

Addendum 1
REQUEST FOR BIDS #CU2407
GRANT WRITING & TRAINING SERVICES

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Exhibits:

Exhibit A	Instructions to Bidders
Exhibit B	General Terms and Conditions
Exhibit C	Emailing Requirements
Exhibit D	Signature/Certification
Exhibit E	Addendum Acknowledgement

Questions will be received until November 5, 2023 by 4 PM

Proposals will be received until November 17, 2023 by 2 PM

REQUEST FOR BIDS

RFB # CU2407 GRANT WRITING & TRAINING SERVICES

SECTION 1: GENERAL INFORMATION

- 1.1 Introduction: Concord University is seeking a highly qualified and experienced vendor to provide comprehensive grants and faculty/staff training consulting, which shall include but not be limited to federal grant proposal assistance and faculty/staff grant development training.
- 1.2 **Instructions to bidders: See Exhibit A for bidder instructions.**
- 1.3 **General terms and conditions: See Exhibit B.**
- 1.4 Schedule of Events:
- Release of RFB: 10/20/2023
Question Deadline: 11/05/2023
Addendum/Response to Questions: 11/12/2023
Proposal Due Date: 11/17/2023
Target Award Date: 11/30/2023
- 1.5 Posting of Information: This RFB and any addenda, including answers to questions, will be posted on the Concord University RFB webpage:
<https://www.concord.edu/About/Important-Offices-Centers/Business-Office/Accounts-Payable-Procurement/RFBs.aspx>
- 1.6 Proposals shall remain in effect ninety (90) days from the submission date.
- 1.7 Expenses: The state will not be held liable for any expenses incurred by any bidder responding to this RFB including expenses to prepare or deliver the proposal or attend any oral presentation.
- 1.8 Interviews: Discussions and/or interviews may be held with the bidders under final consideration prior to making a selection for award; however, the RFB may be awarded without such discussions or interviews.

- 1.9 Award: It is anticipated that a single contract will be awarded for all services. However, the state reserves the right to configure the contract in whatever manner is in its best interests.

SECTION 2: BACKGROUND INFORMATION

- 2.1 Founded in 1872, Concord University is a small, four-year public comprehensive university and part of the West Virginia Higher Education System.
- 2.2 There are currently approximately 1,800 students enrolled and approximately 250 faculty and staff.
- 2.3 The mission of Concord University is to provide quality, liberal arts-based education, to foster scholarly and creative activities, and to serve the regional community.

Concord University provides rigorous programs, primarily at the baccalaureate level, which prepare students to pursue various graduate study and career options and to assume leadership and professional roles in a multicultural society. In keeping with its tradition of service to the region, the University will offer a limited number of carefully selected graduate degrees. While we incorporate a variety of educational methodologies/technologies, our size and the caring dedication of our faculty, staff and administration are the principal assurances of a quality educational opportunity at Concord University.

As a learning community, Concord University is committed to furthering knowledge through professional development activities and programs, through research, and through the application, publication, and appreciation of scholarly efforts.

The primary purpose of Concord's mission is academic; however, the service the University provides to its state and region goes beyond the classroom. Concord University contributes to the quality of cultural and economic in southern West Virginia through collaboration with both public and private organizations and agencies and through extension of its support and assistance into the region it serves.

SECTION 3: SCOPE OF SERVICES

- 3.1 Concord University is seeking assistance with writing of federal, agency, or foundation grant proposals, and training faculty and staff to develop and draft grant proposals and/or prepare letters of intent for private foundations. The consultant will work with Concord University in developing at least two federal agency grant proposals and a training program for a cohort of faculty and staff which provides hands on training in writing a

private foundation Letter of Intent (LOI) or a concept paper for a federal agency. The training will be determined in consultation with the Office of Sponsored Programs.

- 3.2 Specifically, the consultant will provide the University with the following:
- 3.2.1 Conduct an organizational analysis which assesses the institution's current grant portfolio.
 - 3.2.2 Create a 12-month opportunity matrix to identify future potential grant opportunities that align with the mission of the institution.
 - 3.2.3 Invite Concord faculty and staff to participate in client-only webinars on grant competitions.
 - 3.2.4 Write one or more grants across the lifetime of the one-year contract and or review/edit one or more other grants.
 - 3.2.5 Develop a training program for a cohort of 6-10 faculty and staff members which provides hands on training in developing and writing a private foundation LOI or a 6-page concept paper for a federal agency.

SECTION 4: VENDOR INFORMATION AND QUALIFICATIONS

Provide a statement/response to each of the following:

- 4.1 Identify and provide a statement of qualifications of individuals to be assigned direct responsibility for the services.
- 4.2 Describe the experience that key personnel have, their length of service with the firm, as well as other relevant skills.
- 4.3 Describe the Firm's size, illustrating its ability to fulfill the terms of the RFB.
- 4.4 Describe any related experience.
- 4.5 Provide a complete description of how the work will be conducted including all quality assurances that are provided in the firm's process for this type of work and detail the amount of time and effort that will be required of the entities' personnel. Include in this description an explanation of the tools/technology used to collect/coordinates requested items.
- 4.6 Provide a proposed schedule that ensures completion of the services.

- 4.7 Provide the names, telephone numbers and mailing addresses of at least three higher education clients and the contact person from whom references may be obtained for both the firm and the key personnel assigned to the engagement. References should be from clients comparable to the type and scope of services solicited in this RFB.

SECTION 5: BIDDER RESPONSE AND EVALUATION CRITERIA

- 5.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFB. Emphasis should be placed on completeness and clarity of content.

5.1.a The pricing of the work is to be provided on an ala carte basis with a price for each of the following components:

- 1) writing a federal, agency, or significant foundation grant
- 2) review and edit of a federal or state grant or letter of intent
- 3) training as per scope of services
- 4) create an opportunity matrix of potential projects
- 5) assess institution's current grant portfolio

NOTE: ALL PRICES ARE TO BE PROVIDED IN A SEPARATE EMAIL OR SEALED ENVELOPE LABELED AS PRICING INFORMATION.

- 5.2 Proposals should be limited to 50 pages. Additional material may be presented as exhibits to the main proposal.
- 5.3 The proposal will be evaluated on a one hundred (100) point scale with points assigned as outlined below.

Vendors failing to score at least 70% or 49 points for Sections 3 and 4 will not be considered to have met the minimum acceptable score. Any vendor not meeting the minimum acceptable score will NOT have their prices opened and will NOT be considered for award of the bid.

- 5.3.1 Qualifications, Experience and Company Background – 20 points

Responses to Section 4 will be reviewed and evaluated here.

- 5.3.2 Services – 50 points

Responses to Section 3 will be reviewed and evaluated here.

5.3.3 Price – 30 points – The low bid will receive the full 30 points. Each higher bid will receive a percentage of the 30 points on a ratio basis compared to the low bid cost.

5.4 Award will be made to the bidder receiving the highest point total.

5.5 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, with the highest ranked bidder, the state reserves the right to undertake negotiations with the next highest ranked bidder and so on until mutually acceptable terms can be reached.