

**Gregory-Portland Independent School  
District**

**1200 Broadway Blvd.**

**Portland, TX 78374**



**REQUEST FOR PROPOSALS #2425-02**

**Notice to Bidders  
Request for Proposals**

**Grant Writer/Consultant  
RFP# 2425-02**

**Due: November 15, 2024 | 2:00 PM Central Time  
(District clock is the official time)**

The Gregory-Portland Independent School District (“District”) hereby invites qualified Grant Writing Consultants providers to submit proposals (“Proposals”) for procurement of Grant Writing services to the District.

Proposals should be submitted in the manner prescribed in this Request for Proposals (“RFP”). All required forms and submissions requirements are included in this RFP or attached to it. Each person or entity that submits a Proposal to the District in response to this RFP shall be designated as a “Vendor.”

## **I. Background**

The post-secondary academic success of the District’s students are of the utmost importance to and is a primary objective of the District. The District issues this RFP to solicit Proposals for a qualified Grant Writing Consultant(s) to provide grant writing services to facilitate and achieve the District’s objective. Through this RFP, the District seeks to identify a single vendor that can provide Grant writing services to the District. The District includes seven (7) school campuses, approximately 5000 students and 750 staff.

The District reserves the right to modify its needs or the scope of any proposed contract subsequent to the review of Proposals, and to include such modifications in any contract with the successful Vendor.

## **II. Timeline/Schedule of Events**

The following are key dates for this RFP. The District is committed to adhering to this schedule, but reserves the right to make modifications.

- A. Release RFP: October 31, 2024
- B. Vendor Questions Due: November 11, 2024, via email at [blongoria@g-pisd.org](mailto:blongoria@g-pisd.org)
- C. Proposals Due: November 15, 2024 at 2:00 PM, Central Time
- D. Vendor Selection/Staff Recommendation to Board of Trustees: November 18, 2024

## **III. Term of Contract**

The term of the contract will begin on November 19, 2024 and expire on November 18, 2025 with the option to renew for two additional single years, extending the contract until no later than November 18, 2027.

## **IV. Scope of Work**

The District is seeking a Contractor to provide grant writing/consulting services for the Gregory-Portland Independent School District. These services would include researching grants for which the District meets application criteria; preparing and submitting grant applications; and fulfilling administration requirements for successful grants.

This scope of work will include, but not be limited to:

1. Researching potential funding opportunities, including but not limited to federal, state, local, foundation, and private grants.
2. Reviewing application guidelines and preparing a timeline and chart of tasks for grant submission.
3. Writing all sections of a grant application.
4. Ensuring that letters of support and other required certifications or documents are submitted with the grant application.
5. Submitting the grant in the appropriate format with copies as required in accordance with the grant timeline.
6. Completing tasks (including but not limited to reports and budgets) for post-award administration and accountability in accordance with the grant timeline.
7. Firms or individuals submitting a response to this RFP shall provide the District with a detailed description of the work that will be completed and other information as requested in this RFP.

### **Compensation**

Grant Writer will be compensated on a per grant written/submitted basis. Amount per grant will vary by project and will be contingent on a mutually agreed-to scope of services and cost structure.

### **Proposal Should Include**

1. Contact information: Applicant name and contact information (email, phone(s), mailing address), etc.
2. Experience: Summary of experience in writing, submitting and securing grants for higher education institutions. Describe in detail your experience, if applicable, in each area identified in the Summary above. Description should also include your knowledge of the regulations associated with appropriate funding sources for education. Also describe in detail what your services include.
3. Cost: Description of your pricing structure (how you normally charge for grant writing/consulting and submission services). Please differentiate the price structure for a written grant that gets accepted and on that is not accepted. The amount/cost structure must be mutually agreed-to between the selected writer and the district.

4. References: Provide the name, title, and contact information (email and phone) for three professional references familiar with your grant writing and submission skills. At least one reference must be from a representative of an educational institution.
5. Attachments: a) Attach the most current resumes of the principal grant writers/consultants in your organization, b) Attach an excerpt from a grant you have written that is representative of your work and writing style (the excerpt should not exceed 5 pages and should not contain any sensitive, confidential or proprietary information – writing sample will not be returned).

