring that letters of support and other required certifications or documents are submitted with the grant application.
- Submitting the grant in the appropriate format with copies as required in accordance with the grant timeline.
- Completing tasks (including but not limited to reports and budgets) for post-award administration and accountability in accordance with the grant timeline.

Firms or individuals submitting a response to this RFP shall provide the District with a detailed description of the work that will be completed and other information as requested in this RFP.

3. Proposal Due Date

Proposals shall be submitted by mail or hand carried to Sharon Hassberger, Director of Finance, Rich Township High School District 227, 20550 S. Cicero Ave., Matteson IL or before 10 a.m. on October 3, 2014.

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Facsimile copies or email will not be accepted

Questions related to this RFP shall be submitted to the Director of Finance via FAX (708.679.5732) or email (shassberger@rich227.org) no later than 10 a.m. on September 22, 2014. The District will post the answers to questions and any addenda to this RFP on our website at rich227.org

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Responders are responsible for checking this page for additional information prior to submitting proposals.

4. Term of Contract

The term of the contract will begin on December 1, 2014 and expire on June 30, 2015, with the option to renew for two additional single years, extending the contract until no later than June 30, 2017.

5. Rejection of Proposals

The Board of Education reserves the right to reject any and all proposals.

6. Mandatory Documents

This RFP requires the mandatory completion and submission of the following documents. Please provide one (1) original copy on paper.

- Cover letter
- Proposal Form (Page 8)
- Statement of Qualifications and attachments (Page 9)

7. Statement of Qualifications

In addition to the required "Statement of Qualifications" form (page 9 of this document), firms or individuals may submit additional information related to their qualifications. The Board of Education is interested in securing the services of an organization which has demonstrated high-level grant writing experience for Illinois school districts.

8. Other General Requirements

OTHER GENERAL REQUIREMENTS are included in this RFP and should be reviewed for compliance by the Contractor (page 11). The Proposer's submission shall indicate affirmative compliance of the General Requirements or shall indicate where compliance is not possible.

9. Staff

The Contractor shall assign professional staff with appropriate knowledge, skills, and disciplines to provide grant writing services.

10. Communication

The manager and partner of the contracting firm shall be readily available to the District during the life of the contract to respond to questions and requests in a timely manner.

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10. Staff Assistance

The District will provide required data, information and explanations pertinent to the grant writing efforts.

11. Independent Contractor

While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the District.

12. Intellectual Property Rights

It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Agreement belongs solely and exclusively to the Rich Township High School District 227. Documents provided in connection with the Agreement belong to the Rich Township High School District 227 and are being used with permission. Intellectual property, as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that any intellectual property created as a result of Consultant's performance of this Agreement is considered a work for hire under the U.S. copyright laws and as such, the District will own the copyright.

13. Smoking

All facilities of the District are smoke free. Smoking is not permitted inside Rich Township High School District 227 buildings or within 25 feet of doorways and air intakes. The Consultant is required to comply with this smoke free policy.

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DISTRICT INFORMATION

The Rich Township High School District 227 ("District"), Matteson, Illinois is requesting proposals for grant writing services.

Rich Township High is a High school district in the State of Illinois. Current enrollment is 3,656 students located at three high schools buildings.

The District's ethnic/racial enrollment is:

90.0%	Black or African American
3.8%	White
3.5%	Hispanic or Latino
2.0%	Multi Racial
0.3%	American Indian
0.2%	Asian
0.1%	Pacific Islander

75.9% of students are eligible for the Free or Reduced-Price Lunch Program.

17.5% are Students with Disabilities.

The 4 year graduation rate is 86%.

(The above information is from the Illinois Board of Education website, Illinois Report Card 2012-2013.)

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C. PROPOSAL FORM (MANDATORY)

Submitted herewith is our proposal to perform the Grant Writing Services for the Rich Township High School District.

The undersigned agrees to perform grant writing services specified at a total cost not to exceed the price quotation indicated below. Include all costs in this quotation.

The Contract will be performed in accordance with the requirements outlined in the "PROPOSAL GUIDELINES," and will be performed by the personnel identified in the "Statement of Qualifications." The firm will enter into an agreement per the General Conditions, Specifications and Statement of Qualifications.

For the period from December 1, 2014 through June 30, 2015: \$ _____
Include how that price is quoted (e.g. per month, per grant, etc.)

