



# **A REQUEST FOR INFORMATION (RFI) GRANT WRITING SERVICES**

**Issued date: January 27, 2017**

**Closing date: Open Ended**

**Refer all inquiries to:**

Sandra Pierce

National Grants Chair

Top Ladies of Distinction, Inc.

17811 Dove Pass CT Richmond, Texas 77407

Phone: 832.921.4072

Fax: 866.264.8890

sandrapierceconsultant@gmail.com

# REQUEST FOR QUALIFICATION FOR GRANT WRITING SERVICES

## Introduction

Top Ladies of Distinction, Inc. (TLOD) is seeking the services of an Independent Consultant/ Grant Writer to assist in securing funds through various grant opportunities available through the Federal, State and County, as well as, through private corporations and foundations on behalf of Top Ladies of Distinction, Inc. (TLOD) and Top Teens of America procured funding will help TLOD/TTA increase its ability to serve the community needs in the area of direct support services, capital community improvement projects and post-secondary scholarship opportunities to youth. TLOD seeks grant writers with experience and measurable success.

## Scope of Services

TLOD is interested in retaining a qualified grant writer who can perform the following:

- 1) Provide independent consultant services on a contract by contract basis.
- 2) Research, seek, identify and write Federal, State, County, and private grant proposals that are applicable to TLOD and TTA.
- 3) Work with the National President and National Grants Chair to adhere to funding strategies and prioritize schedules and timelines for each identified grant.
- 4) Manage the process of submitting required post-award reports to funder(s) and assure that ongoing compliance is met.
- 5) Manage and monitor the funding agency and file a progress report with TLOD staff assistance, as required.
- 6) Monitor the public and private grants to identify additional sources of potential financial and matching supports, as applicable to the funding entity requirements.

---

## **Required Elements in Response/Response Format**

Firms, teams, or individuals responding to the RFI shall provide the following information within their proposal. Only completed submittals will be evaluated.

### **A. Cover Letter**

Respondents should submit a cover letter expressing their interest. The letter shall contain, at a minimum, the following information:

- a) Statement of interest referencing grant writing.
- b) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- c) Respondent's name, address, telephone and fax numbers, and email address of the individual to contact regarding the submittal.
- d) An authorized principal or partner of a firm shall sign the letter.
- e) Two samples of work (narrative and grant based financial report).

### **B. Qualifications**

- 1) Respondents shall identify the key individual to be assigned to TLOD (by name and position) and describe their specific work experience, educational background, and their length of tenure with respondent.
- 2) How much funding have you been directly responsible for drawing into a community? (Please provide the agency name, agency contact number, and amount for each community)
- 3) Respondents shall submit names, addresses, and phone numbers of references familiar with the respondent's ability, experience, and reliability in the performance and management of grant writing services similar to this proposal.
- 4) Have you ever provided grant writing mentorship services?
- 5) How do you gauge success in grant writing and grant prospect research? What benchmarks do you propose to be used to measure your performance?

- 6) List grants foundations and agencies with which you are familiar with and have experience working with, as applicable.
- 7) How many of the following grant types have you been responsible for having awarded in the past five years?
  - a. Federal
  - b. State or Local (please specify which state)
  - c. Other

Please list amounts under each subsection.

### **COSTS**

Independent Contractors/Grant Writers are required to propose costs for grant writing services. Please include costs per grant written/ contract terms. Please include all elements directly related to grant writing and research. and services included in the cost for service. Please include cost for materials and or additional deliverables as applicable.

TLOD reserves the right to negotiate all fees prior to the awarding of a grant writing contract. TLOD will contract with an independent contractor/grant writer on a per job basis. TLOD reserves the right to deduct fees for incomplete work or work that has be re-written by TLOD if the offeror does not meet the required timeframes.

### **Legal Requirements**

Independent Contractors/Grant Writers are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the services being offered in this RFI. Lack of knowledge of the Independent Contractor shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

**Evaluation**

TLOD National Grants Chair and/or the National Grants Committee will evaluate all quotations upon receipt. TLOD will develop a database of qualified grant writers to solicit for services based on responders to this RFI. TLOD will be the sole judge of its own best interests, the proposals, and the resulting agreement. The TLOD Grants team may require the respondent(s) to do an oral presentation.

**Criteria:**

QUALIFICATIONS	30 POINTS
PREVIOUS EXPERIENCE/SAMPLE OF WORK	30 POINTS
ABILITY TO PERFORM	30 POINTS
LOCATION OF THE FIRM	10 POINTS

The TLOD National President and/or National Grants Chair and/or Committee of TLOD will evaluate each submittal against the published solicitation.

**Other Considerations**

This RFI is a solicitation and not an offer to contract. TLOD reserves the right to issue clarifications and other directives concerning this RFI, to make and issue modifications to the RFI timeline, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondents. No payment or reimbursement will be made by TLOD for any costs incurred prior to an executed contract. Please visit [www.tlod.org](http://www.tlod.org) for addendums prior to submittal.

**Contract Award**

TLOD will develop a contract per job with independent contractors/grant writers on an as needed basis.

## **Questions/Exceptions**

It is incumbent upon each potential respondent to carefully examine this solicitation. Questions and exceptions concerning any section of this solicitation shall be directed in writing by letter, facsimile (888.264.8890) or by email to the National Grants Chair named both above and below, who shall be the official point of contact for this solicitation.

If it becomes necessary for TLOD to revise any part of this solicitation, an addendum will be posted on TLOD's official web site. **It is each respondent's responsibility to check the TLOD's web site at [www.tlod.org](http://www.tlod.org) for any addendums. Each respondent should ensure that they have viewed any and all addendums associated to this solicitation before submitting their proposal.** Respondents must provide proof of receipt of each addendum by signing and returning each addendum acknowledgement page to TLOD with their proposal submission. **Failure to provide proof shall cause the respondent's proposal submission to be rendered non-responsive. Each addendum issued TLOD shall become a material part of this solicitation and shall be the final decision on the subject of the addendum.**

## **Proposed Schedule**

January 27, 2017  
 Open Ended  
 Open Ended  
 Open Ended

Release date for RFI  
 Final date to receive written questions/exceptions  
 RRI submission closing date- Open Ended  
 Notification that the responder has been placed on Vendor List

---

**Proposal Submission**

Proposal must be submitted electronically or by mail to the National Grants Chair.  
Please submit one copy of your responses in a sealed envelope addressed to:

Top Ladies of Distinction, Inc.  
Attention: Sandra Pierce  
National Grants Chair  
17811 Dove Pass Ct  
Richmond, Texas 77407