



JEFFERSON COUNTY DEPARTMENT OF HEALTH

401 14th Street South, Birmingham, AL 35233
(205) 930-1961/Fax (205) 930-1060

Hazel Collins
Purchasing Agent

November 19, 2019
RFP #20-11-04
REQUEST FOR PROPOSAL

Sealed proposals for **Grant Writing Consultant Services**, will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Tuesday, December 17, 2019, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail.

All proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – RFP #20-11-04 Grant Writing Consultant Services"** with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to him as a seller or contractor.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all proposals, or parts of proposals and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the Jefferson County Department of Health appears.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and the State of Alabama. If you are required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this Request for Proposal (RFP), the

JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the good or service to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the RFP.

QUESTION/INQUIRY

Telephone inquiries with questions regarding clarification of all specifications of the RFP will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Glenda Smith at glenda.smith@jcdh.org. Please reference the RFP number and Question/Inquiry in the e-mail subject.

LETTER OF NOTIFICATION

All bidders of this RFP are request to reply via email to notification of Intent indicating that they intend to submit a proposal. Only those bidders submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this RFP. The email of Notification of Intent can be emailed to glenda.smith@jcdh.org. Please reference the RFP number and Notification of Intent in the e-mail subject.

PROJECTED SCHEDULE OF EVENTS

Jefferson County Department of Health reserves the right to adjust the following schedule of events where needed to benefit the County

Announcement of RFP	November 19, 2019
Deadline for Bidder’s Questions	December 3, 2019 at 4:00 pm CST
Deadline for Notification of Intent	December 3, 2019 at 4:00 pm CST
Deadline for Bidder’s Answers	December 6, 2019 at 4:00 pm CST
RFP due Date & Public Opening	December 17, 2019 at 10:00 am CST

Hazel Collins, Purchasing Agent

HC/gs

BN: 11-22-19

Enclosures

REQUEST FOR PROPOSAL

STATEMENT OF PURPOSE

The Jefferson County Department of Health (JCDH) is seeking a qualified firm to support grant research, grant writing, submission of grant proposals, renewal of existing grants and grant management, as indicated, to increase funding to support the mission of JCDH. JCDH prefers a firm with extensive experience in state, federal and non-profit grant writing and administration, ideally with experience in the public health sector. Successful bidder will be notified of award via JCDH's Notice of Award Letter and the approved Standard Addendum to Bid Agreement Contract.

COUNTY'S EXPECTATIONS

It is the intent of the Jefferson County Department of Health (JCDH) to award a contract or contracts, wherein the responsible firm(s) will meet the department's expectations for the duration of the contractual agreement. **The firm(s) must provide documentation that they have the experience and personnel to handle all aspects of this contract as deemed necessary by JCDH.**

BACKGROUND

The Jefferson County Department of Health (JCDH) located in Birmingham, Alabama serves a population of about 660,000 residents. JCDH serves the most populous county in the state through providing primary and limited specialty care and core public health services to county residents. The mission of the Department is to prevent disease, assure access to quality health care, promote a healthy lifestyle and environment, and protect against public health threats.

AWARD

Jefferson County Department of Health (JCDH) will award this contract to the lowest and responsible bidder who best meets the terms and conditions of this bid. The evaluation criteria listed in the proposal shall include; but not limited to, the scope of work defined in the RFP. JCDH may require an interview before the RFP is awarded. JCDH reserves the right to use the interview process as a factor in the award. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of Jefferson County Department of Health (JCDH).

TERMS

Jefferson County Department of Health (JCDH) is seeking a three-year term. The bid will become effective upon bid award (award notification, or approval of the Jefferson County Health Officer and/or issuance of purchase order.

TERMINATION

The bid may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. Invoice(s) must be itemized and billed on a monthly basis.

Payments will be based on invoices documenting time required (if billed on an hourly basis) for tasks performed under the agreement. Invoices will be reviewed and approved by Department staff before being submitted to Accounts Payable Department for payment.

FREIGHT

Price includes transportation and service as specified and JCDH will pay no additional fees.

TAX

Jefferson County Department of Health is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

BUDGET SUMMARY

A budget has not been established for this expense. The compensation section RFP response will be a determining factor in facilitating the fund amount request within the Jefferson County Department of Health.

PRE-PAY

No pre-payments will be made prior to shipment.

