

**GROW SOUTHWEST INDIANA  
WORKFORCE BOARD, Inc.**  
Indiana Region 11

**REQUEST for PROPOSALS  
GRANT WRITER  
April 2016**

**Grant Writer Services**

*Release RFP # 2016 - 01*  
April 29, 2016

*Proposal Submission Deadline*  
May 27, 2016

*Bidder Presentations*  
June 3, 2016

*Selection of Provider*  
June 10, 2016

*Contract Effective Date*  
June 17, 2016

Grow Southwest Indiana Workforce Board, Inc.  
318 Main Street, Suite 504  
Evansville, Indiana 47708  
Tel. 812-492-4303

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## **SUMMARY**

The Grow Southwest Indiana Workforce Board (Board) is seeking proposals for a grant writer to prepare a grant from the U. S. Economic Development Administration Power Initiative.

Through this Request for Proposals (RFP), the Board is looking for an individual or team of individuals that can analyze the strengths and weaknesses within the region to prepare a grant proposal.

### **Funding**

The funding for these services will primarily come from the Workforce Innovation and Opportunity Act (WIOA).

### **Contract Negotiations**

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

### **Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the Board are subject to public release upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

### **Subcontracts**

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the Board.

### **Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part IV of this Request for Proposal. All referenced attachments are included in this packet.

## **Part I. Background**

In Indiana, there are nine southwest counties within Economic Growth Region 11. This area includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties.

At this time, the Board is seeking to procure an organization(s) or individual(s) that possess proven experience and success in performing grant writing.

**Part II. Procurement Timeline**

RFP Release	April 29, 2016 at 5:00 PM CT
Q&A Deadline	May 23, 2016 at 4:00 PM CT
Proposal Submission	May 27, 2016 at 4:00 PM CT
Bidder Interviews	June 3, 2016
Proposal Selection (Planned)	June 10 , 2016
Contract Start (Planned)	June 17, 2016

Questions related to the RFP may be e-mailed regarding the RFP or proposal process to the Board Contact Person. No phone calls will be accepted. No questions will be accepted after 4PM CST on May 23, 2016.

Answers to questions will be posted on an ongoing basis, within 24 hours after receipt of the question, to the WorkOne website located at <http://workonesouthwest.com>. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information. All answers issued in response to Bidder questions become part of the RFP and the RFP process.

**Contact: Grow Southwest Indiana Workforce Board  
c/o Angie Sheppard  
318 Main Street, Suite 504  
Evansville, IN 47708  
Angie.sheppard@workonesw.org**

**Note: Dates are subject to change. Organizations identified on the list of potential Bidders will be notified in writing or via the website of any changes in the procurement schedule.**

**Potential Bidders are prohibited from making any contact related to this RFP with Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Board reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Board files without further obligation.

**Part III. Eligibility and Contract Information**

**1. Eligible Applicants**

Proposing entities may be a single provider or a collaboration of organizations. However, in the event of a collaborative effort, the proposal *must clearly* identify the lead organization. All in all these collaborations will have to be firmly established by means of

a formal teaming agreement or sub-contract, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular organization. The agreement must contain, at a minimum, the following information:

- A description of which services will be provided by each organization
- A description of procedures for managing the collaboration
- Duration of the agreement and procedures for amending the agreement
- Other provisions as agreed upon by the parties
- Written acknowledgment by all entities that they are in agreement to the provisions

Eligible Bidders may fall within any of the following categories:

- Private For-Profit Businesses
- Public Agencies
- Community Based Organizations
- Private Non-Profit Businesses
- Faith Based Organizations
- Individual
- Management Team
- Clearly Defined Collaboration

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP. Bidders must also have a proven record of past performance in providing the requested or similar services and not be debarred and/or suspended from conducting business with Federal or State funded agencies. Under no circumstances will a contract be awarded to any Bidder(s) that is/are on sanctions, during the award phase of the procurement process. This includes any single organization that may be a part of a collaborative response.

## **2. Contract Information**

The funding for these services will primarily come from WIOA funds. The actual amount of contract award will be based on a negotiated Cost Proposal.

## **3. Period of Performance**

The period of performance will be from the date of execution of the contract documents. However, at any time, at its sole discretion, the Board may also elect to modify, terminate, or re-procure any or all services outlined in this RFP based on 1) availability of funds, 2) contractor performance, or 3) project needs.

