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## EMPLOYMENT OPPORTUNITY

### **Grant Writing Services – Independent Consultant**

The City School District of Albany is looking for an independent consultant to write grants for the school district.

Please see the Request for Proposal (RFP) on the following pages for more detailed information, including scope of services, timeline, general requirements, terms and conditions.

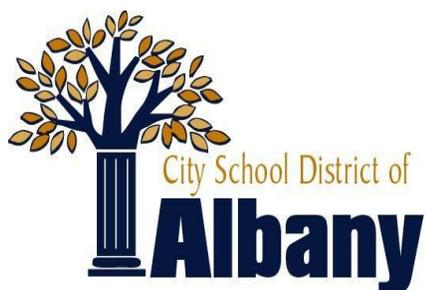
Interested applicants must submit one original and two copies of the completed qualifications and other requirements of the RFP by hand delivery, regular mail or courier to the address listed on the following cover page no later than 2 p.m. on January 17, 2017.

Additional questions should be directed to Eileen Leffler, Grants Administrator, via [eleffler@albany.k12.ny.us](mailto:eleffler@albany.k12.ny.us) or (518) 475-6080.

Scroll down or click [here](#) to view the RFP.

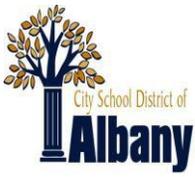
# **Request for Proposals Grant Writing Services for Local Education Agency**

**January 5, 2017**



**Attention: Purchasing Agent**  
**Address: City School District of Albany**  
**1 Academy Park**  
**Albany, NY 12207**  
**Phone: (518) 475- 6050**  
**Fax: (518) 475- 6054**

**RESPONSES DUE BY: 2:00pm on January 17, 2017**  
**GENERAL INFORMATION/CONDITIONS**



**Statement of Purpose:**

The City School District of Albany (hereinafter, City School District of Albany may be referred to as “the District”) is soliciting proposals for the purpose of providing **Grant Writing Services**. Proposals must follow the outline set forth in this document. Please submit one original and two (2) copies of the completed qualifications and other requirements of the RFP, by hand delivery, regular mail, or courier to the address listed on the cover page. The District must receive the proposal by the date indicated in the timeline below.

**General Information:**

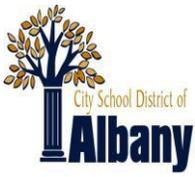
The City School District of Albany operates twelve elementary schools, two middle school buildings, and one primary high school facility with extended programs in two additional buildings. The student population is approximately 8,900 with a total staff of approximately 1,400. In addition to neighborhood schools, the District includes several magnet schools and programs, as well as other innovative academic opportunities for students.

**SCOPE OF SERVICES**

**The firm or individual independent consultant selected will provide:**

- Grant Proposal Development – Write and edit grant proposal narratives associated with completion of grant applications for the City School District of Albany, including development of funding abstracts, executive summaries, logic models, budgets, letters of support, time-lines, bibliographies and all other required attachments such as charts and charts.
- On-site support- Attend planning and development meetings during the design and development stages of grant applications to accomplish the required work.
- On-call support- Participate in phone calls and communicate via email during the design and development stages of grant applications to accomplish the required work.
- Conduct research and review district materials pertaining to grant applications and proposed projects.

***\*The District may also award additional work beyond this scope and project based upon responses to this Request for Proposals.***



## TIMELINE

- A. Mailing of Requests for Proposal:  
*January 5, 2017*
  
- B. Deadline for submission of proposal to the Purchasing Agent (must receive by):  
*January 17, 2017 2:00pm*
  
- C. Evaluation of proposals and selection of the responder(s) to be recommended:  
*January 23, 2017*
  
- D. Approval by the Board of Education (tentative):  
*February 2, 2017*
  
- E. Effective date of award (tentative):  
*February 8, 2017*

## GENERAL REQUIREMENTS

### **Instructions to Responders:**

The City School District of Albany prohibits employees (or entities in which the employee has a financial interest, or from which the employee receives compensation) from contracting with the District to provide goods or services as an independent contractor.

The submission of a proposal will indicate that the responder (1) has read the instructions, (2) will abide by the terms and conditions governing this Request for Proposal, and (3) understands the requirements for delivery of the services specified.

### **General Instructions:**

1. Specifications contained in the Request for Proposal are for **Grant Writing Services**.
2. Minimum requirements are specified. The responder may choose to exceed those minimums.
3. Failure to provide sufficient and required information may result in the proposal being rejected by the District as non-responsive and not being considered.
4. Each proposal must be clearly marked on the outside of the envelope with the title **“RFP: Grant Writing Services – TO BE OPENED BY ADDRESSEE ONLY**. Please ensure your organization’s name is included on the outside of the package. If you are using a commercial delivery company that requires the use of their shipping package or

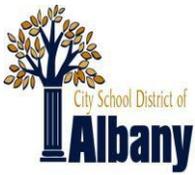


envelope, your proposal must be placed within a second sealed package labeled as detailed above. This will ensure your proposal is not prematurely opened.

