

Garrett County Local Management Board (LMB)

PUBLIC NOTICE:
Invitation for Grant Writing Services

CPQ 23-100: FY 2023 Grant Writer

ISSUE DATE: February 15, 2023

DESCRIPTION OF DESIRED SERVICES:

Under the supervision of the **Garrett Local Management Board's** Executive Director or his/her designee, the selected contractor shall be responsible for providing *grant writing services* for the Garrett County Local Management Board (LMB).

MAXIMUM AWARD AMOUNT: \$10,000

ISSUING ORGANIZATION and LEGAL AUTHORITY:

Garrett County Local Management Board

Executive Director: Frederick Polce, Jr.

fred.polce@maryland.gov

1025 Memorial Drive, Oakland, MD 21550

TEL: 301-334-7443

FAX: 301-334-7441

SUBMISSION PROCESS:

Submissions will be received until 4:30 PM Friday, March 3, 2023, for furnishing services and contract deliverable items described herein. Any proposals received after 4:30 PM on March 3, 2023, will not be considered for award. (Note that a postmark on or before March 3, 2023, may not be sufficient – the responses to this proposal must be physically received at the LMB office on or before 4:30 PM on Friday, March 3, 2023.)

Any and all questions concerning the specifications in this Invitation for Grant Writing Services must be submitted in writing via e-mail to: Brianna Graham, Accountant at the following address:

Brianna.graham@maryland.gov on or before Friday, February 24, 2023.

The Garrett County Local Management Board reserves the right to accept or reject any or all responses to this solicitation for services, to cancel this Invitation for Grant Writing Services and/or to waive technicalities in any part thereof deemed to be in the best interest of LMB.

RESPONSE SPECIFICATIONS DOCUMENT
CPQ 23-100: FY 2023 Invitation for Grant Writing Services

INTRODUCTION / STATEMENT OF PURPOSE

As the designated **Local Management Board** (LMB) for Garrett County, Maryland in accordance with Title 8 of the Human Services Article, Maryland Annotated Code, §8-407, the LMB is governed by a Board of Directors and is charged with planning, coordinating, funding, and monitoring interagency services to children, youth, and families. The primary function of the organization is to work in conjunction with the Garrett County Health Department (GCHD) to fulfill the stated mission: continually evaluate the needs and to take a leadership role in facilitation, collaboration, and coordination of local resources to foster better outcomes for children and families in Garrett County. The goal of the Garrett County Local Management Board is that Garrett County families will live in a safe and stable environment.

A. BACKGROUND

The **LMB** is the recipient of various State, Federal, and other grant funding. The **LMB** utilizes these funds to support local systems of care for children and families and enters contracts with local service providers to provide a variety of prevention and early intervention services.

The **LMB** is soliciting an invitation for grant writing services (either an individual or a qualified consulting firm) that has extensive experience in research, development, writing, preparing, and submitting successful grant proposals for federal and state government grants and private foundation grants. The purpose of this Invitation is to acquire the services of a qualified *Grant Writer*, hereinafter referred to as the **Contractor**, to assess the validity of current funding priority areas, conduct research to identify grant resources, and apply for qualifying grants on behalf of the LMB.

The function of the LMB is to improve outcomes for children and families by working with community partners to plan, coordinate and monitor health and human service programs in Garrett County, Maryland. Eight Well-Being Result areas were identified as the highest priority needs in the State of Maryland and include:

- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children Are Successful in School
- Youth will Complete School
- Youth Have Opportunities for Employment and Career Readiness
- Communities Are Safe for Children, Youth, and Families
- Families are Economically Stable

Indicator information relating to all eight of the Child Well-Being Result areas can be found here: [*Maryland's Results for Child Well-Being*](#)

The Child Well-Being Results indicate emerging issues in Garrett County such as substance use, homelessness, employment barriers, child poverty, births to adolescents, depressive episodes among school-aged children, and out-of-home placements.

In April 2015, Governor Larry Hogan tasked the Local Management Boards to focus on improving child well-being in Maryland through the following program/strategy priorities:

- Reduce the Impact of Parental Incarceration on Children, Families, & Communities
- Improve Outcome for Disconnected/Opportunity Youth
- Reduce Childhood Hunger
- Reduce Youth Homelessness
- Increase opportunities for community-based programs and services for youth (including, but not limited to juvenile justice diversion programs), and/or
- Preventing out-of-State placements

Those who experience one or more of the strategic goal issues are referred to as Strategic Goal Populations.

