



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal**

**This is Not an Order**

**Grant Writer Services**

**Date:** May 20, 2019  
**Proposal Due On:** June 5, 2019  
**Return Proposal To:** Kennebec Valley Community College  
Attn: Russell J. Begin  
Dean of Finance and CFO  
92 Western Avenue  
Fairfield, Maine 04937  
**Telephone:** (207) 453-5123  
**Email:** [rbegin@kvcc.me.edu](mailto:rbegin@kvcc.me.edu)

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## Competitive Bid Request for Proposal Grant Writer Services

### 1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals from consultants experienced and qualified to provide Grant Writer Services and assist the College in applying for federal, state, and local grants.

A detailed explanation of the scope and specifications is contained in Section 6.0, Scope of Services. Preference will be given to the proposals conforming to the specifications provided; no alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

### 2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule / Modifications

<b>Description</b>	<b>Day/Date</b>	<b>Time</b>
RFP Issued	05/20/2019	
Campus Walkthrough (Optional)	By Appointment	By Appointment
Proposals Due On	06/05/2019	3:00 P.M. EST
Award Decision & Notification	06/07/2019	

### 4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, must be received no later than **June 5, 2019 at 3:00 P.M.** (EST).

All proposals are to be marked “Grant Writer Services” and mailed to:

Russell J. Begin  
Dean of Finance and CFO  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be emailed to: [rbegin@kvcc.me.edu](mailto:rbegin@kvcc.me.edu), with the subject line “GRANT WRITER SERVICES”.

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The contractor shall provide the following services:

- a. *Grant writing* - Provide grant writing services on behalf of the College.
- b. *Project management* - The Grant Writer will manage grant proposal development by establishing timelines; facilitating communication, conducting consortium meetings, and developing and compiling required documents, including a narrative, letters of support, budget information, budget narratives, and other required attachments. In addition, the Grant Writer shall meet agreed upon project deadlines.
- c. *Prepare application materials*- The Grant Writer will be responsible for preparing the documents and attachments that will be submitted as part of grant application.
- d. *Meeting grant deadlines*
  1. The Grant Writer will provide a **full** proposal, including all required proposal documents and attachments, to the College’s Executive Committee or their designee two weeks prior to the grant submission deadline for Executive Committee review and preliminary approval.
  2. The Grant Writer will provide the **final** proposal that includes all required proposal documentations, to the College’s Executive Committee or their designee, one week prior to the grant submission deadline.
  3. The Grant Writer will be responsible for working with the College’s Executive Committee designee to ensure submission of the full grant application documents and to ensure that all uploads on grant application documents are in compliance.

## 7.0 Contractor’s Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance insuring against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC

as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

## **8.0 Interpretation of Contract Documents**

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Russell J. Begin  
Dean of Finance and CFO  
Kennebec Valley Community College  
92 Western Avenue, Fairfield, Maine 04937  
or via email at [rbegin@kvcc.me.edu](mailto:rbegin@kvcc.me.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## **9.0 Bid Review and Evaluation**

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

- a. Evaluation Method
  1. Technical ability to meet the outlined specifications
  2. Proposer's project approach, experience, and reference input
  3. Cost, to include any and all discounts

## **10.0 Preparation of Bids**

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

- a. Basic Submittal Information and forms
  1. Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.

2. Proposer Certification form – Enclosure 1: **Proposal Certification**
3. Contractor’s Qualification Statement – Enclosure 2: **Contractor’s Qualification Statement**
4. Corporate Information: If proposer is a corporation, provide a copy of the certification from the State Secretary verifying proposer’s corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Maine.

b. Organization, Experience & Staff qualifications

1. Organization Credentials: Provide a description of proposer’s experience which qualifies you to provide the services identified in Proposal Specifications section.
2. Staff Credentials: List experience of each staff within the firm who will be assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the proposer’s firm.
3. List of federal grants the organization has successfully applied for and received for clients, including: name of organization who won the grant, federal granting agency, name of grant, date, and amount of award.
4. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful grant writing services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, email, and telephone number and a brief explanation of the services that were provided.

c. Fee Structure

1. Provide a fee and expense proposal for the cost of services for applying for one federal grant. The proposal fee should be an hourly rate up to a maximum amount. The maximum amount shall include everything necessary for the execution and completion of the Agreement.

The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.

**11.0 Withdrawal of Bids**

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

**12.0 Taxation and Compliance**

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

## 13.0 Prohibited Terms and Conditions

### **NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

#### **KVCC DOES NOT AGREE TO:**

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.

**PROPOSAL CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name(s) and Title(s): \_\_\_\_\_

Legal Name of Proposer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_



**CONTRACTOR'S QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted by Name: \_\_\_\_\_ ( ) Corporation  
Address: \_\_\_\_\_ ( ) Partnership  
Principal Office: \_\_\_\_\_ ( ) Individual  
Note: Attach separate sheets as required. ( ) Joint Venture  
( ) Other

1. How many years has your organization provided the requested services? \_\_\_\_\_
2. How many years under the present business name? \_\_\_\_\_

If applicable:

Former business name: \_\_\_\_\_ # Years: \_\_\_\_\_

3. Corporations, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Regional Manager: \_\_\_\_\_

District Manager: \_\_\_\_\_

4. Partnerships, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_

Names and addresses of partners (if applicable):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

5. If other than a corporation or partnership, describe organization and name the principals: \_\_\_\_\_  
 \_\_\_\_\_  
 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_
6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and provide names and telephone numbers of persons we may speak with about this: \_\_\_\_\_  
 \_\_\_\_\_  
 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_
7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, state circumstances: \_\_\_\_\_
8. Worker's Compensation insurance policy number: \_\_\_\_\_  
 Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_
9. Comprehensive General Liability policy number: \_\_\_\_\_  
 Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_  
 (\$500,000 combined single limit minimum)
- Will Kennebec Valley Community College be named as additional insured for General Liability coverage if your firm is awarded the bid? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (A "No" answer will disqualify your bid.)
10. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary): \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

By (Authorized Signature): \_\_\_\_\_

Title: \_\_\_\_\_