5. Original proposal with two copies are to be mailed or delivered to: City School District of Albany, 1 Academy Park, Albany, NY 12207, Attn: Purchasing Agent; to arrive no later than the closing date and time specified in the timeline provided herein. Any received after that time will not be opened, and will be returned only upon request by, and at the expense of, the responder(s). The responder(s) will assume total responsibility for delivery of their proposal on time at the place specified, whether sent by mail or delivered in person.
6. Telephone, facsimile, or telegraphic proposals are not acceptable. Unless otherwise specified, submission by email is not permitted.
7. To assist any and all vendors in obtaining a clear understanding of the requirements of this proposal, vendors may present clarifying questions. Questions regarding this proposal must be submitted in writing via email to **Eileen Leffler, by January 11, 2017**. Responders must also provide in writing one working email address of where the District should direct its response to any questions. Responses to questions will be answered via email to **Eileen Leffler at [eleffler@albany.k12.ny.us](mailto:eleffler@albany.k12.ny.us) by January 13, 2017**. The District is not responsible for non-working email addresses. District responses will also be shared with other potential proposers if they are known to the District.

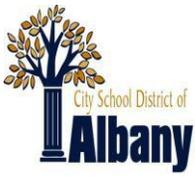
## **RFP TERMS AND CONDITIONS**

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District. If the school District chooses to award the RFP to a selected vendor, the vendor must complete a contract with the District. The form and content of the contract will be determined by the District.
2. This Proposal request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this Proposal request or otherwise.
3. All proposals and accompanying documentation become the property of the City School District of Albany. The District shall not divulge any information presented to anyone outside the District, unless required by law, without the written approval of the individual or firm. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP request, whether or not the submission is accepted. Submitted proposals may be reviewed and evaluated by any person or outside consultant retained by the District, other than one associated with a competing applicant, as designated by the District. If a vendor believes that any information in its proposal constitutes a trade secret and wishes such information not be disclosed if requested by a



member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the vendor shall submit with its proposal a letter specifically identifying the page number, line or other appropriate designation, that information which it deems to constitute a trade secret and explain in detail why such information is a trade secret. Failure by a vendor to submit such a letter with its proposal identifying trade secrets shall constitute a waiver by the applicant of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.

4. The District neither makes nor assumes any contractual obligation by issuing this RFP request, receiving and evaluating responses, or making preliminary responder selections. Providing a response as provided herein shall neither obligate nor entitle a responder to enter into a contract with the District.
5. The District reserves the right to determine in its sole and absolute discretion whether any aspect of the vendor's submission satisfactorily meets the criteria established in this RFP request, the right to seek clarification from any Responder(s), and the right to cancel and or amend, in part or entirely, the RFP request, at any time prior to a written contract.
6. It is understood that any submission received and evaluated by the City School District of Albany will be used as the basis for the cost and terms of a contract between the District and the particular responder. In submitting a response, it is understood by the responder that the District reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that the District deems is in its best interest.
7. The District is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response.
8. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP request. This includes completion of Appendix items A-E. The District has the option of requesting the responder to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the proposal. A proposal may be disqualified for lack of response to such a request.
9. RFP's submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of proposal responses as defined in the time frame section of this document.
10. The selected vendor's proposal will become part of any resulting legal contract, should contracts be awarded. The term of the resultant contract shall commence upon award and shall remain in effect until completion, inspection, and final acceptance of specified project(s) unless terminated, cancelled, or extended as otherwise provided herein.
11. Each proposal must include the appropriate corporate officer's approval signature.



12. It is a requirement that responders indicate specifically in the response any sub-contract, alliance, partner, franchise, or other “non-employee” relationship with any resource(s) they will utilize if they are chosen as the selected proposal. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.
13. The City School District of Albany reserves the right to introduce additional factors not contained in this RFP request in order to obtain the most suitable solution. After submitting a proposal, each respondent must be prepared to have the operational aspects of their proposal reviewed in detail by District representatives.
14. Proposals shall be opened publicly at the District’s Central Office location, or other duly designated location, on the “received by” date and time indicated on the cover page. The name of each responder shall be read publicly and recorded. Unless disclosure of final proposal pricing would constitute an impairment of negotiations, the proposed bid, cost, or sum of each proposer will be read publicly as well. The content of proposals shall not be subject to public inspection until after contract award. Subsequent to contract award, proposals may be reviewed unless they, in total or in part, contain information which is exempt from disclosure pursuant to the Freedom of Information Law (e.g. a trade secret).
15. At any time prior to the specified proposal due time and date, a responder (or designated representative) may withdraw their proposal.
16. The District reserves the right to award contracts for individual projects or for any combination of projects deemed to be most advantageous to the District. Notwithstanding any other provision of the RFP, the District expressly reserves the right to:
  - Waive any immaterial defect or informality; or
  - Reject any or all proposals, or portions thereof; or
  - Reissue an invitation for proposal.
17. The District Board of Education reserves the right to award a contract in the best interest of the District. The Board of Education’s decision will be final.

