

# GLEAMNS HUMAN RESOURCES COMMISSION

July 15, 2019

## REQUEST FOR QUALIFICATIONS

### GRANT WRITER FOR GRANT APPLICATION FOR WORKFORCE DEVELOPMENT DEPARTMENT

SOLICITATION NUMBER: QU01-01-19

PACKAGE DUE DATE & TIME: AUGUST 5, 2019, 4:00PM EST

SUBMIT QUALIFICATIONS PACKAGE TO:  
GLEAMNS HUMAN RESOURCES COMMISSION  
ATTN: PURCHASING

*Mailing Address*

P O BOX 1326  
GREENWOOD SC 29648

OR

*Hand Delivery/Express Mail Address*

237 HOSPITAL ST N  
GREENWOOD SC 29646

MARK PACKAGES WITH 'SOLICITATION NUMBER: QU01-01-19'

FOR QUESTIONS TO THIS SOLICITATION, CONTACT CHARLES VAUGHN @  
[cvaughn@gleamnshrc.org](mailto:cvaughn@gleamnshrc.org) OR 864/229-8806.

Abbeville • Anderson • Cherokee • Edgefield • Fairfield • Greenwood • Laurens • Lexington • McCormick  
Newberry • Oconee • Pickens • Richland • Saluda • Spartanburg

237 North Hospital Street, Greenwood, SC 29646 • PO Box 1326, Greenwood, SC 29648  
(864) 223-8434 • Fax (864) 223-5985  
[www.gleamnshrc.org](http://www.gleamnshrc.org)

## **GENERAL INFORMATION**

GLEAMNS Human Resources Commission, heretofore known as GLEAMNS, invites you to submit a **Qualifications Package** in accordance with the requirements of this solicitation as follows:

This **Request for Qualifications** does not commit GLEAMNS to award a contract, to pay any costs incurred in the preparation of the package, or to procure or contract for the activities, goods or services described. GLEAMNS reserves the right to accept or reject any or all packages received as a result of this request. Each Respondent will be required to submit three (3) references which will include a name, address, telephone number, mobile number, email address, and general description of similar agreements and services performed in the past. Packages will not be reviewed if they are late or not responsive, i.e., not containing all requested information, and submitted in the manner prescribed. The packages will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any packages will be accepted after the closing date and time. GLEAMNS reserves the right to review all packages of which it deems appropriate and is not bound to accept any package toward an award, further reserving the right to reject any or all packages if GLEAMNS deems it not to be in GLEAMNS' best interest.

Questions concerning the Request for Qualifications will be accepted until the specified closing date/time and should be addressed as specified in this solicitation. Small businesses, minority-owned firms, and women's business enterprises are encouraged to submit packages, with due consideration given to all offers. All Respondents are to submit three (3) COPIES of their offer. The offer, solicitation or acceptance of gratuities or compensation, intended to influence the contractor selection process, is expressly prohibited. GLEAMNS reserves the right to disqualify (with reason as determined by GLEAMNS) an offer from the qualified contractors list. All Respondents will be notified as to the acceptance or rejection of their offer in writing.

Upon completion of the review process of all packages by GLEAMNS, GLEAMNS will select the firm it deems to be the most responsive and responsible, and will further negotiate a contract(s) with that firm to provide grant writing services to assist GLEAMNS in developing a grant application.

## **SCOPE OF QUALIFICATIONS/SERVICES**

GLEAMNS seeks qualification packages from interested grant writing firms who will be awarded a contract to provide grant writing services and/or technical assistance for the Workforce Development Department. The grant writer will assist with the development of a proposal, in response to an RFP (Request For Proposals) from the Upper Savannah Council of Governments, to apply for a grant to provide services for WIOA (Workforce Innovation and Opportunity Act) programs for the core counties of Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, and Saluda. GLEAMNS currently holds the grant for WIOA Youth and Operations Manager for these counties, which is scheduled to expire September 30, 2019. GLEAMNS desires to submit a proposal to provide WIOA services for Adult/Dislocated Worker, Youth, and Operations Manager. It is anticipated that the RFP for the WIOA grant will be issued in the next two weeks and that proposals will be expected to be returned in August 2019. Electronic and/or telephonic communication will suffice. Although we do not anticipate

the need for a site visit, should a visit be deemed necessary, it will be requested at a later time. Extensive experience in writing successful grants is required. Firms must also provide assurance that all written and electronically transmitted materials sent to firm will be held in confidence and not be disclosed.

If grant writing services are not within our cost bounds, we will request grant review services. Firms must **not** include cost for services in their packages, including cost for review services. Instead, any firm determined to be eligible for award during the evaluation phase will be contacted by the Purchasing Dept. to request the firm's costs.

Packages must include the following:

1. Letter of interest
2. Location of offices, including principal place of business
3. Resume and range of similar services during last five (5) years
  - a. To include education, training, experience, licensing, at least three references, and qualifications of members of firm and key employees for these projects, including individuals responsible for the performance of the work described herein. Include an organization chart, if available
4. Sample of grant writing services
5. Proposed project production schedules showing critical dates and other information in sufficient detail for the Evaluation Committee to determine feasibility of time frames indicated
6. Any other information firm feels would be helpful toward being considered for award as a grant writing firm

The selected grant writing firm will be required to provide, but not be limited to, the following services toward the completion of a proposal for the grant application:

1. Review RFP and/or grant application
2. Be available to provide guidance toward all requirements that will be specified in RFP for a successful proposal
3. Provide any and all necessary narratives toward completion of a proposal

**Direct Contact For Project** – Katie Craven, 864.229.8815, [kcraven@gleamnshrc.org](mailto:kcraven@gleamnshrc.org).

## **EVALUATIONS**

An evaluation committee will be formed to review all qualifications packages received from interested grant writing firms. Once all qualifications packages have been reviewed, the evaluation committee will form a list of qualified grant writing firms eligible for award and interview, if necessary. This list of eligible grant writing firms will be given to the Purchasing Dept. who will request costs from the firms and will contact references of these firms and provide questionnaire results to the evaluation committee. If necessary, the committee will contact the grant writing firms to discuss and negotiate fees for required services. After careful

consideration, the evaluation committee will then select the grant writing firm they feel to be the GLEAMNS.

**FACTORS FOR AWARD**

Factors that will be used to form list of eligible firms, and for interviews, if necessary, are:

- Education
- Training
- Experience

Factors that will be used to determine award from eligibility list are:

- References
- Cost (Firms will only submit costs when requested by Purchasing Dept.)

**DEADLINE FOR PACKAGES**

Deadline for qualifications packages is August 5, 2019, 4:00pm EST

**INTERVIEWS OF FINALISTS**

To be conducted by Evaluation Committee on or about August 8, 2019, if necessary

**AWARD**

Selected grant writing firm to be announced on or about August 12, 2019