



GREATER SPOKANE INC.
801 W RIVERSIDE, SUITE 200
REQUEST FOR QUOTES AND QUALIFICATIONS
FOR GRANT WRITING SERVICES

Greater Spokane Inc. (hereafter referred to as “GSI”) is the Associate Development Organization (hereafter referred to as “ADO”) of Spokane County, and as such is responsible for developing and diversifying the regional economy. GSI is the awardee of an Associate Development Organization Grant Writer Grant Program from the Washington State Department of Commerce.

GSI has published this Request for Quotes and Qualifications (RFQQ) to solicit Vendors interested in providing professional services for Grant Writing as identified in this RFQQ.

RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact for GSI regarding this procurement. All communication between Vendors and GSI upon receipt of this RFQQ shall be with the RFQQ Coordinator as follows:

Gary Ballew, RFQQ Coordinator

Telephone: 509.554.3620 Email: gballew@greaterspokane.org

COMMUNICATIONS

All communication concerning this acquisition must be directed to the RFQQ Coordinator. Unauthorized contact regarding the RFQQ with other GSI employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on GSI. Vendors shall reply only to written statements issued by the RFQQ Coordinator.

RFQQ SCHEDULE

SCHEDULE	
04/10/2024	Public announcement of RFQQ
04/16/2024	RFQQ Q&A Meeting
04/19/2024 by 4:30pm Pacific	RFQQ’s due and provided for review to partners
4/22/2024	Partners select top 2
4/25/2024	Interviews if necessary – selection that day
4/29/2024	Contracts in place

RFQQ OBJECTIVE

This RFQQ is the means for prospective Vendors to submit their qualifications and a quotation to GSI and request selection as a Vendor. GSI desires to enter into a contract with a qualified Vendor to provide grant writing services as GSI undertakes an ADO Grant Writer Program.

The ADO Grant Writer Program will provide grant writing services to regional ADO’s and Spokane County

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economic development partners (EDP's) over a 60-day period beginning April 30th and completing June 28th.

RFQQ DESCRIPTION

The grant writer services will begin with Familiarization Meetings April 30 – May 17 with ADO's and community partners identifying potential projects and capabilities (Adams, Lincoln, Pend Orielle, and Whitman). Familiarization meetings will also be held with EDP's in Spokane County, City of Airway Heights, City of Spokane Valley, City of Liberty Lake, and GSI.

After the meetings Grant Matching will occur from May 20 – June 14 which includes identification of potential grants in an iterative process with ADO's and EDP's. Grant Services may be performed from April 29 – June 28 as some partners may identify grants early in the process and will utilize grant writing services during the term of this grant period, i.e. prior to July 1.

Next, Development of Final Reports will be scheduled for June 17 – June 28. These reports will provide listings of grant matches and development of a grant calendar and budgets (for pursuit of grant) for each ADO and/or EDP in preparation for submittals in a future Round 2 of the Department of Commerce Grant Writing Grant Program. In addition, conflicts will be identified and facilitated group meetings will be scheduled to discuss overlap.

PROJECT BUDGET/DURATION

Given the short duration and amount of work, GSI expects to contract with multiple grant writers. The budget for this work is \$16,200 for all grant writers and the scope is expected to require approximately 135 total hours for the contract duration of two months. Vendors proposing to meet the requirements with a single individual should provide their billable rate. Consultants offering multiple representatives must provide a breakdown of duties for each position and expected hours of each position with billable rates.

RFQQ SUBMISSION MATERIALS

To be considered for the position, submittals must contain the following materials:

- Transmittal Letter with Original Signature: A cover letter generally outlining the Vendor's ability to perform the services outlined in this RFQQ; signed by an authorized individual representing the Vendor's firm in contractual obligations that includes Vendor's minority or women-owned business status if applicable.
- A written narrative with proposed fee, describing how the Vendor will fulfill the role of Grant Writer and how their experience and qualifications meet the requirements. (Limited to 3 pages)
- Specific information related to previous experience in working as a Grant Writer. List the Vendor's top three (3) business references for the type of work most relevant to the content of this RFQQ. Listing for each reference should provide the references business name or d.b.a., lead staff contact, staff contact phone, staff contact email, and a short description of the services rendered.
- Provide a current business license or copy of a complete application to do business in Washington State.
- Disclosure of any work in the government per section 10. CONFLICT OF INTEREST, of the General Terms and Conditions in the attached EMBIC EMG State Funded General Grant Contract.
- Disclose any current or recent (within the past five years) legal action in progress or taken against the

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firm or individuals.

