



Request for Proposal Grant Researcher and Grant Writer

Date Issued: January 6, 2020
Vendor Questions Due: February 21, 2020
Submissions Due: February 28, 2020



GENERAL REQUIREMENTS

ABOUT US

Congress created the National Fallen Firefighters Foundation (NFFF) to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate. Our mission is to honor and remember America's fallen fire heroes, provide resources to assist their families in rebuilding their lives, and work within the fire service community to reduce firefighter deaths and injuries.

This solicitation adheres to all federal procurement procedures and protocols, as detailed in OBM Circular A-122 & A-133; in confirmation to all rules and regulations detailed under the "super circular" protocols released in 2014, the Foundation intends to conduct this RFP under these federally mandated guidelines.

Project Term: The term of the contract will be for one-year and/or the length of the Period of Performance as indicated in the grant(s) funding the position. The award will include an option for the NFFF to renew the contract for up to four (4) additional, and consecutive, one-year performance periods.

DESCRIPTION: Grant Researcher and Grant Writer

The National Fallen Firefighters grant portfolio currently includes grant funds from federal government and corporate entities. The contracted work will include grant proposals and applications for renewals of existing grants, and proposal development for new sources of funding.

The NFFF is seeking a grant writer with a proven track record in writing successful proposals from diverse funding sources; and skills in demographic data collection and analysis. Previous experience working with non-profit organizations is preferred.

The grant writer will work closely with the NFFF Development Team, who is charged with the vision, creation and implementation of the NFFF's fundraising and development plan, with support from the Executive Director.

The Consultant's responsibilities will include:

1. Understanding and actively engaging in the successful implementation of the organization's fundraising and development plan.
2. Management of annual renewal grant processes and grants calendar.
3. Ongoing Grant prospect research (grant writer will receive support from the NFFF Development Team).
4. Consistent and clear communication with management about grant prospects, proposal and reporting requirements, and deadlines.
5. Regular collection and analysis of demographic and other important program-related data to enhance and advance the organization's needs statement and proposals.
6. Development and maintenance of grant templates and materials.
7. Professional and confidential management of grant records, organizational documents and data.

Hours dedicated to the project can range between 25-80 hours per month, depending on the grant cycle. It is anticipated that this position will require more hours in the initial phase to support the development of grant strategies.

Evaluation of Proposals

Proposals will be evaluated by a team of NFFF Development Committee Members. Proposals will be analyzed based on experience and qualifications.

SUBMISSION INFORMATION

All Proposals are limited to ten (10) pages total and must include:

1. Cover letter.
2. A narrative explaining the experience and qualifications of the firm (if applicable) or individual applicant, including the resume of the principal grant writer providing direct service for this project. The narrative and resume should detail the applicant's experience with submitting government, corporate, private foundation grants. The narrative should include at a minimum the following:
 - a. Types of organizations to which the applicant has provided services and examples of programs supported by grant writing services.
 - b. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants).
 - c. Clear demonstration of applicant's knowledge of and experience with demographic data.
 - d. Metrics regarding success rates or dollar amounts raised.
 - e. Clear demonstration of applicant's knowledge of and experience with non-profits.
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed five (5) pages and should not contain any confidential or proprietary information.
4. An outline of proposed fees.
5. A minimum of two (2) references from clients where the applicant has successfully performed similar work.

Should this RFP lead to the selection of an award the respondent will be required to submit an IRS W-9 form.

Unless otherwise disclosed in the proposal, by and through the submission of a proposal in response to this RFP, the offeror certifies that there exists no actual or potential organizational or consultant conflict of interest ("OCI") as described in Federal Acquisition Regulation Subpart 9.5.

The NFFF reserves the right to request additional information from all or a select number of offerors as necessary in determining the most advantageous proposal for the organization. Further, if the offeror discloses an actual or potential OCI, the NFFF may request more information from the offeror, including, but not limited to, a plan detailing how the actual or potential OCI will be mitigated and/or avoided.

Questions may be submitted via email to vstagnaro@firehero.org as outlined on the cover of this Request for Proposal.

- Final proposals must be received as outlined on the cover of this Request for Proposal.
- Submissions may be sent via email to vstagnaro@firehero.org or;

National Fallen Firefighters Foundation
Attention: Victor Stagnaro
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Crofton, MD 21114