



REQUEST FOR PROPOSAL (RFP)

GRANT WRITING SERVICES

Closing Time:

Friday, November 1, 2019

3:00 p.m.

Closing Location:

**Municipality of Brooke-Alvinston Municipal Office
3236 River Street, P.O. Box 28
Alvinston, ON N0N 1A0**

Further requests for Information may be directed to:

Janet Denkers

Clerk Administrator

(phone) 519-898-2173

(email) jdenkers@brookealvinston.com

INTRODUCTION

The Municipality of Brooke-Alvinston is seeking the services of an experienced individual or consulting firm on an “as if, when needed basis” that will work alongside the Department Heads to identify, research, assess, develop and prepare grant submissions.

The proponent’s responsibilities will be to source appropriate funding opportunities from all levels of government, public and private foundations and other granting bodies for capital infrastructure projects such as but not limited to roadways, community spaces and programs.

Any “as /if when needed” contract for grant writing services may be for one (1) year with the option to extend for an additional year.

Key Content

In addition to the proposal requirements identified further on in this RFP, the following are considered key content that should be included as part of the proponent’s proposal:

1. A brief outline of the Proponent’s understanding of the service requirements
2. A work plan approach and methodology to successfully complete an application process
3. A list of past agencies to which a successful grant application has been submitted on behalf of a client
4. Hourly or project rates and an anticipated fee to complete one typical application request from research to submission
5. Three references of clients

PROPOSAL INSTRUCTIONS

One hard copy of the Proposal is to be submitted and clearly marked on the outside envelope as follows:

GRANT WRITING SERVICES

The Municipality will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponents responsibility to ensure that the Municipality received its Proposal prior to the stated closing time. The Municipality will not accept faxed, electronic or other unsealed submissions.

Requests for clarification or further information must be made in writing to the individual identified on the first page of the RFP. The Municipality will respond to enquiries that it considers relevant to this RFP

GENERAL

This is a Request for Proposal and not a call for tenders or request for binding offers. The Municipality does not intend to enter into a contractual relation as part of this RFP process and no contractual obligations whatsoever will arise between the Municipality and any proponent who submits a proposal in response to this RFP until and unless the Municipality and a proponent enter into a formal, written contract for the proponent to undertake this project.

All documents submitted to the Municipality in response to this RFP or as part of any subsequent negotiation will become the property of the Municipality and will not be returned. Proponents should also be aware that the Municipality is subject to the provisions of the Freedom of Information and Protection of Privacy Act. A proponent may stipulate in their proposal that portions of the proposal contain confidential information and are supplied to the Municipality in confidence. However, under MFIPPA, the Municipality may nevertheless be obligated to disclose all or part of the proposal is supplied in confidence. The proponent should review provisions of MFIPPA in order to gain a better understanding of the Municipality's disclosure responsibilities under the act.

This RFP and all information provided by the Municipality to proponents is provided on a confidential basis and proponents will not disclose any such information to any person without the Municipality's prior written consent, nor may any proponent publicize or advertise its involvement with this RFP process or the Municipality in connection therewith without the prior written consent of the Municipality.

For clarity, proponents will be solely responsible for their own expenses incurred in preparing a proposal or in any subsequent negotiations with the Municipality

The Municipality of Brooke-Alvinston has a population of approximately 2,300. The infrastructure including roads, bridges and municipal buildings is ageing and needs replacing. Projects that will need to be done include but are not limited to:

- i) Various road resurfacing projects
- ii) Community Centre improvements (interior and exterior)
- iii) Emergency vehicle replacement & infrastructure needs
- iv) Public Works Fleet replacement
- v) Waterline improvements

The Municipality is therefore seeking the services of a grant writer to both identify new opportunities and assist in researching, assessing, developing and preparing grant applications in order to secure additional funding opportunities for a variety of projects.

TERMS OF REFERENCE

The work involves identifying and researching appropriate funding sources, including sponsorship opportunities and completing grant applications in accordance with guidelines as specified by the funding sources. All applications are to be reviewed prior to submission by Staff.

The successful proponent may be required to participate in meetings with the Municipal Council

The successful proponent will prepare all materials in relation to the grant applications.

The successful proponent will oversee and manage the grant process from identification of the funding opportunity to submission award.

The Municipality considers that should a contract be entered into between itself and a successful proponent, said contract would have a duration of 1 year with the option to renew for an additional year.

SUMMARY OF WORK

The scope of work involves:

- a) Identifying and researching funding opportunities that are available to municipal government. These opportunities, for instance, but not limited to, could relate to infrastructure projects, arts & culture spaces and programs within civic buildings.
- b) Assessing grant opportunities in terms of Council priorities
- c) Writing successful grant applications
- d) Monitoring and assessing the number and quality of grant applications
- e) Providing updated reports on the status of grant applications
- f) Providing status and final reports on successful grant applications

The Municipality will be able to provide:

- a) Current mapping and GIS data
- b) Background narrative information for the projects and initiatives
- c) Background or technical material that has been completed for the project and past initiatives

The Consultant will provide:

- a) Recommendations to the Municipality regarding feasibility of pursuing specific funding opportunities
- b) Draft and final grant applications in digital form as well as hard copies
- c) Written summary reports as required by the funding providers

The Consultant will provide the above referenced deliverables as determined by grant funding timelines

PRICING

The proposal is to include all pricing information relative to performing the consulting services as described in this RFP. As the Municipality is considering an “as if / when needed” contract, a proponent shall also provide hourly rates for the staff denoted in their proposal.

In order to evaluate submissions to this RFP, the proponent shall present prices in a schedule indicating individual fee structures for a typical grant application process.

In considering and evaluating proposals, the Municipality intends to identify the proposal (if any) that, in the Municipality’s opinion, offers the best value for the project and that, in the Municipality’s opinion, will be able to achieve the Municipality’s objectives.

The Municipality is not obligated to accept the lowest or any proposal and may reject all submissions.