- List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

EVALUATION CRITERIA

This solicitation is meant to select one or more Vendors to fulfill the role of Grant Writer. The most important aspect of submitting a well-written and well-articulated plan to serve in this position is the Vendor’s experience with the role identified in their submittal. GSI is in Spokane, Washington and the Grant Writer is expected to engage with ADO’s that reside in the counties of Adams, Lincoln, Pend Orielle, and Whitman, and/or EDP’s that are Spokane County, City of Airway Heights, City of Spokane Valley, and City of Liberty Lake to perform these duties.

The selection will be based on the experience and qualifications of the primary individual serving in the role of Grant Writer and the written narrative. If needed, the selection process may include an in-person interview in Spokane.

GSI will use a panel of ADO’s and EDP’s to evaluate responses with how well the Vendor would perform during familiarization meetings with ADO’s and EDP’s, identification of potential grants, and grant writing effectiveness and successes.

Moreover, responses will be evaluated on the following criteria.

CRITERIA	VALUE
Transmittal Letter with Original Signature	Y or N
Proposed fee	25%
Written Narrative	50%
Licensing (Does the business have applicable licenses?)	Y or N
Ability to Contract (Does a disqualifying conflict exist?)	Y or N
Experience / Resume	25%
Legal Action (Does a disqualifying legal action exist?)	Y or N

PREFERRED QUALIFICATIONS OF THE GRANT WRITER

While the Vendor may be an organization, it is expected that the Grant Writer role will be fulfilled primarily by one individual within that organization. The preferred qualifications for that individual are as follows:

1. **Excellent Writing Skills:** Proficient in writing clear, concise, and compelling proposals. Ability to convey complex ideas in a coherent and persuasive manner.
2. **Research Skills:** Skilled at researching potential funding opportunities, understanding the requirements of various grant programs, and gathering data to support the proposals.
3. **Knowledge of Grant Writing Principles:** Familiarity with the principles and best practices of grant writing including understanding how to structure a proposal, address the funder's priorities, and adhere to any specific guidelines or formatting requirements.
4. **Attention to Detail:** Ability to review and edit your work carefully to avoid errors and ensure accuracy and completeness.
5. **Ability to Collaborate:** Excel in working closely with colleagues, stakeholders, and partners by collaborating effectively with others, including gathering input and feedback, coordinating tasks, and managing deadlines.
6. **Strategic Thinking:** Ability to think strategically about which funding opportunities align best

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with the organization's goals and priorities and assess the potential impact of different funding sources and developing a targeted approach to securing grants.

7. **Communication Skills:** In addition to writing, possess strong verbal communication skills including the ability to present proposals to funders, participate in meetings or discussions, and communicate effectively with colleagues and partners.
8. **Understanding of Funders and Grantmaking Processes:** Possess a good understanding of the funding landscape relevant to the organization or cause. This includes knowledge of potential funders, their priorities, application processes, and decision-making criteria.
9. **Project Management Skills:** Effectively prioritize tasks, manage time efficiently, and meet deadlines.
10. **Persistence and Resilience:** Ability to be persistent, resilient, and able to persevere in the face of rejection or setbacks.

