

**City of Dickinson
Request for Proposals
For Grant Writing Services**



**Linda Carlson,
Deputy City Administrator
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City of Dickinson
38 1st Street West
Dickinson, ND 58601**

INTRODUCTION

The City of Dickinson (“City”) invites qualified candidates to submit proposals for contractual grant writing services. The City is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the City to maximize the benefits of grant funding.

BACKGROUND

It is the intention of the City to apply for grants which address documented City needs associated with service delivery and necessary capital infrastructure improvements. The City of Dickinson intends to identify and select an experienced professional grant writing consultant or firm with a proven track record of researching, developing, writing, preparing, submitting and executing program administration of the successful grant proposals for federal and state government grants and private foundation grants. In addition, it is the intent of the City to apply for grants which not only are consistent with identified City needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the City’s grant program is to secure funding for services and projects which the City otherwise would be required to utilize local tax dollars.

PROPOSAL CONDITIONS AND INFORMATION

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| Issuance of RFP | 08/17/2022 |
| Deadline for RFP Questions | 08/26/2022 |
| Proposal Due Date | 08/31/2022 |
| Interviews/Presentations (not earlier than) | 09/07/2022 |
| Notice of Award (not earlier than) | 09/16/2022 |

Proposals must be received by the City of Dickinson by 5:00 p.m. MT on August 31, 2022. Late proposals will not be considered. The City highly encourages early submission of proposals.

Please submit two (2) complete print copies of your proposal and any other required documents in a sealed envelope clearly marked “**Proposal – RFP Grant Writing Services**”, with the name and address of the responding firm identified.

Where the U.S. Postal Service or other delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation “**Proposal Enclosed**” on the face thereof.

In addition to the mailing the proposal, **please submit one (1) electronic version (PDF)** of the proposal including any supporting documentation with the subject line clearly identified as “**Proposal – RFP Grant Writing Services**”, shall be emailed no later than 5:00 p.m. MT on August 31, 2022 to the following address:

Linda Carlson, Deputy City Administrator
Email: linda.carlson@dickinsongov.com

Questions regarding this proposal must be submitted in writing to Linda Carlson by August 26, 2022

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide the City if it is awarded the contract and should be addressed in each proposal.

- *Services Required* – Services provided by the consultant will include data collection, preparation, submittal and administration of grant materials in accordance with grant requirements for both newly submitted and previously awarded grants to the City of Dickinson.
- *Funding Needs Analysis* – Work with the City's departments to assess the validity of current funding priority areas and identify new priority areas for funding.
- *Grant Funding Research* – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities in the following general areas by way of illustration by not limitation:
 - Community/Economic Development
 - Public Safety Technology and Programs
 - Infrastructure Development and Maintenance
 - Parks and Recreation Programs
 - Transportation/Highway /Sustainability/Transit
 - GIS Geographic Information System
 - Community and Municipal Planning
 - Housing Programs
 - Workforce Development
- *On-Call Grant Research* – In addition to the areas defined above other areas may be also identified through the Funding needs analysis process and throughout the duration of the contract. The Scope of Work may also include researching grant opportunities identified by the City.
- *Grant Proposal Development* – Provide grant proposal writing services associated with the completion of grant applications on behalf of the City, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the City.
- *Monthly Reports* – the successful consultant shall submit monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month.

PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- Define the methodology/approach to be used to identify the needs of the City which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
- Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- Generally, detail the involvement and role of City staff and City resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants, government agencies, or foundations, amounts, and purposes of grants.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested and amount funded.
- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications)
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.
- Describe in detail the fee structure you propose for providing grant writing services. Applicant must provide a detailed price breakdown including fees for other staff, if applicable.

SELECTION

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City.

The City also reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the City of Dickinson officials an understanding of how specific services will be furnished.

STATEMENT OF NON-COMMITMENT

The City of Dickinson reserves the right to reject any or all the proposals, to waive informalities in the proposals or the proposal process. The City of Dickinson further reserves the right to award the contract to other than the lowest proposer if such action

is deemed to be in the best interest of the City. Issuance of this RFP does not obligate the City of Dickinson to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

INSURANCE REQUIREMENTS

All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:

- General Liability

- Automobile Liability

- Workers Compensation & Employers Liability

- Professional Liability and Errors and Omissions