

Request for Proposal (RFP) for Grant Writing Services

Issued by: Norwood Water Commission

Issue Date: [Insert Date]

Proposal Due Date: [Insert Date and Time]

I. Introduction

The Norwood Water Commission ("Commission") invites qualified grant writers and consulting firms to submit proposals to provide grant writing services. The Commission seeks professional assistance in identifying and securing funding opportunities to support critical water infrastructure projects, including but not limited to system upgrades, sustainability initiatives, and community water access improvements.

II. Background

The Norwood Water Commission is dedicated to providing safe, reliable, and sustainable water services to the community. As a growing municipality, the Commission faces increasing demands for modernized infrastructure, enhanced water quality, and innovative conservation practices. Securing grant funding is a vital component of achieving these goals while minimizing financial burdens on local taxpayers.

III. Scope of Work

The selected consultant will:

1. **Grant Research and Identification**
 - Identify and evaluate relevant grant opportunities from federal, state, and private funding sources that align with the Commission's objectives.
2. **Grant Proposal Development**
 - Prepare comprehensive grant applications, including narratives, budgets, and required documentation, tailored to each funding opportunity.
3. **Grant Management Support**
 - Assist with compliance requirements, reporting, and communications with grant agencies as needed.
4. **Strategic Planning and Consultation**
 - Collaborate with Commission leadership to align funding strategies with long-term goals and project priorities.

IV. Proposal Requirements

Interested applicants must submit a proposal that includes the following:

1. **Cover Letter**
 - Brief introduction and summary of qualifications.
2. **Qualifications and Experience**
 - Detailed resume(s) or company profile highlighting relevant experience and success rates in securing grants for water infrastructure or similar projects.
3. **Approach and Methodology**
 - Outline of the proposed approach to fulfilling the Scope of Work, including specific methods and tools for grant research and writing.
4. **Fee Structure**
 - Clear breakdown of fees, including hourly rates (if applicable), fixed project costs, or other pricing models.
5. **References**

- Contact information for at least three clients familiar with the applicant's grant writing work.

6. Sample Work

- Examples of successful grant applications (redacted as necessary for confidentiality).

V. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record of success (30%)
- Quality and clarity of the proposed approach (25%)
- Fee structure and overall value (20%)
- References and client feedback (15%)
- Quality of sample work (10%)

VI. Submission Instructions

Proposals must be submitted electronically to:

[Insert Email Address]

Alternatively, printed copies may be mailed or delivered to:

Norwood Water Commission

[Insert Address]

All submissions must be received no later than [Insert Date and Time]. Late proposals will not be considered.

VII. Questions and Contact Information

For questions or further information, contact:

[Insert Contact Name]

[Insert Title]

[Insert Phone Number]

[Insert Email Address]

VIII. Terms and Conditions

- The Commission reserves the right to reject any and all proposals, to waive any informalities, and to select the proposal that best serves its interests.
- This RFP does not commit the Commission to award a contract or to pay any costs incurred in the preparation of a proposal.

We look forward to receiving your proposals and partnering to advance the essential work of the Norwood Water Commission.