## **V. Format and Content of Proposal**

Each Vendor's Proposal should be clear, concise, complete, well organized, and demonstrate the Vendor's qualifications, ideas, and ability to meet the expectations outlined in this RFP.

Proposals should be organized into the following major sections and provide sufficient detail for the District to make an informed decision and comparison of Proposals. Additional information such as marketing brochures and promotional materials may be included but should be at the end of the Proposal in an appendix.

- A. Proposal Cover. Include the RFP's title and Proposal due date, the name, address, fax number, and the telephone number of Vendor.
- B. Table of Contents. Include complete and clear listings of headings and pages to allow easy reference to key information.
- C. Cover Letter. The cover letter should be signed by a person with authority to act on behalf of and bind the Vendor, and should indicate the Vendor's interest in entering into a contract with District. The cover letter should also include general information about Vendor's firm, including at least the following:
  1. number of employees;
  2. years in business;
  3. name of grant writer/consultant
  4. home office location;
  5. local office location (if different); and
  6. Proposed team member(s) or direct contact.
- D. Summary of Proposal. Provide a brief summary of the Proposal, in narrative or outline form, not to exceed 3 pages. Please specifically discuss your company's unique qualifications to provide grant writing.
- E. Body of Proposal. In order to be responsive to this RFP, Proposals must address all of the duties of a Vendor set forth in this RFP. To the extent the following matters are not addressed in those explanations, the Proposal should also address the following:

1. Experience: Vendor's experience providing grant writing to School Districts.
2. References - Provide at least three present or past clients the District may contact for reference purposes. Be sure to include the contact person who was directly responsible for overseeing the grant writing services; provide and include the name of the client/agency, contact information (name, phone number and/or email address) and the dates the services were provided.

## **VI. Additional Materials.**

In addition to the foregoing, a complete Proposal shall include:

- A. Sample Contract. Vendor shall provide a sample of the contract intended for use with the District for the implementation of this RFP. District, in its sole discretion, may elect to use the Vendor's sample contract, subject to negotiation of the terms thereof, or provide its own contract.

## **IX. Questions & Addendums.**

All questions regarding this RFP shall be submitted via email no later than **November 11, 2024 (3:00 PM C.S.T.)** to the District employee designated below.

Buffy Longoria  
Senior Accountant | State and Federal Programs  
Gregory-Portland Independent School District  
[blongoria@g-pisd.org](mailto:blongoria@g-pisd.org)

Answers to all questions shall be provided to all Vendors as a numbered addendum. In order to receive such addendums and updates, each Vendor intending to make a Proposal in response to this RFP is requested to download our RFP from the website and/or register no later than **November 11, 2024**.

[www.g-pisd.org](http://www.g-pisd.org) > Departments & Services > Business/Payroll > Vendor Opportunities

The District is not responsible for ensuring that addendums are received by any person or entity not following this protocol to receive automatic addendums and updates.

District may, at its sole discretion, issue addenda to this RFP at any time prior to the Deadline for submissions (defined below), if necessary to revise any part of this RFP or to provide clarification or additional information after the date of issuance of the RFP. All addenda issued shall become part of this RFP.

The District shall attempt to issue all amendments, if any, prior to November 11, 2024, but may issue amendments after that date if necessary. Each Vendor shall designate a person to receive any amendments and provide his or her contact information when they register on our website. The District is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments.

## **X. Submission of Proposal.**

- A. Two (2) copies of a sealed Proposals must be submitted by method of submittal, e.g., hand delivery, U.S. mail. If by hand, an original copy of the Proposal must be hand-delivered to:

Chris Casarez  
 Purchasing Coordinator  
 Gregory-Portland Independent School District  
 1200 Broadway Blvd  
 Portland, Texas 78374  
 (361)777-1091 x-1039

- B. Proposals must be received no later than 2:00 PM Central Time, on **November 15, 2024** (“Deadline”). District clock is official time. The District reserves the right to reject any Proposal that is untimely or incomplete. It is the sole responsibility of any Vendor submitting a Proposal to ensure it is received by the District on time.
- C. Hand-delivered or mailed Proposals must be delivered in an envelope or envelopes clearly showing the respondent’s company name and address and must also be labeled: “Grant Writing/Consulting Proposal.”

