



REQUEST FOR PROPOSALS: NON-PROFIT GRANT WRITING SERVICES

About the Police Foundation: We are a national non-profit non-partisan organization that, consistent with its commitment to improve policing, has been on the cutting edge of police innovation for over 40 years. The professional staff at the Police Foundation (hereafter “PF”) work closely with law enforcement professionals across the U.S. and abroad to support the work of law enforcement (police & sheriffs) personnel. The PF conducts innovative research and provides on-the-ground technical assistance to police and sheriff departments as well as engages practitioners from multiple systems (corrections, mental health, housing, etc.), and local, state and federal jurisdictions as it relates to police research, policy and practice. Located in Washington DC, the PF has upwards of 40 employees, with many of the staff working from remote locations across the country, and as many as 200 consultants and partners that we often engage to support our work.

REQUESTS FOR PROPOSALS:

The Police Foundation is soliciting proposals from grant writers and fund development professionals and/or firm in response in this Request for Proposals, seeks a short term contract for nonprofit grant writing services. The PF is interested in receiving pricing for grant writing services, focused on federal, foundation, and local government request for funding.

The PF requests that all agencies examine the specific requirements contained in this RFP and prepare your responses pursuant to the terms of this RFP.

The PF is soliciting proposals for information relative to cost, service delivery and methodology. The contract will begin on or about February 15, 2018, and terminate on or about May 31, 2018, unless renewed. One or more contracts may be awarded. Any contract that may be issued also includes provisions for The Police Foundation at its sole discretion, to renew the contract(s) for up to six months and/or cancel the agreement as deemed necessary.

Proposals must be received by the PF no later than 5:00 p.m. on Thursday, February 1st, 2018; submitted electronically, and identified as “Non-Profit Grant Writing Services Proposal”.

Proposals shall be emailed attention to: **Blake L. Norton, Vice President/Chief Operating Officer**
procurement@policefoundation.org

All questions regarding this proposal are to be submitted no later than Wednesday, January 24, 2018 to:

Blake L. Norton, Vice President/Chief Operating Officer
bnorton@policefoundation.org

2. BACKGROUND INFORMATION

Located in Washington DC, the PF has upwards of 40 employees, with many of the staff working remotely from locations across the country. Additionally, we often engage independent consultants and other professionals from around the U.S. and abroad to participate in our meetings, events and other business.

3. SCOPE OF SERVICES REQUIRED

The Police Foundation is a private, non-profit organization, which operates large scale foundation and federally funded research and technical assistance projects. A predominance of our funding is generated through support of federal and foundation grants. We are seeking a grant writer(s) who can work on multiple proposals, for a variety of funders, often simultaneously, over a four-month period. The individual(s) or firm must have staff that are strong multitaskers, understand the key elements for developing federal and foundation grant proposal, with a track record of winning grants funds. Individuals and firms should be able to provide the following services for up to 15 fully developed grant proposals, with specific focus on areas or topics including policing, community engagement, crime reduction, innovations in public safety technology, law enforcement training and technical assistance, management studies, training deliveries, critical incident reviews and scientific research related to any of the above areas. The consultant must be able to provide the following proposal development services as outlined below:

1. Research grant prospects, primarily focused on Federal Government 'Request for Proposals', to include, but not limited to the Departments of Justice, State, Homeland Security, and Transportation, the National Science Foundation, and various other federal and non-federal, private sources;
2. In a close partnership with our team (scientists, law enforcement practitioners and policy staff), the consultant will lead the writing and submission of highly technical and involved government and foundation grants. The consultant will ensure the narrative is responsive to the RFP and the entire application package meets the rigorous standards laid out by the funding agency. Work with staff to interpret guidelines, draft narratives and other required proposal components, and gather material and information necessary for a strong proposal;
3. Must attend in person or virtually meetings necessary to accomplish the require work;
4. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission;
5. Must be able to work on and manage multiple proposals with PF staff, with competing submission deadlines dates;
6. The consultant will proofread each grant proposal before submission, making sure the proposal is clear and follows instructions provided by the grant maker.
7. In addition to the areas defined above, other areas may also be identified though the Funding Needs Analysis process and throughout the duration of the contract. The scope of work may also include researching grant opportunities on an 'on call' basis identified by Police Foundation staff.

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4. SUBMISSION REQUIREMENTS

The Proposal should be clearly organized under five (5) headings:

Letter of Transmittal

General Vendor Information

Proposal

Reports

Costs

I. Letter of Transmittal:

The letter of transmittal must contain the following statements and information:

1. Company name, address, telephone number(s), and website.
2. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed. Federal and State taxpayer identification numbers of the firm.
3. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified. The letter must be signed by a corporate officer or person authorized to bind the vendor to the proposal and cost schedule.
4. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the PF.

II. General Vendor Information

1. Please provide the following information:
 - Length of time in business
 - Length of time in business of providing proposed services to non-profit organizations.
 - Total number of clients
 - Total number of nonprofit (501(c)(3) sector clients
 - Number of full-time personnel
 - Location of headquarters and any field offices
 - Location of office which would service this account

III. Proposal:

1. Description of the approach the firm will use in providing the services outlined in the scope of services section of this RFP. Below are questions to be included in the proposal submission. Please clearly reference the questions in your submission.

Agency Profile

- Describe your agency experience servicing non-profit organizations.
- Describe your experience writing proposals that funded large scale projects for clients.

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Services

- List the primary individual who will be responsible for managing the account.
- What is the process of resolving customer service issues?
- What additional services or benefits is your agency able to provide?
- Customer Satisfaction Scores/Ratings

IV. Reports

The vendor shall submit service reports monthly, summarizing service. The vendor must be available to meet with the PF designated staff to review monthly reports and discuss issues. Please provide examples of any such or similar reports the vendor has created and presented in the past.

V. Cost of Services

The Police Foundation is requesting that the vendor submit a scope of work and corresponding budget for a four month period (February 15, 2018 to May 31' 2018), with an option to renew for a second 6 months. Payment schedule should also be included and should be monthly to coincide with the monthly report submission. **Vendors must list, specifically, any services which would not be covered in the proposal price.**

VI. Non-Disclosure Agreement

For consultants selected for this contract, vendors will be required to sign a 'Non-Disclosure Agreement'. For vendors, this Agreement shall remain in effect for a two-year term. Notwithstanding the foregoing, the Receiving Party's duty to hold in confidence Confidential Information that was disclosed during the term of the contract shall remain in effect indefinitely.

5. EVALUATION CRITERIA

A selection committee will review the vendors' qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. The PF Selection Committee will make a recommendation, and the PF President will approve the contract award.

The criteria are:

- A. Approach and Methodology
- B. Experience of the Firm
- C. Project Staffing and Experience
- D. Satisfaction of Clients/End Users
- E. Pricing

A rating system, based on pre-defined points and percentages, will be used to evaluate the proposals. The award of the contract will be made to the firm or individual, whose proposal receives a favorable

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evaluation, recommendation of the selection committee, and approval of the PF President and Executive Team.

6. MISCELLANEOUS

PF reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, PFs' sole judgment, best meets the requirements of the program.

The RFP creates no obligation on the part of PF to award a contract or to compensate the vendor for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. PF reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

PF further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as PF may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why PF should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email), and this information provided will be made available to all vendors at the discretion of PF.

-END OF RFP-