



**United Planning Organization**

**REQUEST FOR QUALIFICATIONS (RFQ)  
GRANT WRITING SERVICES FOR  
COMMUNITY BASED PROGRAMS  
RFQ # 0005**

**Request for Qualification (RFQ) Cover Page**

<b>RFQ Solicitation Issue Date: December 19, 2014</b>			
<b>RFQ Solicitation Closing Date: Continuous</b>		<b>RFQ Solicitation Closing Time: Continuous</b>	
<b>Issued By: United Planning Organization</b>			
<b>Address: 301, Rhode Island Avenue, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
Hard copy responses; please submit one (1) original and two (2) copies in a <b>sealed</b> envelope to Rizwanul Haque, Procurement Officer, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001, referencing "Request for Qualifications for Grant Writing Services - RFQ #0005". <b>Email submission to <a href="mailto:procurement@upo.org">procurement@upo.org</a> is acceptable and is highly desirable method of submission.</b>			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing "Request for Qualifications for Grant Writing Services - RFQ #0005" in the subject line.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal(s) deemed best for the organization, and/or request new proposal(s), if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Individual or Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

## Table of Contents

I. PURPOSE.....	4
II. CONTRACT PERIOD .....	4
III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND .....	4
IV. SCOPE OF SERVICES .....	4
V. QUALIFICATIONS .....	5
VI. SUBMISSION INFORMATION .....	5
VII. SELECTION PROCESS .....	6

## **I. PURPOSE**

United Planning Organization (UPO) invites experienced and qualified grant writers to submit their proposals to provide Grant Writing Services as specified in this RFQ.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this RFQ shall be for a period not to exceed twenty-four (24) months.

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest
- Comprehensive youth services with scholarships for DC residents
- Emergency housing services and homelessness transportation programs that have saved lives
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Community based tax preparation services and e-filing
- Housing Counseling services that help alleviate predatory lending
- Job placement and career development services

## **IV. SCOPE OF SERVICES**

### **A. Services Desired**

UPO is seeking proposals for qualifications from grant writers for independent content-specific grant writing services in the following areas:

- Adult Education and Training (Construction Trades, Health Care IT, Hospitality)
- Ex-Offender (Re-entry) Services and Programs for Work Readiness
- Employment and Supportive Services for Adults
- Family Support Services
- Youth (Education, Arts, Drop Out Prevention, GED Services, Out of School Time)
- Early Learning and Head Start

- Green Technology and Weatherization
- Case Management Services/Support
- Administrative Support and Services
- Community Development/Housing
- Advocacy and Community Engagement
- Capacity Building (Development, Information Technology, Human Resources)

## V. QUALIFICATIONS

Grant writers must possess the following qualifications:

- At least three (3) years of demonstrated success in grant writing for federal, state or private funding
- Demonstrated ability to identify and map grant guidelines to data, needs, expertise, feasibility, and fiscal priorities
- Ability to build strong, positive working relationships with diverse staff and stakeholders in order to gather and synthesize complex information
- Skilled project management skills with ability to establish and meet tight deadlines, and to establish and manage multiple individuals on a grant team
- Ability to work with staff to clarify proposed project impacts, outcomes, and activities, including development of strong and integrated formative and summative assessment procedures involving internal and external evaluators
- Personal dedication to fulfilling project objectives beyond client expectations
- Accustomed to performing in a deadline-driven environment while working within set budget requirements
- Work independently with discipline and focus under minimal supervision
- Work with community based partners and agency staff to develop successful winning proposals

**Note:** *Please do not submit resumes.*

The requirements of this solicitation will be evaluated based on the skills, knowledge, and experience of the respondent according to his/her content specific area(s). Respondents must demonstrate significant experience.

## VI. SUBMISSION INFORMATION

Responses shall provide sufficient information necessary to effectively evaluate your experience, area(s) expertise, and availability. Please submit the following information:

- **Content Area Preferences:** List the content-specific area(s) that you would like to be evaluated for grant writing services
- **Summary of Qualifications:** Write a brief summary detailing your grant writing experience in your preferred content area(s) of expertise (1 page maximum)

- **Relevant Grant Writing Experience:** Provide a detailed listing of recent grant writing projects within the last three (3) years including dates, funders' names, dollar amounts applied for, and brief explanations of awards and non-awards (2 pages maximum)
- **Writing Sample:** Attach a writing sample of a response to a grant request including the question(s) being responded to (2 pages maximum)
- **Availability:** Indicate your availability and capacity to work via –
  - Teleconference
  - Email
  - Computer (Webinars, Skype, etc.)
  - Onsite at UPO Headquarters in Washington, DC
  - Offsite, including attendance at pre-bid conferences and site visits, etc.
- **Min. Rate/Hour:** State your base hourly rate for grant writing services, including hourly rate for any ancillary service(s). As specific grant writing opportunities arise, respondents may be requested to prepare a total bid price for grant writing services
- **Technology:** Indicate your level of computer literacy and software you are most familiar with and proficient in using
- **List of Clients and References:** Provide the names and contact information (email and telephone) of three (3) recent clients you have provided grant writing services for within the past three (3) years. These contacts will be used as references and by submitting them you authorize UPO to contact these individuals and discuss your work
- **Education:** List any academic achievements, professional licenses, special trainings, and academic institutional degree(s) earned and years obtained

## VII. SELECTION PROCESS

An evaluation committee will review all submitted information and will select the best qualified respondents to be listed among a pool of consultants that UPO may consider to offer grant writing opportunities to, as the need arises. Agency staff will maintain a file of qualified respondents and will consider the summary of qualifications when selecting contractors for various grant writing opportunities. Agency staff will validate the qualifications of a selected respondent for a term not to exceed twenty-four (24) months and thereafter on an annual term upon receipt of current submission documents.

Note: All costs directly or indirectly related to the preparation of a response to this RFQ shall be the sole responsibility of the respondent of this RFQ and shall be borne by the same.