

Request for Proposals for Grant Services

Seward County, Nebraska

11/01/2024

RFP Number: 68434

Proposal Due Date: 11/22/2024

Contact Information: Misty Ahmic, Seward County Commissioner,
mahmic@sewardcountyne.gov

Overview

Seward County is seeking proposals from qualified contractors to provide comprehensive grant services for a one-year contract with the option of up to four one-year renewals based on performance. The selected contractor will assist the county in identifying, applying for, and managing grant opportunities to support county infrastructure related initiatives.

Background

Seward County is committed to enhancing community services and programs through effective grant funding. As part of this commitment, the county requires expertise in federal and state grant research, writing, management, and reporting.

Scope of Work

The selected contractor will be responsible for the following:

1. Grant Research:

- Identify relevant grant opportunities from federal, state, and private sources.
- Provide a quarterly report on potential funding sources.

2. Grant Writing:

- Prepare and submit grant proposals focused on infrastructure. Specific grant requests will be for Bridge Infrastructure Program, Rebuilding American Infrastructure with Sustainability and Equity, Safe Streets and Roads for All, Rural Surface Transportation, Bridge Match, and similar federal and state grants. The expectation is for the grant writer to submit approximately six Federal and two State grant applications each year. However, as the actual number may vary depending on funding availability and program suitability, the proposal terms should allow for this flexibility. Our goal is to secure at least one Federal grant and both State grants annually.
- All written grants must be submitted for review and approved by the Seward County Board no later than 2 weeks prior to the grant deadline for submission.

- Collaborate with assigned Seward County Board grant liaison to obtain necessary information for grants such as letters of support, community feedback sessions, surveys, and engineering.
- Submit a bi-weekly report to Seward County Board grant liaison detailing progress towards grants, reporting, reimbursements, compliance, agreements, and prospecting.

3. Grant Management:

- Write any necessary reports, complete agreements (with board assistance if necessary), request reimbursement, and adhere to all timelines for compliance with the awarded grants.
- Complete all required forms and upload grant details and attachments to Grants.gov.

4. Cost Benefit Analysis - Determining the future risk reduction benefits of projects and comparing those benefits to the cost through identifying, quantifying, and comparing.

Proposal Requirements

Proposals should include the following:

1. Cover Letter:

- Brief introduction of the individual or firm and interest in providing grant services.

2. Individual or Company Profile:

- Overview of the firm's history, mission, and services.
- Relevant experience and qualifications related to infrastructure grant research, writing, and management.

3. Project Approach:

- Description of the methodology used for grant research, writing, and management.
- Examples of successful grant applications or projects completed.

4. Staff Qualifications:

- Bios of key team members who will be involved in the project.

5. References:

- At least three references from previous clients for whom similar services were provided.

6. Cost Proposal:

- Detailed breakdown of fees, including hourly rates, flat fees, or retainer options.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (25%)
- Quality of proposed approach and methodology (45%)
- Cost-effectiveness (15%)
- References and past performance (15%)

Submission Instructions

Proposals must be submitted electronically in PDF format to mahmic@sewardcountyne.gov by 11/22/2024. Late submissions will not be considered.

Questions

Questions regarding this RFP should be directed to Misty Ahmic at mahmic@sewardcountyne.gov by 11/22/2024.

Additional Information

Seward County reserves the right to reject any or all proposals and to negotiate terms with the selected contractor.

Thank you for your interest in providing grant services to Seward County. We look forward to your proposals!

Sincerely,
Misty Ahmic
Chairperson
Seward County