



Guadalupe-Coyote Resource Conservation District (GCRCD)

An independent special district of the State of California

*Offices located in San Jose, California **

REQUEST FOR PROPOSALS (RFP)

Community Grant Writing Services

**RFP ISSUED:
November 5, 2021**

**PROPOSALS DUE:
November 24, 2021 at 5:00 p.m. PST**

**Proposals to be submitted via email to
gcrcd@gcrcd.org**

*Due to COVID-19, District offices are closed. To request special accommodations for submittal of a proposal via U.S. Postal Service or other delivery service, please call 408-288-5888.

Executive Summary

Guadalupe-Coyote Resource Conservation District (District) is requesting proposals from qualified Consultants that can assist the District with providing grant writing technical assistance to community-based organizations (CBOs) in Santa Clara County to build their capacity and ability to contribute to achievement of goals shared by the District.

This Request for Proposal (RFP) contains the scope of work, evaluation process, and proposal guidelines. It is the intent of the District to select and contract with one Consultant for these services, but the District reserves the right to contract with additional Consultants. The District will consider proposals to provide all or a part of any of the services identified in this RFP. The District will assign work to the Consultant as is deemed necessary and appropriate by the District, and the contract(s) will remain in effect for a six-month period, after which the quality and quantity of services delivered may be evaluated for potential renewal of the agreement for a longer term. The District has budgeted a maximum of \$12,800.00 for the performance of these services through the end of June 30, 2022. This RFP does not commit the District to pay any costs incurred in the preparation and presentation of proposals or to select any interested firms who respond.

General Information

The District is an independent special district of the State of California dedicated to the conservation of natural resources in Santa Clara County. The primary purpose of California's Resource Conservation Districts (RCDs) under Section 9001 (a) of the Public Resources Code is to secure "the adoption of conservation practices, including but not limited to, farm, range, open space, urban development, wildlife, recreation, watershed, water quality and woodlands." RCDs implement on-the-ground projects, provide technical assistance, and help educate the public to improve their local communities and natural resources. The District is governed by a volunteer Board of Directors, and relies on volunteers, such as its Associate Directors, to accomplish its mission.

The District includes over 362,000 acres in the northwestern, northeastern, and central areas of Santa Clara County, including most of the hilly or mountainous land surrounding the Santa Clara Valley north of Morgan Hill. Although the District does not include many of the incorporated areas of the county, it participates in agreements, Memoranda of Understanding and partnerships with other public agencies and CBOs located in those areas to provide benefits on a watershed scale.

Scope of Work

The services to be provided by the selected Consultant may include, but are not limited to, the following:

- Develop and maintain a database of local CBOs who are providing services that intersect with the long-term goals of the District.
- Conduct outreach to local CBOs identified in the database to ascertain their interest in building their capacity and ability to contribute to achievement of goals shared by the District.

- Provide general grant proposal writing services associated with the completion and submittal of grant applications on behalf of and in collaboration with CBOs who have been approved by the Executive Director to receive grant technical services.
- Prepare a work plan, objectives and completion timelines for each CBO scheduled to receive grant writing services.
- Develop and deliver at least one 3-hour online interactive grant training workshop, presented in a way that allows it also to be offered as on-demand grant training, for local CBOs to help develop the technical expertise of their staff in identifying opportunities, developing grant applications, and managing grant awards.
- Provide timely reporting for successful CBO grants, which may include presenting updates to the District's staff, committees or the Board of Directors.
- Provide monthly written reports to the District summarizing the amount of time expended, describing activities undertaken during the previous month, and status of those activities.
- Upon request, provide additional assistance to the Executive Director to identify grant opportunities and/or develop grant applications to build the District's capacity and leverage existing resources.
- Represent the District, its partners, and funders in a positive and proactive manner.

Proposal Format

The proposal shall include the following items and be organized as follows:

1. **Letter of Transmittal.** Describe the Consultant's specific interest and commitment in providing grant writing technical services for the District. A person who is authorized to contractually bind the Consultant and to negotiate a contract with the District shall sign the letter. Provide name, title, address, email, and telephone number of the signatory.
2. **Work Plan and Approach.** Provide an outline of the Consultant's experience providing grant writing services, including the following:
 - a. Number of years of experience providing similar services.
 - b. Information on successful grant writing efforts.
 - c. A minimum of two (2) work samples to demonstrate exceptional writing skills.
 - d. A minimum of three (3) references from other entities for whom grant writing services have been provided, either as a Consultant or as an employee. Include the name of the organization, a brief description of the project, the name of the contact person and their contact information.
 - e. A sample work plan for how the Consultant would plan to perform the scope of work within the timeframe and budget.
 - f. An estimate of how many grant applications the Consultant can complete given the timeframe and budget.
3. **Relevant Experience.** Identify the person who will be assigned to provide the services to the District and provide a resume, proposed responsibilities, and specific information related to their successes.