**XI. Evaluation Factors.**

Submittals received by District will be evaluated according to the criteria listed below:

A.	The purchase price;	20-points
B.	The reputation of the vendor and the vendors goods or services	15-points
C.	The quality of the vendor’s goods or services	15-points
D.	The extent to which the goods or services meet the districts need	15-points
E.	The vendor’s past relationship with the district	3-points
F.	The impact of the ability of the district to comply with laws and rules relating to historically underutilized business	2-points
G.	The total long-term cost to the district to acquire vendor’s goods or services	10-points
H.	Conformance to the specified RFP Format	5-points
I.	Organization, presentation and content of the proposal	5-points
J.	Knowledge of and experience in provision of grant services.	10-points
	Total Points Available	100-points

## **XII. Method of Selection and Award.**

Any Proposal submitted to the District shall be considered an offer which may be accepted by the District, in whole or in part, with or without discussion or negotiation, at any time within **90** days from the Deadline. Any offer not accepted within this time period is rejected.

The District reserves the right to reject any or all Proposals and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the Proposal if deemed in the best interest of the District. Failure of the Vendor to provide in its Proposal any information requested in the RFP may result in rejection for non-responsiveness. Failure of the Vendor to meet or exceed any stated minimums in the RFP may also result in rejection for non-responsiveness. The District retains the right in its sole discretion to determine that a Proposal is not responsive to the material terms of this RFP.

The District expects to announce its selection and designate the Vendor on **November 19, 2024**, but reserves the right to announce its selection at a later date.

## **XIII. Proposal Contents May Be Considered Public Information and Subject to Disclosure**

Proposals may be subject to release as public information under applicable law unless the Proposal or specific parts of the Proposal can be shown to be exempt from disclosure under such law. Vendors are advised to consult as necessary with legal counsel regarding such disclosure and to take appropriate precautions to safeguard trade secrets and confidential data. The District assumes no obligation or responsibility for asserting legal arguments concerning exemption from disclosure on behalf of any Vendor.

## **XIV. No Representations.**

The District makes no representations or guarantees of any kind, express or implied, with regard to the matters contained in this RFP, including any exhibits, attachments, letters of transmittal, or any other related documents. Each Vendor must rely solely on its own independent assessment as the basis for the submission of any Proposal.

## **XV. Miscellaneous.**

- A. By issuing this RFP, the District assumes no obligation to make an award to any Vendor.
- B. The District reserves the right to modify its needs or the scope of any proposed contract subsequent to the review of Proposals, and to include such modifications in any contract negotiated with the successful Vendor.
- C. In the event of any conflict or ambiguity between the terms of this RFP and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed shall conform to all applicable requirements of local, state and federal law.



# CONFLICT OF INTEREST QUESTIONNAIRE

## For vendor doing business with local governmental entity

# FORM CIQ

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_

Signature of vendor doing business with the governmental entity

\_\_\_\_\_

Date

**FELONY CONVICTION NOTICE**

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a School District must give **advance notice** to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The District must compensate the person or business entity for services performed before the termination of the contact.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name \_\_\_\_\_

Authorized Company  
Official's Name (please print) \_\_\_\_\_

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official \_\_\_\_\_ Date: \_\_\_\_\_

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) \_\_\_\_\_

\_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Date: \_\_\_\_\_

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official \_\_\_\_\_ Date: \_\_\_\_\_



## Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule ( \_36)

Vendor Name \_\_\_\_\_

Authorized Company Official's Name \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Date \_\_\_\_\_

Vendor E-mail Address \_\_\_\_\_

Vendor Telephone Number \_\_\_\_\_