ADDITIONAL RFQQ DETAILS

- This RFQQ is intended to identify a Vendor to serve as a Grant Writer. A non-mandatory RFQQ Q&A Meeting is scheduled for April 16th at 2:00p. Please e-mail the RFQQ Coordinator to obtain the calendar invitation 24 hours before the scheduled meeting.
- Questions regarding the RFQQ that you would like to be addressed at the RFQQ Q&A Meeting should be submitted by email or in writing and should be received by April 15th. All questions should be directed to the RFQQ Coordinator.
- The GSI Consulting Contract template is provided in the EXHIBIT below.
- This RFQQ does not oblige GSI to pay any costs incurred in the preparation and submission of submittal nor enter into any contractual arrangement with any Vendor. GSI reserves the right to reject any and all proposals, to accept any bid, or to waive minor informalities and accept the proposal that is in the best interest of GSI.
- Proposals furnished hereunder can be submitted electronically to the RFQQ Coordinator. **Electronic proposals must be provided to GSI no later than 4:30 p.m. local time, April 19, 2024.**
- It is anticipated that a decision and notice of award for all or part of the RFQQ will be issued on April 25, 2024.
- Insurance Requirements and Indemnification - Evidence of financial stability and credit worthiness; ability to meet GSI's insurance requirements is mandatory. The chosen Vendor shall provide GSI with certificates of Commercial General Liability Insurance, Automobile Liability Insurance, and Professional Liability, Errors and Omissions Insurance. Insurance and contract terms will be discussed in additional detail during contract negotiations.



EXHIBIT

CONSULTING CONTRACT GREATER SPOKANE INC.–<org name>

THIS CONTRACT is entered into by and between **GREATER SPOKANE INC.** a Washington non-profit corporation, hereinafter "GSI" and <org name>, a Washington limited liability company, hereafter "Consultant". The parties agree as follows:

PROJECT: Consultant Services to provide grant writing as defined in **Exhibit A** (RFQQ Application), attached and incorporated herein. This work is being performed under an agreement with the Washington State Department of Commerce Office of Economic Development & Competitiveness Small Business Training and Education ADO Grant Writer Program, (Grant # 24-75370-013 Amendment Number A) provided to the Consultant, receipt acknowledge.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTION:

The lower tier Consultant certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the lower tier Consultant is unable to certify any of the statements in this Contract, such Consultant shall attach an explanation to this Contract.

SERVICES: The Consultant will provide grant writing services as defined in **Exhibit A** (RFQQ Application), attached and incorporated herein. The Consultant represents that all persons performing services on this Contract on behalf of the Consultant are properly trained and are competent and knowledgeable with regard to the services to be provided to GSI.

ADDITIONAL SERVICES: If additional services are required by GSI, the Consultant will provide GSI with a not to exceed figure for the cost of providing the services to GSI. The parties may mutually agree upon other additional services to be performed by the Consultant and the amount to be paid to the Consultant for the services. All such additional work shall be ordered by a written change order from GSI and GSI shall not be responsible for payment for any additional services which are not supported by a written change order.

DATA RIGHTS: GSI agrees that the Consultant will own all the data which GSI receives or develops as a result of the services to be provided under this Contract, including, but not limited to computer files, maps, drawings, notebooks, filed legal documents and correspondence. All such data shall be provided to the Consultant upon request. The Consultant agrees GSI may have non-exclusive, royalty-free license to use the Consultant's data for the purpose of this Agreement.

PERIOD: This contract shall commence on the date it is executed by the parties and shall terminate on June 30, 2024. Either party may terminate the Contract at any time by providing written notice of termination to the other party. Upon receipt of the written notice of termination, the Consultant shall cease all services under this contract, except to the extent any additional work is necessary to preserve or protect the data which the Consultant has developed for GSI to the date of termination. Upon termination of this contract, the Consultant will deliver the entire work product to GSI together with its final invoice for services to the date of termination.

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COMPENSATION: The Consultant shall charge for its services based upon the charges attached hereto as **Exhibit A** (RFQQ Application). The total compensation payable to the Consultant under this contract shall **not exceed \$<amount>** not including expenses and costs incurred by the Consultant. Any increases in the fee shall be made by a written change order issued by GSI.

COST DATE: Contractor shall receive payment based upon the cost date of: <date>.

PAYMENT: Contractor shall invoice GSI in two (2) equal increments of \$<amount> with the first invoice submitted upon completion of the initial <number of hours> hours, and the final invoice submitted upon completion of the scope of services. GSI shall make payment to the Consultant within (30) days after the date GSI receives an invoice.

INDEPENDENT CONTRACTOR: In the performance of the services under this contract, the Consultant shall be considered an independent contractor and shall be solely responsible for the performance of the services. GSI shall have no responsibility to pay employee benefits, social security, workers compensation, unemployment insurance, or to withhold income taxes. The Consultant shall be responsible for the payment of all employment-related benefits for itself and any of its employees.