4. Independent Contractor Status. To help the District verify that the Consultant meets the [California test for employment as an independent contractor](#), please provide answers to the following questions:
 - a. Does the Consultant make his or her services available to the general public?
 - b. Does the Consultant perform work for more than one firm/company at a time?
 - c. Will the Consultant furnish/provide the tools, equipment, materials, supplies, and place of work for the services provided?
5. Cost. The District will consider providing compensation for services provided on an hourly, monthly or project basis, but will not provide compensation based upon a percentage of grant compensation nor will it reimburse for indirect costs or equipment. Please provide a detailed price breakdown including itemized fees for services, including but not limited to the designated professional providing services; additional management or clerical services; supplies; mileage; and any other incidental expenses.
6. Insurance Requirements. Please provide a list of the professional insurance policies that will be in force for the duration of the term. (At a minimum, a vehicle policy is required if a vehicle will be used in the course of providing services for the District.)

Selection Process

The RFP process will establish a ranking based on how each submittal meets the qualifications of the Scope of Work and the requirements of the RFP. Responses which do not comply with all of the requirements of the RFP or its deadline will not be considered. The Consultant shall be required to complete the District's standard consultant services agreement. Consultants who respond to the RFP shall assume that the execution of the standard consultant agreement, without changes, will be a required condition.

Furthermore, the District reserves the right to reject any or all submissions without qualifications, negotiate specific requirements and costs using the selected proposal as a basis, and waive any and all irregularities to choose the consultant which, in the District's opinion, best serves the District's interests.

Selection Criteria

Consultant selection process will be based on the following criteria:

- Presentation, completeness, clarity, organization, and conformance to the RFP content and requirements.
- Demonstrated ability and specific experience researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications, program administration, and delivery.
- Ability to develop curriculum and provide training for an online workshop.
- Ability to work with governmental agency staff.

- Experience working with members of disadvantaged communities and other stakeholders.
- Ability to translate various requirements and interests into successful projects.
- Strength of written and verbal communication/presentation skills.
- Availability and depth of staff and resources to deliver quality products on schedule, including work and short notice and under time constraints.
- Qualifications and experience of assigned personnel.
- Demonstrated professional work examples.
- Availability to begin work in January 2022.

Proposed Schedule

A following schedule has been established for the consultant selection process. The District reserves the right, however, to modify this schedule at anytime:

Date	Task
November 5, 2021	Issuance of RFP
November 19, 2021	Deadline to submit questions regarding RFP
November 24, 2021	Deadline to submit proposal
December 3, 2021	Agreement awarded

Questions

Questions regarding the information contained in the RFP document must be submitted by email, and will be responded to in writing:

Guadalupe-Coyote RCD
gcrd@gcrd.org
 Attention: Stephanie Moreno, Executive Director
 408-288-5888

Telephone requests for information or inquiries will be allowed if the nature of the request or inquiry does not lend itself to formulation into a written question. The intent behind this requirement is to ensure that consultants have available to them the same information and no inconsistent, incomplete or misinformation is communicated to any team. Special accommodations for submitting questions may be requested by contacting the Executive Director by phone or email.

If any changes or updates to the RFP are made, a copy of the current RFP will be posted on the District’s webpage: www.rcdsantaclara.org

Confidentiality of Proposals

California Government Code Sections 6250 et seq. (the “California Public Records Act” or “CPRA) defines a public record as any writing containing information relating to the conduct of the public business. The CPRA provides that public records shall be disclosed upon written request and that any member of the public has a right to inspect any public record unless the document is exempted from disclosure. As an independent special district of the State of California, the District is subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the District if requested under the CPRA without further notice to you and (2) you agree to indemnify and hold harmless the District for release of such information.

If the District receives a request for any portion of a document submitted in response to this RFP, the District will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the District reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the District and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the District and/or its officers, agents, or employees that the District has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.