

**Request for Qualifications**

**Grant Writing & Transit Management**

**Support Services**

Summary

The Ventura County Transportation Commission (VCTC) seeks to create a bench of qualified on-call grant writing consultants and firms who possess specific grant writing expertise across various areas (transportation, transit, and infrastructure, etc.) to provide tailored grant writing and specialized transit management support services. Responding individuals or firms must provide evidence that they have previously written grants that have successfully secured state and federal funding for government agencies.

Key Dates

Release Date: June 3, 2022

Questions Due to VCTC: June 10, 2022

Proposals Due: July 15, 2022

VCTC reserves the right to modify these dates at any time.

RFP Official Contact

Amanda Fagan

Director of Planning & Sustainability

[afagan@goventura.org](mailto:afagan@goventura.org)

All communication with VCTC related to this RFP must be directed to the contact listed above.

4.3 Narrative SOQ Template

An editable version of the template below has been posted to the VCTC Contracts website. Proposers should complete the editable template and submit as their narrative SOQ.

4.4 Organizational Capacity & Experience

|  |  |  |
| --- | --- | --- |
| Proposer Contact Info | | |
| Organization | Company Name |  |
|  | Company Address |  |
|  | Website |  |
|  | Federal Tax ID Number |  |
| Authorized Representative | Name |  |
|  | Title |  |
|  | Email Address |  |
|  | Phone Number |  |
| Other Point of Contact (if required) | Name |  |
|  | Title |  |
|  | Email Address |  |
|  | Phone Number |  |

|  |  |
| --- | --- |
| Proposer Capacity & Experience | |
| What type of enterprise is the organization? | * Non-Profit * Sole Proprietorship * General Partnership * Corporation * State and Date of incorporation: * Limited Liability Company * Other |
| Describe the firm’s experience that prepares you to successfully produce complete, competitive federal, state, and foundation grant applications, including by electronic or online application processes. This should include a summary of consultant/firm’s demonstrated capability, including length of time that your firm has provided grant writing services, staff credentials, and the success rate of grant awards. |  |

|  |  |
| --- | --- |
| Describe your grant writing method. This should include a description of how the grant writer begins an assignment; collects and organizes facts, data, statistics; composes the required content/narratives and prepares maps and supporting materials; provides deliverables for review and approval; and manages the submittal timeline. |  |
| Provide grant writing samples including but not limited to: quality, cohesiveness, persuasiveness, compelling nature, succinctness, logic, ease of comprehension, attention to detail, clear and consistent formatting, skillful graphic displays of data, and correct and meaningful application of facts and statistics. |  |
| Describe the consultant/firm’s success rate in securing grant awards as a result of their grant writing abilities. This should include a demonstration of the breadth and depth of grant types, and the volume of grants written, a list of 3 – 5 most recently submitted grants on behalf of government agencies, including: entity names, dates work was performed, funding source, funding amount requested and award status. Provide two samples of narratives from successful grant proposals written by personnel assigned that demonstrates the consultant/firm’s abilities. |  |
| Describe the consultant/firm’s bandwidth and availability, as well as the processes for assigning a grant writer to a grant writing assignment. |  |
| How many employees does the organization have in total? Where are the representative(s) that would service the VCTC account located? Who are the key staff involved in the project? For each, please provide a name, title, and resume either as an attachment or one paragraph description. |  |
| How will you work with the VCTC staff to ensure the grant is submitted by the deadline? |  |
| Does the proposal include subcontractors? | * Yes |
|  | * No |

4.5 REFERENCES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference 1 | Company | |  | |
|  | Project Manager | |  | |
|  | Phone Number | |  | |
|  | Project Description | |  | |
|  | Project Start and End Dates | |  | |
| Reference 2 | Company | |  | |
|  | Project Manager | |  | |
|  | Phone Number | |  | |
|  | Project Description | |  | |
|  | Project Start and End Dates | |  | |
| Reference 3 | Company | |  | |
|  | Project Manager | |  | |
|  | Phone Number | |  | |
|  | Project Description | |  | |
|  | Project Start and End Dates | |  | |
| SUB CONTRACTOR CONTACT INFORMATION (if applicable)  Please provide this information for all subcontractors included in this proposal. | | | | |
| Organization | | Company Name | |  |
|  | | Company Address | |  |
| Authorized Representative | | Name | |  |
|  | | Title | |  |
|  | | Email Address | |  |
|  | | Phone Number | |  |
| Other Point of Contact (if required) | | Name | |  |
|  | | Title | |  |
|  | | Email Address | |  |
|  | | Phone Number | |  |
| Subcontractor Capacity & Experience | | What type of enterprise is the organization? | | * Non-Profit |
|  | |  | | * Sole Proprietorship |
|  | |  | | * General Partnership |
|  | |  | | * Corporation   State and Date of Incorporation: |
|  | |  | | * Limited Liability Company * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Which specific requirements of this RFP will the subcontractor perform? | |  | | |
| Is the subcontractor registered with the California Department of Industrial Relations? If yes, provide registration number. | |  | | |
| Please describe why the organization is qualified to provide the services described in this RFQ (1-2 paragraphs). | |  | | |
| Please describe the length of time the organization has been providing the services described in this RFP (1-3 sentences). | |  | | |
| How many employees does the organization have? | |  | | |
| Where are the representatives located that would service the VCTC account? | |  | | |
| Who are the key staff involved in the project? For each, please provide a name, title, and resume either as an attachment or one paragraph description. | |  | | |