

Request for Qualifications

For

Professional Grant Writer

For

Raytown School District

Raytown Quality Schools

Raytown, Missouri

December 17, 2018

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Information:

Raytown Quality Schools is seeking grant writing services for the District. The grant writer will work with the District on various projects to identify and successfully secure grant funds.

All submitted proposals should be labeled "Sealed Grant Writer Proposal" on the outside of the envelope containing your name/company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

School District:

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

District Contact:

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown Quality Schools

6608 Raytown Road

Raytown, MO 64133

816-268-7000

816-268-7022 (FAX)

Travis.hux@raytownschools.org

Submit Sealed Proposal:

Dr. Steve Shelton Associate Superintendent of Operations

Raytown School District

6608 Raytown Road

Raytown, MO 64133

Bid Opening Date: January 30, 2019

An informal opening will take place at this time. Attendance is NOT required.

Overview

Proposals are now being solicited by the Raytown School District for a Grant Writer to provide professional grant writing services for the District. This work will begin during in February 2018 to secure grant funds for the fiscal year beginning July 1, 2019 and following.

Proposal Due Date and Time

In order to be considered, two (2) sealed copies of the proposal must be received by Raytown C-2 at 6608 Raytown Rd, Raytown, MO 64133 by personal delivery or by U.S. Mail by the following date and time:

January 30th, 2019 (1:30pm)

District Terms

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested will be rejected.

Proposals not following indicated format and/or incomplete will be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

Contact Person and Address for Submission of Proposals

Interested, qualified companies and persons are invited to submit proposals to the following contact person and address:

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown C-2 School District

6608 Raytown Road

Raytown, MO 64133

Telephone: 816-268-7000

Selection Process and Minimum Requirements

Each company/Individual must meet the following minimum qualifications:

Company/Individual must have similar experience within the last 5 years similar in nature to the scope of services requested herein.

Company/Individual must be located within 40 miles of the Raytown School District.

Company/Individual must provide a minimum of 5 references

Required Proposal Format and Content

- A. Letter Format
 - a. Simple letter format with a maximum of four (4) pages in length plus letter attachments as listed below.
 - b. Use standard 8.5" x 11" sheets of paper with text no smaller than 10 point.
 - c. Do not include any photographic, elaborate or promotional material.
 - d. Content and attachments must be arranged in the order as listed below.
- B. Letter Content
 - a. Introductory Paragraph
 - b. Project Understanding
 - i. Demonstrate the Grant Writer knowledge of the project scope.
 - c. Scope of Grant Services
 - i. Include a list of grants successfully secured, amounts of grants, and types of grants.
 - d. Grant Writer Experience and Qualifications:
 - i. Include a list of similar K-12 educational projects completed in the last 5 years.
 - e. Educational Experience
 - i. Provide a list of schools attended and degrees earned.
 - f. References
 - i. Provide five references.
 - g. Litigation History
 - i. List all litigation in the last five years, filed against the company/individual. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.
 - h. Closing Paragraph
- C. Letter Attachments
 - a. Resume
 - b. Sample of previously successful grant applications
 - c. Description of the grant writing process

Requests for Information

The Scope of Work or need for additional data or information must be submitted in writing by email no less than five (5) working days prior to proposal due date to: Dr. Steve Shelton, steve.shelton@raytownschools.org

Scope of Services

The District desires to obtain Grant Writing Services to include: Grant Research and Grant Writing.

Selection

Category 1: Prior Experience

Category 2: References

Information submitted by each company/Individual will be considered in light of the above mentioned criteria.

A review of submissions from the company/individual will be conducted on the Opening Bid Date of **January 30th, 2019** which was noted in the RFP.

Negotiations

The top three Companies/Individuals will be decided. Once this occurs, the District will then begin negotiations with the top firm to determine price.

Should there be a failure to negotiate price with the selected firm, negotiations will be terminated.

The District would then begin negotiations with the next firm on the list of the top three firms.

Should there be a failure to negotiate price with the second selected firm, negotiations will be terminated.

The District would then begin negotiations with the next firm on the list of the top three firms.

Bid/Proposal/Qualification Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email