Included in consideration of LMB work, are three overall themes to be applied to all planning and programming designed by the LMB. The themes include:

1. Racial and Ethnic Disparities (R/ED) – All programs/strategies must incorporate intentional efforts to address racial and ethnic disparities.
2. Adverse Childhood Experiences (ACEs) and trauma-informed practices (TIPs) – All programs/strategies must incorporate intentional efforts to reduce ACEs and increase TIPs. Successful adoption of this ACEs/Trauma-informed lens.
3. Research-Based Practices – It is strongly preferred that programs/strategies proposed for FY23 implement a continuum of clinically researched practices that have some demonstrated success with youth to include promising practices, best practices, and evidence-based practices. For example, if proposing to fund a home visiting program to address the Low-Birth-Weight Indicator, the program could employ the Healthy Families America model or some other as applicable.

B. SCOPE OF WORK

The scope of work for this project shall be to prioritize projects for funding based on identified needs, grant proposal research, grant proposal development services, and monthly reports to the LMB. Project tasks and activities will be completed under the supervision of the **LMB Executive Director**, or his/her designee. The **Contractor** will represent the **LMB's** interests and keep the **LMB** fully informed of all activities related to this effort.

C. PROJECT SCHEDULE

The work of the **Contractor** (also referred to as the **Grant Writer**) shall commence as soon as possible for the term of four (4) months beginning on or about [March 3, 2023] and ending on [June 30, 2023] with the possibility of renewal for up to one additional year.

The **LMB** reserves the option to contract for on-going grant writer as mutually determined and as funding is available, for up to one additional fiscal year.

D. CONTRACT DELIVERABLE ITEMS (CDIs)

The initial proposed project **Contract Deliverable Items** (CDIs) and timelines are outlined below.

The **LMB** will provide the **Contractor** with copies of relevant resource materials and information to facilitate the grant writing process.

- CDI 1. The **Contractor** shall meet and confer with **LMB** staff and/or the LMB Planning Committee to gather project details and to prepare a detailed **Project Work Plan** that describes the methodology and timeline for grant writing tasks, on or before April 1, 2023.
- CDI 2: The **Contractor** shall conduct **data-gathering projects** with regard to LMB Results, Indicators, and Program/Strategy Priorities per Work Plan schedule.
- CDI 3. The **Contractor** shall analyze and synthesize all data and prepare a **LMB Priority Area Report** that examines LMB high-priority needs, on or before April 30, 2023.
- CDI 4. The **Contractor** shall prepare handouts and materials for LMB review on or before April 30, 2023.
- CDI 5. The **Contractor** shall meet with the LMB Executive Director and staff on or before May 18, 2023 (Local Management Board meeting date) to review the priority area report and to gather input on strategies to address identified strengths and needs.
- CDI 6. The **Contractor** shall conduct grant funding research in alignment with the Priority Area Report to identify grant federal, state, foundation, agencies and organizations to support the LMB's funding needs as well as identify strengths, and system gaps/needs.
- CDI 8. The **Contractor** shall provide grant proposal development and writing services associated with the completion of grant applications on behalf of the LMB including the preparation of funding abstracts, production, and submittal of applications to funding sources.
- CDI 9. The **Contractor** shall submit monthly reports to the LMB summarizing the amount of time expended and describe activities undertaken during the previous month.

E. REPORTING REQUIREMENTS AND RECORD RETENTION

All Contract Deliverable Items (work products) must be submitted electronically via email on or before the respective due dates.

Financial records must be maintained for six (6) years after reconciliation, or until an audit is completed on behalf of the Maryland Children's Cabinet and/or other funding sources, whichever is later. Upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded Federal and/or State auditors who shall have substantiated in writing a need thereof in the performance of their official duties, and such other persons as are authorized by the LMB.

