

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
REQUEST FOR PROPOSALS NO. 034-LL10**

**GRANT WRITING CONSULTANT SERVICES**

**I. NAME AND ADDRESS OF REQUESTOR**

Miami-Dade County Public Schools  
Office of Intergovernmental Affairs, Grants Administration, and Community  
Engagement  
1450 NE Second Avenue, Room 931  
Miami, Florida 33132

**II. PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposals (RFP) is to develop a pool of qualified consultants to be used by the Office of Intergovernmental Affairs, Grants Administration, and Community Engagement of Miami-Dade County Public Schools (M-DCPS, or the District), to provide grant writing and resource development services described in this RFP. M-DCPS will contract for services from qualified consultants on an as needed basis during the term of the contract. Fee structure will be discussed during contract negotiations.

**III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

Eight (8) copies of the proposal, one of which shall be an original, must be received by 2:00 p.m. (Eastern Standard Time) March 8, 2011, at:

The School Board of Miami Dade County, Florida  
Bid Clerk, Division of Procurement Management Services  
1450 Northeast Second Avenue, Room 352  
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or any other occurrence. The proposal must be submitted in a sealed envelope or box marked "GRANT WRITING CONSULTANT SERVICES."

#### **IV. SCOPE OF SERVICES**

M-DCPS is seeking to engage consultants to provide grant writing services to support ongoing efforts to locate, apply for and receive Federal, State, nonprofit, foundation, corporate and private grants that will benefit the students, families, staff, and community members served by the District and the direct-support organization, The Foundation for New Education Initiatives, Inc.

In order to develop a pool of qualified consultants, M-DCPS shall reserve the option of awarding contracts to multiple vendors. An award of this contract does not guarantee that the consultant will receive a request for the provision of services.

As specific grant writing opportunities arise, consultants will be matched with projects that require their specific skills and grant writing experience. Consultants identified as having the necessary qualifications for specific grant writing services will be contacted to determine their interest in providing such services.

No work shall be performed as a result of this RFP until both the consultant(s) and the appropriate School Board staff (Office of Grants Administration) sign an Agreement Form for Contracted Services. The Administrator of the Office of Grants Administration approving the Agreement Form for Contracted Services shall determine the daily compensation and shall be responsible for assuring that all services agreed upon in writing have been performed before approving payment to the consultant(s).

The Board reserves the right to select consultant(s) for each project who have the required expertise and who will serve the best interest of the District.

In the event that an agreement between the successful consultant(s) and the Board is deemed necessary for a specific project, the Board will begin negotiations with the consultant as related to terms, conditions, price, etc. The School Board Attorney and Superintendent of Schools must approve any agreement resulting from these negotiations.

Failure to comply with the Consultant Agreement terms and conditions may result in the Contractor being suspended from the pool of qualified consultants who provide services under this RFP for a period of fourteen (14) months.

The Contractor(s) shall perform, when requested by the District, services such as those listed below. No one candidate is expected to have expertise in all areas:

- Research funding opportunities as assigned.
- Substantiate the need for the program in the community.

- Provide program-planning consultation to District.
- Assist in determining the measurable goals and objectives of the project with program staff.
- Develop program activities, timeline and management plan needed to meet program objectives as per funding criteria.
- Write proposals/grant applications and “Letters of Inquiry” (LOI) for District.
- Adapt proposals/grant applications and LOIs to the unique specifications of the funders, as described in their guidelines.
- Prepare draft budgets and budget narratives with guidance and input from Office of Grants Administration staff.
- Provide complete proposals/grant applications and LOIs in an electronic format or as otherwise specified in the RFP.
- Record all relevant information regarding proposal submissions and provide to Grants Administration staff.
- Assist with resource development and fund raising to support sustainability funding for current programs. Activities may include identification and cultivation of private foundations, federal and state agencies, local foundations and corporations, among others. Secure funding to support programs.

## **V. EXPENSES**

- Contractor shall cover, at their own expense, all consumable items related to work under this agreement such as printer cartridges, paper and USB flash drives, except in exceptional circumstances, which must be agreed to by all parties prior to the expenditure of any funds. Contractor will also provide the equipment necessary for the completion of the proposal such as computers, printers, cameras, scanners, etc. In addition, Contractor shall cover, at their own expense, all expenses related to in-county travel required to attend meetings and/or make site visits in Miami-Dade County.
- Reimbursable expenses by the District include:
  - Travel expenses incurred to attend workshops hosted by the funder, but, only upon prior written approval by the District.