## **Part IV. Proposal and Submission Information**

### **1. Availability of RFP Packets**

**Request for Proposal packets will be available beginning on and after 9AM CST April 29, 2016.** The RFP packet will be available to download online on the WorkOne website at <http://workonesouthwest.com>.

### **2. Questions and Answers**

To be considered for funding, each Bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the Board will consider how well the Bidder complied with these instructions

and provided the information outlined in the Proposal Narrative section of this document. Therefore, the Board encourages Bidders to contact the Contact by email or regular mail during the **technical assistance period ending May 23, 2016 at 4 PM CST**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.**

### **3. Proposal Narrative Submission Information**

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in at least 12 point font and must be written on standard 8 ½” by 11” paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.)

Starting after the cover page and the table of contents, number each page at the bottom center using the format “Page x of x”. The completed attachments A and B from this RFP and Budget Estimate must be included with your proposal.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify “Proprietary” information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- Proposal cover page (Attachment A)
- Table of contents listing the proposal sections;
  - **Organizational Section** - outlining the RFP number, contact information for the Bidder including (1) organization name, (2) physical address, (3) primary contact name, (4) primary contact telephone number, and (5) primary contact email address, (6) length of time in business, (7) Chief Executive Officer, (8) a statement indicating the intent of the organization to provide services described in this RFP, (9) legal status of the Bidding Entity, (10) mission or purpose of the organization, (11) organization’s website address
  - **Bidders Background and Experience** – An abstract summarizing the proposed services and Bidder’s profile information including: (1) purpose of the organization; (2) management and structure of the organization, (3) summary of past experience and appropriate references and contact information
  - **Plan of Service** – (1) detail the plan for providing the services.
  - **Budget/Cost** – Bids will be evaluated based on respondents’ proposals to the RFP.
  - **Non-Collusion Affidavit** (Attachment B)
  - **Insurances/Bonding** General Liability Workers Compensation, Fidelity Bonding
  - **Exhibits** – (1) Budget Narrative and Budget Estimate

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, and five (5) copies. The original must clearly be marked “**ORIGINAL**” on the cover sheet and contain original signatures, where applicable. No e-mail copies will be accepted. The original must have original signatures in (blue) ink.

All responses become the property of the Board.

**4. Submission Dates and Times**

The closing date for receipt of proposals under this request is May 27, 2016 at **4:00 PM CST**. Proposals must be received at the address below no later than 4:00 PM CST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be addressed to:

<p style="text-align: center;"><b>Grow Southwest Indiana Workforce Board 318 Main Street, Suite 504 Evansville, IN 47708</b></p>
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**Respondents may give their shipper the phone number 812-492-4303 on their bill of lading. Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.**

**5. Other Submission Requirements**

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the Board Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

**Changes, Amendments, and/or Re-Issuance of this Proposal.** Unless specifically requested by the Board, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the Board reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

**Part V: Scope of Services**

**1. Statement of Work**

The Board requests from the successful respondent a completed grant narrative that will be attached to a proposal submitted by the State of Indiana for this grant. The successful respondent will meet with appropriate entities (Power companies, Coal companies, Economic Development officials etc.) and work closely with the Business Consultants from Economic Growth Regions 7, 8, and 11 to create the narrative that supports the grant application being submitted by the State. The proposal will follow the guidance in TEGl 32-14 at <http://wdr.doleta.gov/directives/attach/TEGL 32-14 ACC.pdf>

## 2. Past Performance

Each Bidder's past performance of at least three (3) years experience in providing similar services will be evaluated. The Bidder must provide the following information for a minimum of three (3) contracts for work that is similar in nature and complexity to the requested services:

- a. Contracting Agency/Company, address and phone number;
- b. Contract number and type of contract;
- c. Date(s) of contract, period and place of performance;
- d. Address and phone number of Contracting Official and technical point of contact;
- e. Brief description of the services provided.
- f. List of significant accomplishments.

## 3. Implementation Plan

Provide a detailed implementation plan.

## 4. Cost Proposal

In addition to preparing a clear budget of costs, the Bidder must provide a concise narrative explanation to support the request. The budget narrative should discuss precisely how the costs support the data gathering, cluster analysis, and development of the strategies and how the Bidder intends to bill for these costs (i.e. by month, by deliverable, or by other methodology).

Bidder shall provide appropriate budget forms that clearly identify appropriate cost categories including, at a minimum, costs for staffing, data gathering, analysis tools and data management tools, strategic planning and implementation.