F. COMPENSATION – INVOICES AND PAYMENT SCHEDULE

The **Contractor** shall submit invoices at the end of each month during the Contract period, using a direct billing method. Invoices under the direct billing method shall be based upon actual services rendered and actual unit costs. Invoices for the previous month are to be submitted by the 10th day of the following month. Invoices may be submitted electronically to the following address:

Brianna.graham@maryland.gov but should be followed by a mailed hardcopy. Invoices shall include:

- An Invoice
- Completed Contract Deliverable Items submitted electronically, as indicated

- A detailed accounting of hours worked and documentation of all charges for that monthly period and/or each work product listed on the invoice

This will be a fixed price contract for Contract Deliverable Items #1-#9, based on the selected **Contractor's** proposal. The **Contractor** is responsible for covering the cost of any incidental expenses (such as travel expenses, supplies, materials, postage, etc.) that are incurred while working on this project.

The **LMB** will pay all such invoices promptly (generally within 30 days) unless any items thereon are questioned, in which case payment will be withheld pending verification of the amount claimed and the validity of the claim. Faxed or emailed copies of invoices are not sufficient for billing and reimbursement purposes. Invoices (and supporting documentation) under the direct billing method shall be sent to the following address:

Garrett County Local Management Board
 Attention: Brianna Graham
 1025 Memorial Drive
 Oakland, MD 21550

G. GENERAL REQUIREMENTS

1. Education

Bachelor's Degree or above in a relevant field (grant writing, professional writing, English, non-profit management, marketing, journalism, etc.) is preferred

2. Work Experience

Minimum of 5 Years' experience in grant writing and development, conducting research and preparing proposals, or related experience is desired

3. Skills: The Contractor attests that he/she has the following qualifications and skills necessary to carry out the tasks associated with the scope of work for this contract:

- a. Ability to collect, read, analyze, and interpret information from a variety of sources – including information of a detailed and complex nature
- b. Ability to carry out grant writing tasks – including sourcing, developing, writing, and submitting successful federal and state government grant proposals
- c. Ability to listen and to communicate effectively verbally and in writing
- d. Ability to define problems, facilitate data collection, establish facts, and to draw valid conclusions based on an analysis of available data
- e. Ability to apply concepts of basic algebra and basic statistics when analyzing data
- f. Ability to use MS Excel, MS Access, and MS PowerPoint to collect, order, analyze, and present data – or the ability to learn how to use these software applications
- g. Ability to make effective presentations to a diverse audience and to present complex (and sometimes controversial) findings to interested parties
- h. Ability to be diplomatic in dealing with health and human service providers, clients, and the public and to respond effectively to sensitive issues
- i. Ability to work as a team player and to request/accept supervisory review of work products, as indicated

H. PROPOSAL SUBMISSION PROCEDURES AND DEADLINES

Please submit one original quote to the **Garrett County Local Management Board** at 1025 Memorial Drive, Oakland, MD 21550 by 4:30 PM Friday, March 3, 2023.

Prospective contractors shall use the following outline for submission of a proposal:

1. Response Cover Sheet – Include 1) name of individual/organization submitting proposal; 2) mailing address; 3) contact person(s); 4) contact information (telephone, fax, email); 5) Federal Identification Number (as applicable); and 6) proposed rate of pay. Please use the format provided on the “Response Cover Sheet” (provided).
2. Response to General Requirements – Summarize relevant qualifications, skills, background, and experience in response to the “General Requirements” section of the Request for Proposals. The “Response” document is limited to three (3) pages. The format for the “Response” is single-spaced, 12-point font, with one-inch margins.
3. Résumé (or Curriculum Vitae) for key staff assigned to the project
4. Three Professional References
5. Two Samples of Work

I. AWARD

The contract will be awarded to the lowest responsive and responsible bidder with the highest score complying with all the provisions of the *Invitation for Grant Writing Services*, provided the proposed price is reasonable and it is advantageous to the Garrett County Local Management Board to accept it.

In determining the responsibility, the following other qualifications, in addition to price, will be considered by the Garrett County Local Management Board:

- a) The ability, capacity, and skill of the Bidder to perform the service required.
- b) The character, integrity, reputation, judgement, experience and efficiency of the Bidder.
- c) The quality of performance of previous contracts or services.
- d) The previous and existing compliance by the Bidder with laws and ordinances relating to the contract or service.
- e) The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service.
- f) The quality, availability, and adaptability of the supplies, or services, to the particular use required.
- g) The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract.
- h) Whether the Bidder is an arrears to the State of Maryland, Garrett County, or Garrett County Health Department on a debt or Contract or is a defaulter on surety to the State, Garrett County or Garrett County Health Department.
- i) Such other information as may be secured having a bearing on the decision to make the award.

