



Request for Proposal for Grant Writing Professional

Date of Release: September 21, 2018
Deadline for Submission: October 5, 2018, COB

Purpose

Southwestern Colorado Area Health Education Center (SWCAHEC) is requesting proposals for a Grant Writer to provide grant writing and proposal/application support to SWCAHEC.

Background Information

SWCAHEC was founded in 2010 as an independent 501c3 organization affiliated with the Colorado AHEC Program and the University of Colorado Denver Anschutz Medical Campus. Our mission is to improve quality and accessibility of health-related education and community and public health programming for students, professionals, and community members. SWCAHEC has a special emphasis on serving underserved populations and on promoting collaboration with existing health resources while filling gaps that affect the health of the community. Approximately two thirds of our funding comes from various contracts with the AHEC Program Office and the rest comes from private or government contracts and grants.

The office is staffed with 4.25 FTE's and we manage and implement multiple healthcare professions-related continuing education and training programs throughout the eight counties served by SWCAHEC. See our website at www.swcahec.org

Proposed Scope of Work

In order to continue meeting our mission and meeting the health workforce needs, we are seeking a Grant Writer with a proven track record for writing, submitting, and securing grants- both large and small- for non-profits in the healthcare and community-based organizations sector. Successful proposals will have submission experience for government and private foundation grants.

Responsibilities include:

1. Initial meeting with staff/project team to align scope, priorities, workplan, and deliverables.

2. Off-site review of relevant organizational documents including fundraising plan, programs overview, prospect lists, strategic plan.
3. Develop, prepare, and submit three or more grant proposals:
 - a. Matching funds for SW Co. Healthcare Partners Alliance, minimum of \$10,000;
 - b. Matching grant for Regional Health Connector Program, minimum of \$75,000.
 - c. Funds for the annual Health Careers Camp, from \$3000 or more (total funding needed for 2019 camp is \$20,000 and deadline for this could possibly be extended beyond 12/31/2018);
4. Assist with setup of record-keeping, reporting schedules, and evaluation plan.
5. Provide ongoing consulting/coaching during implementation phase.

Submission Requirements

1. All proposals should be submitted electronically in PDF format to:

Kathleen McInnis
Executive Director

kathleen.mcinnis@swcahec.org

2. Proposals should be no longer than 10-pages, 1.0-1.5 spacing and 12-point font size.
3. Failure to comply with or complete any part of this RFP may result in rejection of the proposal.

All proposals must include:

1. A Cover Letter/Executive Summary. Describe your understanding of the work to be performed and your ability to perform the work.
2. Identify the specific experience and qualifications of the contractor and include the resume of the principal grant writer providing direct service for this project. Describe in detail your experience writing and submitting government, corporate, and private foundation grants. Clearly demonstrate knowledge and familiarity of healthcare-related grants. Describe your success rate.
3. Details addressing how Scope of Work (as above) will be accomplished, including communication process, timelines, benchmarks, and estimated number of hours required to be ready to submit grants and meet deliverables.
4. An excerpt from a previously written grant that is representative of your writing style. This excerpt should not exceed three pages and should not contain any confidential or identifiable information.
5. A clearly defined project budget and budget narrative with all-inclusive prices for service. Hourly fees can be included but note that contractor will be compensated on a per project basis, after submission.
6. Three references from clients, with contact information, for whom the contractor has performed similar services.

7. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Proposed Evaluation Criteria

All accepted proposals shall be reviewed by SWCAHEC staff and will be evaluated and scored using the following criteria:

1. Knowledge of grant opportunities, funding sources, and associated regulations for government, corporate and private foundation grants. (30 points)
2. Successful track record for acquiring grant funding for organizations of similar size and mission. (30 points)
3. Ability and capacity to complete work before 12/31/2018. (15 points)
4. Quality of writing sample. (15 points)
5. Cost effectiveness. (10 points)

SWCAHEC reserves the right to waive irregularities and to reject any or all bids. SWCAHEC also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

SWCAHEC may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through Kathleen McInnis (see email above).

Process Schedule

RFP Release	September 25, 2018
Proposals due	October 5, 2018
Selection	October 12, 2018
Project Begins	October 15, 2018
Project Completion	Upon agreement between SWCAHEC and Contractor

Invoicing

Billing will coincide with reaching set goals and/or milestones. Issuance of this RFP does not commit SWCAHEC to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.