For the period from July 1, 2015, through June 30, 2016 (if renewed): \$ _____

For the period from July 1, 2016, through June 30, 2017 (if renewed): \$ _____

Signature of Proposer

Name (printed)

Date

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D. STATEMENT OF QUALIFICATONS (additional information may be attached)

1. FIRM INFORMATION

Name of Firm: _____

Address: _____

Telephone: _____

FAX: _____

Email for primary contact: _____

2. PRIMARY CONTACT

Name of individual who will have primary responsibility for the Contract. Attach their biography.

3. PERSONNEL BIOS

Names of Personnel, with their classifications and biographies, who will be assigned to the Contract.

Name

Classification

4. ORGANIZATION HISTORY

Attach a brief history and description of the organization.

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5. EXPERIENCE

Attach a summary of your experience in writing and securing grants for school districts in Illinois and other entities. Include specific experience working with school districts comparable in size, and demographics.

6. SERVICES OFFERED AND PROCESS USED

Please describe the services you provide and describe the process and procedures you follow to apply for a grant. Include the expected interaction with District personnel.

6. LIST OF POTENTIAL GRANTS

Attach a list of grants for which the Rich Township High School District would qualify and that your organization would pursue on our behalf.

7. EXAMPLE OF GRANT APPLICATION

Attach an example of a grant application that was written by you and successfully funded for a school district (preferably from a comparable Illinois school district).

8. REFERENCES

Attach a list of references. At least two of these should be from Illinois school districts.

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E. SELECTION AND CONTRACT AWARD

Proposal shall be evaluated based on the following criteria:

- 40 points-Knowledge of education grant opportunities, funding sources and associated regulations
- 30 points-Successful track record of acquiring grant funding for education
- 15 points-Cost for services
- 15 points-Professional qualifications, relevant experience and evidence of the proposer's ability to perform the work

F. OTHER GENERAL REQUIREMENTS

1. Equal Opportunity

The Contractor must be an Equal Opportunity Employer and shall certify compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including executive Order No. 11246 of September 24, 1965.

2. Error and Omissions

If a Contractor discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Contractor shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for quoting purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefore.

If a Contractor fails to notify the District, prior to the date fixed for submission of quotes, of a known error in the RFP, or an error that reasonably should have been known, the Contractor shall quote at his own risk; and if awarded the contract, the Contractor shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Contractor should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

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3. Contact for Information

Contractor may contact the Director of Finance, Sharon Hassberger, at 708.679.5719 to obtain any additional information needed.

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4. Contractor Agreement

In compliance with this request for proposal, the Contractor will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

5. Contractor Signee

If the Contractor is an individual or an individual doing business under a firm name, the quote must, in addition to the firm name, be signed by the individual; if the Contractor is a partnership, the quote should be signed with the partnership name by one of the partners; if a corporation, it should be signed with the name of the corporation by an officer authorized to execute a quote on behalf of the corporation.

6. Contractor's Understanding

It is understood and agreed that the Contractor has, by careful examination, satisfied her/himself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

7. Assignment of Contract or Purchase Order

The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the surety on the proposal bond, if any, and the District.

8. Assignment and Subcontracting

The Contractor shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the Contractor assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this contract, nor claim for any money due or to become due hereunder, shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this contract or any part thereof, unless such assignment has been authorized by the written consent of the District. Nothing contained in this contract shall create any contractual relation between any Contractor and the District.

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9. Intent of Plans and Specifications

All work that may be called for in the specifications shall be executed and furnished by the successful Contractor, and should any work or materials be required which is not denoted in the specifications or plans, either directly or indirectly, but which is nevertheless necessary for the execution of the contract, the Contractor is to understand the same to be implied and required and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

10. Extra Work

No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District in advance.

11. Indemnity and Insurance

The Contractor shall indemnify and hold harmless the District from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against it by reason of any act or omission of the said Contractor, Contractor's agents, or employees of the contracting firm in the execution of the work or in consequences of any negligence or carelessness in guarding the same.

The Contractor shall maintain comprehensive liability insurance including errors and omissions insurance, property damage insurance and worker's compensation insurance. All certificates of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage.

- Workers' Compensation Insurance providing the statutory limits for the State of Illinois
- Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence
- Commercial General Liability Insurance with a minimum if \$1,000,000 per occurrence/\$2,000,000 aggregate limit

12. Changes

The District shall have the right to make any changes that may be hereafter determined upon in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make any change in the cost of the work, an equitable adjustment shall be made by the District to cover said cost.

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13. Disposition of Proposals

All materials submitted in response to this RFP will become the property of the District and will be returned only at the District's option and at the Contractor's expense. The original copy shall be retained for official files and will become a public record after the date and time for final quote submission as specified. Confidential financial information submitted in support of the requirement will be returned upon request.