



**PIMA COUNTY HEALTH AND COMMUNITY SERVICES
REQUEST FOR PROPOSAL (RFP)**

RFP TITLE: Technical Assistance - Grant Writing/Community Plans

RFP No.: RFP-CSET-GW-2016-01

PROGRAM YEAR: 2016-2021

RFP ISSUE DATE: January 14, 2016 10:00 a.m. Mountain Standard Time (MST)

RFP Available for pick up at Kino One-Stop Career Center
2797 E. Ajo Way, 3rd Floor
Tucson, AZ

RFP Available Online: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

PROPOSAL DEADLINE: **Monday, February 8, 2016, Noon, MST**

Proposals must be signed by an authorized representative of the Proposal and submitted by U.S. mail or hand delivered to the Pima County by or before the Proposal Deadline.

PUBLISH: Daily Territorial
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

CONTACT: Anna M. Cunes, 520.724.6766
Anna.Cunes@pima.gov

QUESTIONS may be sent to [Anna M. Cunes](mailto:Anna.M.Cunes@pima.gov) at Anna.Cunes@pima.gov by January 15, 2016.

All questions and answers will be posted at the above website.

SOLICITATION: In accordance with Pima County Board of Supervisors Policy (“Selection and Contracting of Professional Services”), Pima County Health and Community Services (PCHCS) is requesting proposals from Respondents who are qualified, responsible, and willing to provide services in compliance with all specifications and requirements contained in the Request for Proposal (RFP). Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation.

GENERAL DESCRIPTION: The purpose of this solicitation is to develop a pool of qualified consultants who are interested in providing grant writing or plan services for the Pima County departments of Health, Community Services Employment and Training, Community Development and Neighborhood to help with grant writing and development of community plans. Consultants will be placed on a list and may be asked to submit a specific plan and cost to provide technical assistance for any of these three departments.

Proposals must be submitted in accordance with the RFP. Failure to do so may be cause for the proposal to be rejected as non-responsive. Any individual or organization that has not been debarred or suspended from receiving federal funds may apply.

INSTRUCTIONS TO PROPOSERS

Submit proposals in a sealed envelope addressed to Anna M. Cunes, Community Services, Employment and Training by or before the Proposal Deadline. The envelope should be clearly marked on the outside with the RFP number, title, due date, time and Respondent's name.

Proposal Delivery Location: Kino Service Center
Community Services, Employment and Training
2797 E. Ajo Way, 3rd Floor Reception Desk
Tucson, AZ

- I. Proposals should be submitted with a 12 point font and double-spaced.
- II. Provide one (1) Original Proposal and three (3) Copies.
- III. The Proposal should include a cover letter on official letterhead and be signed and dated.
 - A. The letter should note three completed projects in the past along with a reference; and
 - B. Contact information for each reference.
- IV. Complete Attachment A - Checklist for Areas to be Considered.
- V. Provide a narrative as follows:
 - A. Demonstrate a knowledge of these programs and their evolution, as well as resources available for research.
 - B. Example(s) of how a specific topic will be researched and options prepared.
 - C. Example(s) of past grant writing and community planning activities, as well as the approach to preparing for and delivering these activities.
 - D. Example of a successful proposal in one of the areas you have checked on Attachment A.
- VI. Attach résumé(s) for key personnel - two (2) pages or less for each résumé.

COST

_____ Hourly cost for Grant Writing including research and development of application.

_____ Hourly cost for Planning including development of strategic plans, reports, policies and priorities.

SELECTION CRITERIA

Selection will be based primarily on the total score on the following rating criteria as determined by a committee of PCHCS staff and partners.

- A. Cost (30 points)
- B. Quality and relevance of experience to areas in scope below (30 points)
- C. Key Personnel (20 points)
- D. Quality of the discussion as to how specific activities will be approached (20 points)

BACKGROUND

Pima County Health and Community Services consists of several departments. Three of these departments may need additional technical assistance for grant writing and the development of community plans.

Pima County Community Services, Employment and Training manages the Pima County One-Stop, Community Action Agency, Emerging Services Network and other job training programs to assist employers and workers of Pima County.

Pima County Community Development and Neighborhood Conservation oversees programs to improve the standard of living for people with lower incomes and people in rural, unincorporated communities as well as oversee county economic development to develop a healthy economy.

Pima County Health Department is dedicated to help the residents of Pima County achieve and maintain an optimal level of wellness by providing information on consumer health and food safety, education and outreach on health issues, and preventative health programs. The Health Department and its partners are committed to embracing and promoting diversity throughout our programs.

SCOPE OF WORK

- A. Prior to the initiation of each project, Contractor shall:
 - 1. Meet with County staff to establish the specific work objectives and funding source of the project.
 - 2. Submit a projected schedule and estimated cost, and obtain the approval from the Director of the applicable department in PCHCS.
- B. Contractor shall work with County staff in the areas of health, housing, workforce and emergency services as follows:
 - 1. Grant Writing
 - a. Research potential fund sources or development opportunities identified as priority areas.
 - b. Develop grant applications including, but not limited to, some or all of the following components:
 - Project design;
 - Partnership development;
 - Identification of leveraged and matching resources;
 - Project narratives;
 - Management plans and timelines;
 - Process and outcome evaluation plans;
 - Budgets & budget narratives;
 - Assembling supporting documentation and letters of support or commitment; and,
 - Document production and submittal.
 - 2. Planning – Develop strategic plans, reports, policies and priorities including:
 - a. Planning process design;

- b. Gathering community and/or stakeholder input, conducting surveys and facilitating focus groups, meetings or public hearings;
- c. Consulting, research and reports;
- d. Developing draft narratives and integrating comments; and,
- e. Producing finished documents.

Pima County Health and Community Services reserves the right to:

- A. Renew contract(s) for up to four (4) additional years without issuing an RFP.
- B. Award monies received by PCHCS, Pima County, State of Arizona or the federal government to a vendor receiving funding under this RFP.
- C. Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
- D. Make no fund award in any advertised proposal category.
- E. Negotiate necessary adjustments in proposed cost and activities.
- F. Utilize other federal, state and local governmental agencies and qualified local educational agencies without a competitive procurement process.

Attachment A

Areas to be Considered Checklist

Please indicate by placing a in the box of each topic you have expertise and are interested in providing technical assistance.

Consultant Name:

Topic	Grant Writing	Community Plan Development
Public Workforce		
Public Health		
Public Housing		
Poverty Programs		
Behavioral Health		