## Part VI. Selection Process

It is the policy of the Board to conduct procurement in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the Board's Implementation Plan.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only **responsive** proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
  - 1) Failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VII below for details);



- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the Board;
- h. Discussion and appropriate action by the Board in selecting proposed contractor(s) for contract negotiations.

**Part VII: Evaluation Process and Rating Criteria**

There are 100 points available under this RFP. The Board may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the Board reserves the right to request clarifications from Bidders of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

The review and evaluation of proposals shall be based on the following criteria:

**A) Statement of Work – (35 points) –**

Assessment of this criterion will be based on the comprehensiveness of the services. The purpose of the Proposal Narrative is to demonstrate how the proposed services will meet the Board’s data gathering, collaboration building, and cluster analysis objectives and to document Bidder’s organizational experience and past performance that demonstrates effectiveness and qualifications of the Bidder to perform this project.

The Bidder must provide information for work that is similar in nature and complexity to the requested services.

If Bidder is an individual or a management team, provide the following information:

- ◆ **RESUME** -- Limited to 4 pages and inclusive of all education, training, certifications and a sequential history of professional experience beginning with the most recent. Each referenced employer should include names of immediate supervisors and current phone number.
- ◆ **PROFESSIONAL REFERENCES** – Applicant(s) must submit four (4) professional references, including complete contact information and an explanation of the context in which the reference knows the applicant(s).

**B) Implementation Plan (20 points) –**

Assessment of this criterion will be based on the plan of action for implementing the strategies and data management resource tools identified in the regional data consulting services plan. It will also include an assessment of the clearly labeled timeline of key action items to gauge its viability for successful execution.

**B) Ability to create a solution that can be updated in the future – (30 points) –**

Assessment of this criterion will be based on the accessibility of the data management system plan and the data management resource tools identified in the regional data consulting services plan.

**D) Budget/ Cost Proposal (15 points) –**

Assessment of this criterion will be based on the commitment level demonstrated by the Bidder to maximize funding for specific data gathering, asset mapping, and cluster analysis services. In addition, the Bidder needs to explain how the proposed costs are relevant to the requested services, reasonable, necessary, allowable, and allocable.

The top Bidder(s), based on proposal score, may be asked to participate in individual interviews June 3, 2016 at the Board offices at 318 Main Street, Suite 504, Evansville, IN 47708. The interview will consist of a series of questions posed to the Bidder(s). The individual(s) named to perform the functions of the Project Manager/Director, or other lead position that will provide top-level local management must be in attendance at the interview. All travel costs for attending the interview are the responsibility of the bidder.

<b><u>EVALUATION CRITERIA</u></b>	<b><u>POINTS</u></b>
1. Statement of Work	35
2. Implementation Plan	20
3. Ability to create a solution that can be updated in the future	30
4. Cost Proposal	15
<b>Total Possible Points</b>	<b>100</b>

**Part VIII – Award Administrative Information**

**1. Administrative Program Requirements**

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB). The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Innovation and Opportunity Act.
- b) Office of Management and Budget

**2. Inquiry/Protest Procedures**

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the Board’s notification of the procurement decision. In the

debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked.

If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the Board, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed:

**Grow Southwest Indiana Workforce Board  
Angie Sheppard  
318 Main Street, Suite 504  
Evansville, IN 47708**

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with the Board's procedures.

**3. Authorized Board Contact**

The authorized Board contact person for this procurement is:

**Grow Southwest Indiana Workforce Board  
Angie Sheppard  
318 Main Street, Suite 504  
Evansville, IN 47708  
Phone: (812) 492-4303  
Angie.sheppard@workonesw.org**

Please address all questions pertaining to this RFP, in writing, to the Authorized Board Contact. Questions will not be accepted after 4:00 PM CST Monday May 23, 2016. The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the Board's website at <http://workonesouthwest.com/> within three (3) working days after the date of receipt. Bidders are encouraged to check the Board's website daily for additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. Should you encounter problems accessing the Board's website, contact the Board Contact immediately for assistance.

**Other than as specified above, all members of the Southwest Indiana Board, Grow Southwest Indiana Workforce Board, Board staff, Board staff, authorized representatives, or agents of the Board or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.**

**Potential Bidders are prohibited from making any contact related to this RFP with Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The Board reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Board's official files without further obligation.

# **ATTACHMENTS**

**Attachment A**

**APPLICATION COVER SHEET**

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment B**

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Board or Grow Southwest Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print of Type Name