HOLD HARMLESS: The Consultant shall hold GSI harmless from all third-party liability penalties, documented, out-of-pocket costs and expenses, losses, damages, causes of action, claims, reasonable attorneys' fees or judgments to the extent arising from the Consultant's negligent performance or failure to perform under this Contract. In the event a claim is made against GSI for any matters which are covered by this hold harmless agreement, the Consultant shall defend against any such claim, and the Consultant shall reimburse GSI for any costs or expense, including documented, reasonable attorney fees which GSI may incur in defending against the claim. This hold harmless agreement shall apply to any negligent act or omission, or willful misconduct on the part of the Consultant. Consultant's liability for actual damages and claims arising in relation to any performance or nonperformance of services under this Agreement shall be limited to the aggregate fees actually paid to Consultant. Under no circumstances shall Consultant be liable for any incidental, indirect, consequential, special, punitive, exemplary, liquidated or any other similar damages or loss (including damages for loss of business, loss or profits, economic loss, or goodwill, or the like).

The Department of Commerce and the State of Washington are not liable for claims or damages arising from Consultant's performance of this Agreement.

INSURANCE: The Consultant shall provide GSI with certificates of Commercial General Liability Insurance, Automobile Liability Insurance, and Professional Liability, Errors and Omissions Insurance with limits of coverage sufficient to cover risks of Consultant's activities and obligations under this contract. Consultant agrees that it is responsible for any and all of its deductibles. GSI shall be named as an additional insured.

ASSIGNMENT: The consultant shall not subcontract any of the work to be performed under this contract nor assign all or any portion of the rights under this contract as related to the ADO Grant Writer Program amendment without first obtaining the prior written consent of GSI. The consultant shall comply with all documents and terms listed in **Exhibit B** (OEDC Small Business Training and Education ADO Grant Writer Program Amendment A Attachment A – Scope of Work). GSI may issue additional Requests for Proposal for services related to this Contract such as for legal services.

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TAXES: The consultant shall be responsible for the payment of all taxes, including any employment taxes, payable by the Consultant, its employees, or subcontractors. The Consultant shall to the extent of its professional standard of care, meet all requirements of any statute, rule, or regulation, applicable to the work to be performed under this Contract. The Consultant shall save and hold GSI harmless from any liability for the payment of any taxes or deductions payable by the Consultant or compliance with any law, rule, or regulation.

COMPLETE: The agreement and the attachments constitute the entire agreement between the parties with regard to work to be performed, any amendments, addenda or additions to this contract shall be in writing and shall be signed by the parties to this agreement.

APPLICABLE LAW/DEFAULT: This agreement shall be interpreted and enforced according to the laws of the State of Washington and the venue of any action to enforce this agreement shall be Spokane County, Washington. In the event either party to this agreement must file a lawsuit to enforce any of the provisions of this agreement, the prevailing party shall be entitled to recover all costs expended or incurred in such action, including reasonable attorney fees. The existence of a dispute shall not relieve the Consultant of its obligation to provide services under this agreement. In the even one party believes the other party to in default, notice of the alleged default shall be provided pursuant to the "Notices" provision below, and the party alleged to be in default shall have fourteen (14) days to cure the alleged default prior to the complaining party bringing suit or requesting arbitration.

ARBITRATION: In the event of a dispute between the parties arising from the contract or party's performance under the contract, either party may request arbitration of the dispute by a neutral arbitrator. The party requesting arbitration shall provide written notice to the other party of demand for arbitration. The parties shall attempt to agree upon an arbitrator to hear the dispute. If the parties are unable to agree upon an arbitrator within fifteen days after the demand for arbitration is served upon the other party, then either party may apply to the Presiding Judge for the Spokane County Superior Court for the appointment of an arbitrator. The arbitration shall proceed according to the Rules for Mandatory Arbitration for the Spokane County Superior Court.