## **VI. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER**

- A. Proposer shall provide verification of higher education degree(s). Proposer shall possess, at a minimum, a Bachelor's Degree, preferably a Master's Degree in appropriate field relevant to the expertise requested.
- B. Proposer shall provide a copy of most recent curriculum vitae.
- C. Proposer shall provide documentation of successful grant writing experience by providing evidence of track record of grants awarded, particularly at the Federal and national foundation levels.
- D. Proposer shall provide documentation of successful track record in fund development, if any.
- E. Proposer shall provide a list of clients, including contact person, telephone number, and mailing address, who have used the proposer's grant writing skills within the last five (5) years.
- F. Proposer shall complete and submit the Anti-Collusion Statement including the original signature of the Proposer.

## **VII. TERMS OF PROPOSAL**

The term of the proposal shall be effective March 15, 2011 for one (1) year, and may, by mutual agreement between the School Board and the Proposer, be extended for two additional one (1) year periods, and if needed, ninety (90) days beyond the expiration date of the current extension period, contingent upon continued receipt of funds appropriated by the Florida Legislature on a year by year basis. The School Board, through Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the Awardee(s) prior to the end of the current contract period. The Awardee(s) will be notified when the recommendation has been acted upon.

Proposals will be solicited on the anniversary of each yearly extension period, in order to expand the pool of qualified providers for grant writing consulting services. Subject to approval, these additional proposals will be evaluated and approved in accordance with the terms and conditions of the Request for Proposals and added to the pool as they become available. Proposers added will be subject to the same terms and conditions of the Request for Proposals.

## VIII. EVALUATION OF PROPOSALS

Representatives of the School District will evaluate proposals in order to ascertain which proposal best meets the needs of the District. The evaluation committee will consist of, but not be limited to, the following members:

Representative, Grants Administration (2)

Representative, Office of Program Evaluation

Representative, Assessment and Data Analysis

Representative, Curriculum & Instruction

Representative, District/School Operations

Representative, School Choice and Parental Options

Representative, Procurement Management Services (non-voting)

Evaluation consideration will include, but not be limited to, the following specific criteria:

- Proposer's ability to provide requisite items specified in the RFP;
- Proposer's expertise and experience with similar projects in similar environments;
- Qualifications, experience, skills and/or expertise in the area of grant writing and resource development;
- Ability to accommodate M-DCPS schools, students, courses, teachers, employees, etc. and work within M-DCPS environment and culture;

The School Board reserves the right to reject any or all proposals, to further negotiate any proposals, to waive any irregularities or informalities, to accept or reject any items or combination of items, to request clarification of information submitted in any proposal, and to request additional information from any Proposer. When the final selection is made and approved by the School Board, a professional services agreement acceptable to the Attorney for the School Board will be entered into with the successful Proposer(s). No debriefing or discussion will be held with unsuccessful Proposers.

## **IX. EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION**

### **Equal Employment Opportunity**

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

### **Minority/Women Business Enterprise (M/WBE) Participation**

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link:

<http://forms.dadeschools.net/webpdf/3920.pdf>

## **X. INDEMNIFICATION**

The individual/firm(s) must enter into the following indemnification and hold harmless agreement:

The individual/firm(s) hereby agrees to indemnify, hold harmless and defend the Board, its officers, agents and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders or injuries, including death to any, or damage, of whatever nature, to any property and all costs including court costs and attorneys' fees, and disbursements, whether suit is instituted or not, and if instituted, at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on, or incurred by or asserted against the Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the individual/firm's directors, officers, employees, agents, subcontractors or representatives, of their duties and obligations under or pursuant to this agreement, including without limitations, the failure to maintain insurance or notify the Board; (b) any material breach of this agreement by the individual/firm(s), (c) false or inaccurate representation or warranty made by or on behalf of the individual/firm(s), and (d) any act or omission, negligence, or intentional acts of the individual/firm(s), or any of the individual/firm's directors, officers, employees, agents, subcontractors or other representatives.

**XII. IMPLEMENTATION SCHEDULE**

The planned schedule for implementation of this Request for Proposals, is as follows:

Mailing of Request For Proposals..... February 16, 2011  
Opening of Proposals ..... March 8, 2011  
Evaluation of Proposals..... March 10, 2011  
Award Recommendation posted to Procurement Website ..... March 14, 2011

**XIII. ADDITIONAL INFORMATION**

Any additional information regarding proposal procedures may be obtained from:

Division of Procurement Management Services  
Barbara D. Jones, CPPB  
1450 N. E. Second Avenue, Room 356  
Miami, Florida 33132  
(305) 995-2348  
E-mail: [bjones@dadeschools.net](mailto:bjones@dadeschools.net)

The School Board of Miami-Dade County, Florida will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum will prevail.

Responses to questions will be posted to M-DCPS' Procurement website and it is the responsibility of the proposer(s) to monitor this site for posting of response(s). The website link is the following:

<http://procurement.dadeschools.net/bidsol/asp/ENACT.asp>