In determining a bidder’s responsiveness, the Garrett County Local Management Board shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the Bidder’s liability.

J. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION:

The bidder certifies, by submission of the proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this proposal.

RESPONSE COVER SHEET AND CHECKLIST
CPO 23-100: FY 2023 Invitation for Grant Writing Services

Response Cover Sheet

1.	Name of Organization or Individual Applicant:								
2.	Mailing Address:								
3.	Contact Person(s):								
4.	Phone Number: Fax Number: Email Address:								
5.	Federal Identification Number (if applicable):								
6.	Proposed Blended Hourly Rate of Pay:								
7.	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">_____</td> <td style="width: 40%; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;">Signature of Authorized Official</td> <td style="text-align: center; border: none;">Date</td> </tr> <tr> <td colspan="2" style="border: none;">_____</td> </tr> <tr> <td colspan="2" style="text-align: center; border: none;">Printed Name of Authorized Official and Title</td> </tr> </table>	_____	_____	Signature of Authorized Official	Date	_____		Printed Name of Authorized Official and Title	
_____	_____								
Signature of Authorized Official	Date								

Printed Name of Authorized Official and Title									

Response Checklist (please submit the Response to this RFP in this order):

- One Original submitted
- Cover Sheet and Check List
- Response to General Qualifications (up to 3 pages single-spaced)
- Résumé (or Curriculum Vitae) for key staff assigned to the project
- Three Professional References
- Two Samples of Work

**CPQ 23-100: FY 2023 INVITATION FOR GRANT WRITING SERVICES
ATTACHMENT A**

ESTIMATE of COSTS / PROJECT SCHEDULE

_____ Proposed *Blended Hourly Rate*¹

CONTRACT DELIVERABLE ITEMS	ESTIMATED DUE DATES <i>(to be finalized in contract deliverables)</i>	CONTRACT DELIVERABLE ITEM / TASK	BEST ESTIMATE OF HOURS TO COMPLETE TASK <i>(a range of hours is acceptable)</i>
CDI#1	April 1, 2023	The Contractor shall meet and confer with LMB Executive Director and/or LMB staff to gather project details and to prepare a detailed Project Work Plan that describes the methodology and timeframe for grant writing tasks.	
CDI#2	April 1 – April 30, 2023	The Contractor shall conduct data gathering projects with regard to LMB Results, Indicators, and Program/Strategy Priorities per the Work Plan schedule.	
CDI#3	April 30, 2023	The Contractor shall analyze and synthesize all data and prepare a LMB Priority Area Report that examines high-priority needs based on results, indicators and program/strategy priorities.	
CDI#4	April 30, 2023	The Contractor shall prepare handouts and materials for LMB review.	
CDI#5	May 18, 2023	The Contractor shall meet with the LMB Executive Director and staff on or before [DATE] to review the priority area report and to gather input on strategies to address identified strengths and needs.	
CDI#6	Ongoing	The Contractor shall conduct grant funding research in alignment with the Priority Area Report to identify grant federal, state, foundation, agencies, and organizations to support the LMB’s funding needs as well as identify strengths, and system gaps/needs.	

¹ *Blended Hourly Rate* is a single composite hourly rate to be applied to all time billed, without regard to the level of experience, qualifications, or hourly rates normally charged for individuals performing the work.

**CPQ 23-100: FY 2023 INVITATION FOR GRANT WRITING SERVICES
ATTACHMENT A**

CONTRACT DELIVERABLE ITEMS	ESTIMATED DUE DATES <i>(to be finalized in contract deliverables)</i>	CONTRACT DELIVERABLE ITEM / TASK	BEST ESTIMATE OF HOURS TO COMPLETE TASK <i>(a range of hours is acceptable)</i>
CDI#7	Ongoing	The Contractor shall provide grant proposal development and writing services associated with the completion of grant applications on behalf of the LMB including the preparation of funding abstracts, production, and submittal of applications to funding sources.	
CDI#8	Monthly	The Contractor shall submit monthly reports to the LMB summarizing the amount of time expended and describe activities undertaken during the previous month.	