**Responders Default – Failure of the Responders to comply with any of these provisions may be considered reason for rejection of the Proposal.**

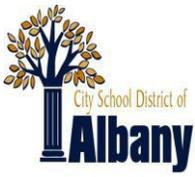
ATTACHMENT A – SPECIFICATIONS

ATTACHMENT B – SIGNATURE PAGE

ATTACHMENT C – QUOTE SHEET

ATTACHMENT D – INSURANCE REQUIREMENTS

ATTACHMENT E – CREDENTIALS OF THE FIRM AND REFERENCES



## ATTACHMENT A – SPECIFICATIONS

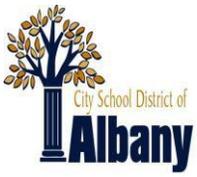
**The submitted proposals must state and/or include responses to the following specifications:**

- Grant Proposal Development – Write and edit grant proposal narratives associated with completion of grant applications for the City School District of Albany, including development of funding abstracts, executive summaries, logic models, budgets, letters of support, time-lines, bibliographies and all other required attachments such as charts and charts.
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### **QUALIFICATIONS/REQUIREMENTS:**

- Provide a resume and statement of qualifications including education, certification, licensure, experience and specific examples of providing grant writing services and/or grant writing experience.
- Provide samples of grant applications you prepared and submitted and specify if application resulted in grant award.
- Provide additional information to support qualifications related to the services in the scope.
- Have some familiarity with the needs of public education particularly urban school districts.



**ATTACHMENT B – SIGNATURE PAGE**

City School District of Albany  
Request for Proposal – **Grant Writing Services**

I have reviewed and agree to the terms, conditions and other stipulations of this RFP dated **January 5, 2017** and further certify the accuracy of the information submitted as the proposal:

Authorized signature: \_\_\_\_\_

Individual's name (print):  
Title (affix seal if a corporation):  
Business name:

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Business license number: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Proposals must be signed to be valid.



## ATTACHMENT C – QUOTE SHEET

### **Fees and Charges:**

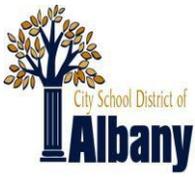
Hourly Rate: \$ \_\_\_\_\_

Please include all services and rates in detail. Use additional sheets for detail as needed. Please mark clearly any additional sheets with “Additional Sheets Attachment C – Quote Sheet”.

Quote submitted by: \_\_\_\_\_  
(Signature)

Company Represented: \_\_\_\_\_  
(Company Name)

Company Representative: \_\_\_\_\_  
(Printed Name of Representative)



## ATTACHMENT D – INSURANCE REQUIREMENTS

The Consultant agrees to procure and maintain, at no additional expense to the District general liability insurance (including application to any claims of professional liability) in the amount of \$1 million. The consultant further agrees that, prior to commencing any work under this Agreement, it shall furnish a certificate of insurance to the District showing that the requirements of this provision are satisfied naming the District as an additional insured on the liability insurance. The liability insurance shall further provide that it may not be changed or canceled without thirty (30) days prior written notice to the District.

### A. Worker's Compensation

1. State: New York
2. Applicable Federal
3. Employer's Liability: \$1,000,000

### B. Comprehensive General Liability (including Premises-Operation, Contractor's Projection, Products and Complete Operation, Broad Form Property Damage):

1. Bodily Injury:  
\$1,000,000 – Each Occurrence  
\$2,000,000 – Annual Aggregate, Products and Completed Operations
2. Property Damage:  
\$1,000,000 – Each Occurrence  
\$2,000,000 – Annual Aggregate
3. Personal Injury: \$2,000,000 – Annual Aggregate

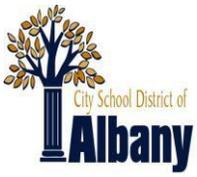
### C. Comprehensive Automobile Liability:

1. Bodily Injury:  
\$1,000,000 – Each Person  
\$1,000,000 – Each Accident
2. Property Damage: \$1,000,000 – Each Occurrence

### D. Professional Liability:

1. \$2,000,000 Each Claim
2. \$4,000,000 Annual Aggregate

The firm selected shall provide the CITY SCHOOL DISTRICT OF ALBANY with certificates verifying the existence of the above referenced policies and limits. Said certificate shall specifically state that the City School District of Albany, its officers, employees, and assigns shall be named as additional insured parties.



## **ATTACHMENT E – CREDENTIALS OF THE FIRM AND REFERENCES**

- a) Please provide or attach any documents or information that would indicate your experience with similar projects.
- b) Please provide the names, titles, addresses and phone numbers of at least three (3) references related to the provision of grant writing services.