



Request for Proposals

Grant Management Services

INTRODUCTION

COPE Northern Sonoma County (COPE) invites qualified candidates to submit proposals for contractual Grant Management services. Our grassroots non-profit organization is committed to helping local neighborhoods prepare, respond and recover from emergencies. COPE is seeking to engage an independent contractor or firm that specializes in the management of the overall grant process. The role of this independent contractor is to actively administer our five current grants and through these examples provide us with the knowledge, procedures and templates to manage grants on our own in the future. Toward this end, the contractor will assist COPE in setting up processes to administer and track grants, identify appropriate grant funding sources and create grant writing templates for us to use in securing grant funding for our operations, wildfire fuel reduction projects and outreach activities. All work for this project is to be completed by May, 2022.

PROPOSAL CONDITIONS AND INFORMATION

Please submit your proposal to COPE via email by 5:00 p.m. on October 8, 2021. Proposer should submit electronic version of the proposal including any supporting document in a single email addressed to: copenosoco@gmail.com

The email subject line should read state:

Proposal Attached – Grant Management Services

Questions regarding this RFP should be submitted in writing to COPEPF@comcast.net by October 1, 2021

PROJECT DELIVERABLES

- 1.) Grant Tracking and Administration: Track all grant requirements and progress against these for COPE's five current grants. (See COPE 2021 Grants Awarded List) Additionally, write all corresponding compliance reports, as well as any other necessary documentation. This project will include coordination with a designated COPE Board Member, as the single point of major contact for completing this project. Additionally for informational purposes, you will have access to the COPE volunteer who is associated with each grant.

- 2.) Grant Funding Research Report: Conduct research to identify grant resources including, but not limited to federal, state, foundations, agencies and organizations that support COPE's funding needs and priorities in the following general areas that are listed by way of illustration, but not limitation:
 - Emergency Preparation
 - Vegetation Management
 - Wildfire Mitigation
 - Outreach to Underserved Populations
 - COPE Operations

- 3.) Grant Processes and Templates: Create procedures and documents to manage grants that COPE is awarded. The requirement is to use the five grants that COPE has secured during 2021 as the examples grants around which the recommended processes and templates are developed. Going forward, COPE volunteers should be able to apply the grant administration tools that are developed under this project for future grants.

- 4.) Grant Writing: Produce a fully completed grant application from one selected by COPE from the possible funding sources identified in #1 above or other funding source that COPE identifies. The grant proposal selected for this purpose should include COPE background information, mission, population served descriptions and other sections that can be picked-up in template form for future grant proposals.

PROPOSAL REQUIREMENTS

Please submit a detailed proposal, not to exceed 10 pages, which includes at a minimum the following:

- Provide your costs for completing this assignment, not to exceed \$50,000.
- Detail the procedure you would utilize in identifying grants which would address COPE's needs as detailed above.
- Generally detail your grant administration skills and experience. Specify what methodology or electronic tools you will use to track grant completion progress and specify timelines.
- List up to five funded grants that you wrote that resulted in being awarded funding; detail the funding source and the amount awarded.
- Provide a CV or describe applicable background of the individual(s) who will be involved in this assignment. List software program experience for grant management and skill level. Specific qualifications that we are seeking include excellent computer skills and 2+ years grant management experience. We prefer someone with Project Management Certification.
- Provide three references, including the person's name, affiliation, address, direct telephone number and email address.

SELECTION

COPE will make its selection based on its review of the proposals submitted. COPE may interview selected proposers. The criteria will include qualifications, experience and cost. Cope reserves the right to reject any and all proposals as well as to waive procedures of the proposal process. COPE further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in COPE's best interest.

Diversity is a core value of COPE Northern Sonoma County. In recruiting volunteers and selecting independent contractors, we are committed to building and sustaining an equitable and inclusive environment.