PROPOSAL EVALUATION CRITERIA

The scoring methodology will consist of factors weighted in accordance with its importance to JCDH. However, the following factors will include but not limited to these items when making a final recommendation. JCDH may require an interview before the RFP is awarded. JCDH reserves the right to use the interview process as a factor in the award. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of Jefferson County Department of Health (JCDH).

Description Criteria	Total Points
1. Bidder’s Qualifications and experience with grant funded projects	25
2. Bidder’s similar projects completed within the past 5 years	25
3. Three (3) references of past clients of similar type of work	25
4. Cost effectiveness	25

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without Owner’s prior written approval. The Jefferson County Department of Health reserves the right to reject any or all proposals submitted and to make the award in the best interest of the Health Department.

ADDITIONS TO CONTRACT

JCDH has attempted to list all components related to RFP for “Grant Writing Consultant Services” that will be required during the term of the contract. However, JCDH reserves the right to purchase additional services as needed from the successful bidder as it relates to this scope of work for this said project.

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as evidence of adequate professional and public liability insurance insuring vendor, the Board and Board’s agents, servants and employees as additional insured.

RFP proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

Failure to deliver as specified and in accordance with the RFP submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and contract at the option of JCDH.

Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality, material, service, or equipment considered best adapted to the JCDH’s intended use.

No bidder shall be allowed to offer more than one proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

INCURRING COSTS

The Jefferson County Department of Health will not be liable for any costs incurred in preparing bid responses or interview as related to this RFP process.

TABLE OF CONTENTS

A table of contents should be provided and allow for easy access to all proposal components.

NUMBER OF PROPOSALS

One (1) signed original and three (3) copies submitted with proposal package. Proposals shall be prepared in accordance with the Proposal Format in the following section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

PROPOSALS

Proposals should be structured in such a way to address the ability to answer all objectives of the RFP in the order as listed in the scope of work sections of the RFP.

GUARANTEE

Bidder certifies by bidding that he is fully aware of the conditions of service and purpose for which item(s) included in this RFP are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

- SCOPE OF WORK -

The Jefferson County Department of Health (JCDH) scope of work is listed within this section. Please respond, in a narrative format, to all applicable requirements. The Bidder may reference or attach additional materials or documentation with the submission.

- 1. General Requirement(s)** – The grant writing consultant services must allow for the following general requirements:
 - 1.1 Ability to research, develop, prepare, write and submit grants.
 - 1.2 Ability to manage new or existing grant records, organize documents, data and grant calendar.
 - 1.3 Ability to research, develop and maintain grant prospects and grant templates.
 - 1.4 Ability to collect demographic and other program-related data.
 - 1.5 Ability to communicate with management concerning the grant status such as prospects, applications, proposals, deadlines, compliance and strategic plan on a regular basis.

- 2. Submission Requirements (s)** - Bidder's proposal provide the following:
 - 2.1 Cover letter
 - 2.2 Describe in details the grant writer consultant's experience and qualification; to include resume. Provide specific examples of grant programs and amount awarded.
 - 2.3 Bidder must explain in detail the similar grant writing projects completed within a three-year period.

- 3. Compensation Amount** – Provide a detailed price breakdown structured on an hourly or per grant basis. Price is to include all related fees. Payments will be based on invoices documenting time required for tasks performed under the agreement, if billed on an hourly basis. Invoices will be reviewed and approved by Department staff before being submitted to Accounts Payable Department for payment.

- 4. Reference(s):** Bidder must furnish a minimum of three (3) references. References will be accepted only from companies that provide similar type of scope of work as requested herein. Please list the company's name, address, contact name and number.

BID FORM FOR RFP #20-11-04
DUE: Tuesday, December 17, 2019
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid for specified services in accordance with your RFP #20-11-04.
ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL

SECTION IA: PRICING CATEGORY

DESCRIPTION	HOURLY RATE
Grant Writing Consultant as specified	

SECTION 1B: OPTIONS: Price each item separately other options may be added as needed.

<u>DESCRIPTION:</u>	<u>PRICE</u>
a. _____	\$ _____
b. _____	\$ _____

Attach additional itemized cost/explanation sheets to this cover sheet as specified in the scope of work, Section 3: Compensation Amount.

Name of Company _____

Please enclose your business card with your bid.

*Bidder acknowledges receipt of _____ addenda. This page must be returned with bid.
(addenda numbers)*

Date of Bid

Name (print legibly or type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box (Zip if different from street address)

E-mail Address

Telephone Number

Fax Number

Terms of Payment

Delivery Date

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.