

RFP FOR GRANT WRITER – NON-PROFIT FOUNDATION GRANTS

**Rockville Housing Enterprises
December 15, 2021**

Rockville Housing Enterprises (hereafter referred to as RHE) is soliciting a written request for proposals (RFPs) from qualified firms to provide grant writing services.

Proposals must be received no later than Monday, January 31 2022, by 5:00 pm EST. Please submit an electronic copy of the proposal to rcobb@rockvillehe.org. Please note electronic file submission must not be more than 9 MB to ensure electronic delivery.

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein may not be considered. Issuance of the RFP does not obligate RHE to award a contract, nor are RHE liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. RHE retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

Questions concerning this RFP must be submitted via email to Mr. Rahshad Cobb at rcobb@rockvillehe.org. RHE will make the sole determination as to any proprietary content and whether the answer will be provided to all firms via e-mail.

DESCRIPTION OF THE AGENCY

Rockville Housing Enterprises is a Public Housing Authority organized under the laws of the State of Maryland. The Agency consists of 79 public housing units; 29 scattered site Project Based Voucher Units, 441 Housing Choice Vouchers administered, 240 units of other affordable housing, 56 Low Income Housing Tax Credit units. RHE has a full time staff of approximately 10 people.

CONTENT OF THE PROPOSAL

BIDDER INFORMATION:

- 1) Name of agency/company/ individual (including any "Doing Business As" names)
- 2) Address
- 3) Contract Person
- 4) Telephone No.
- 5) E-mail address

QUALIFICATIONS

Please provide the following information in your response.

1. Experience in successfully securing grant funding for Non-Profit organizations particularly non-HUD sponsored private foundation grants.
2. List of all grants successfully awarded including the following
 - a. Purpose of funding

- b. Source of Grant
- c. Amount awarded
- 3. Experience with working with affordable housing organizations and resident service, and social service organizations.
- 4. Funding Success Rate

FIRM'S APPROACH/PROCEDURES

- 1. Briefly state your general approach to development and submittal of grant applications
- 2. Reliance upon the Authority Staff

FIRM'S ASSIGNED PERSONNEL

- 1. Provide the resumes of the personnel that will be working directly with RHE on this assignment

COST PROPOSAL

- 1. Provide cost proposal on a per grant application basis
- 2. Provide hourly rates with estimated time per each grant application
- 3. Provide lump sum pricing per grant award.

PROPOSAL EVALUATION CRITERIA MAXIMUM POINTS

A. Firm's Qualifications	40
B. Experience of Assigned Personnel	20
C. Cost Proposal	30
D. Reference response	10
Total Points	100

Though price is an important factor, it will not be the sole factor considered in selecting the successful qualified proposer. Rockville Housing Enterprises reserves the right to reject any or all proposals and to award the contract in the best interest of the Agency.