NOTICES: Any notices which are required to be sent by one party to the other may be either personally delivered or sent by United State Postal Services to the party at the following addresses:

If to GSI:
Greater Spokane Inc.
801 W. Riverside, #200
Spokane, WA 99201
Attn: Alisha Benson

If to the Consultant:
<org name>
<org address>
<org city, state zip code>

RELATIONSHIP STRUCTURE WITH OTHER SUBCONTRACTORS: Should the Consultant identify areas in which additional fees or amounts are necessary to have work provided by other entities, e.g. legal consultants, the Consultant shall seek the permission of GSI and provide a requested amount of funding as well as a detailed description of the work to be accomplished. GSI will then seek those funds and work as the conduit to provide directly to the other entity/consultant identified.

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SANCTIONS & ANTI-MONEY LAUNDERING: Each party represents and warrants to the other party that: (a) in connection with performance of this Agreement, neither it nor its directors, officers, or employees will violate, or cause the other Party to violate, any applicable laws related to money laundering, terrorist financing, the import and export of goods, technology and services, economic or financial sanctions, trade embargoes, or other restrictions on trade or financial recordkeeping and reporting requirements (collectively, the “Sanctions & AML Laws”); and (b) neither it nor any of its direct or indirect shareholders (i) is blocked, debarred, designated, excluded, sanctioned, or denied import or export privileges under applicable Sanctions & AML Laws; or (ii) owned (with a 20% or greater interest) or controlled by any person identified in (i).

ANTI-BRIBERY & CORRUPTION: Each party represents and warrants to the other party that, in connection with entering and performing this Agreement, neither it nor any party acting on its behalf has offered, promised, authorized or made, or will offer, promise, authorize, or make, any payments or transfers of anything of value in violation of applicable laws related to anti-bribery or anti-corruption, or otherwise violated, or will violate, applicable laws related to anti-bribery or anti-corruption. If, at any time, a party becomes aware that any of the representations set out in this paragraph are no longer accurate, that party will notify the other party immediately in writing. In the event of any violation of this section, the non-offending party will be entitled to immediately terminate this Agreement and take such other actions as are permitted or required to be taken under law or in equity.

BINDING EFFECT: This agreement shall be binding upon the parties hereto, and subject to the provisions restricting assignment, upon the successors and assigns.

DATED this _____ day of _____, 2024.

GREATER SPOKANE INC.

<org name>

Alisha Benson, Greater Spokane Inc.
CEO

Name:

Date:



**GREATER
SPOKANE**
inc.

Exhibit A

**RFQQ Application
<org name> Grant Writing Services**

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Exhibit B

Washington State Department of Commerce OEDC

Associate Development Organization Program (Grant Number: 24-75370-013) Amendment A Small Business Training and Education ADO Grant Writer Program

Attachment A - Scope of Work is hereby revised to include additional activities:

In addition to the Scope of Work contained in contract Number 24-75370-013, Contractor will perform the following activities: This body of work must be completed no later than June 30, 2024 and does not change the contract end date for the primary scope of work.

1. Release a Request for Quotes to solicit interest and price quotes from professional grant writers. Conduct a Question and Answer meeting with interested parties.
2. Contract with two grant professionals to research, identify, qualify, connect with, apply for and secure grant funding. Copies of contracts must be submitted to and will be retained by Commerce.
 - 2/3 of grant writing and research services will be conducted on behalf of surrounding ADO's; Adams County, Lincoln County, Pend Orielle County and Whitman County
 - 1/3 of grant writing and research services will be conducted on behalf of Spokane County Economic Development Partners including Spokane County, City of Airway Heights, City of Spokane Valley and City of Liberty Lake
3. Meet with ADO partners/stakeholders in order to solicit feedback for grant application development for potential grant applications to be submitted on or before June 30, 2024.
4. Establish a grantor data set and calendar to address grant needs. Develop a list of potential projects that may be eligible to be funded by a grant for local economic development needs.
5. Submit report to Small Business Program/Contract Manager detailing the following information: grant applications submitted, entity applying for the grant, funding source, amount of funding requested, proposed use of funds.

If applicable, report must include list of grants awarded, grant match amount (if applicable) and source of match funding, estimated number of jobs created and/or retained upon project completion and an analysis of the potential benefits the grants will have on regions served by the ADO. **Reports are due no later than July 7, 2024.**

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