



## Request for Proposal for Grant Writing Services

Recover Alaska is requesting proposals from qualified respondents for grant writing services, including researching relevant funding opportunities. Applicants will be considered from both firms and individuals.

### Overview

Recover Alaska is a multi-sector action group working to reduce excessive alcohol use and its related harms across the state, with a vision of Alaskans living free from the consequences of alcohol misuse so we are empowered to achieve our full potential. We do this work by making connections between individuals and organizations in need of treatment and information, elevating the conversation around alcohol and reducing stigma through positive social norming campaigns and elevating the voices of affected community members, and advocating for improved policies to create more equitable, safer, and healthier built environments. We operate under the values of respect, collaboration, and change. More information is available at [www.recoveralaska.org](http://www.recoveralaska.org).

Projects Recover Alaska has highlighted for this fiscal year:

- Social Norms Campaign
- Access to Care
- Advocacy & Policy Change
- Prevention
- Theory of Change Development

### Scope of Work

The Consultant will work closely with the Executive Director, who is charged with re-energizing Recover Alaska's current funding profile and securing new funding partners. Additional collaboration with Recover Alaska's fiscal sponsor, Sultana New Ventures, LLC will also be necessary during grant writing activities.

### Goal

Recover Alaska seeks a Consultant to provide grant-related consulting services, to include: Researching current and relevant grant opportunities and creation of a fund development plan; professional grant writing services; coordination of grant response documents; management of grant response schedule and associated documents and processes.

### Deliverables

Written report of funding opportunities and comprehensive fund development plan; monthly updates to Recover's current Grants Tracker; grant drafts, attachments, etc. required for grant submission.

### Budget

The budget for grant writing services at Recover Alaska is \$38,000, to include all services and related costs.

## Instructions for Respondents

### Qualifications and Experience

Recover Alaska is seeking a grant writer with a proven record of:

- Successful grant awards across a range of award amounts.
- Creating complex proposals for diverse funding sources.
- Skills in demographic data collection and analysis.
- A big picture approach to fund development.
- Seeking equitable sources.

Previous experience should include:

- Working in the philanthropic community
- Development plan creation
- Health and social services background preferred

To apply submit the following:

1. A brief description of the organization/business.
2. Consultant information, including resume.
3. Description of the applicant's experience with similar projects.
4. Provide specific examples of previous grant sources from which the applicant has successfully obtained funding.
5. An excerpt from a successful grant written by the applicant that clearly represents his/her writing style. Excerpt should not exceed two pages or contain confidential information.
6. Cost proposal/budget and associated fees. Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract.
7. Reference names and phone numbers for at least two similar projects the applicant has completed.

Proposals must be submitted in one PDF file. Total proposal should be no longer than five standard letter sized pages.

### Cost Proposal

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract.

### Disclosure statement

Cite any potential or existing conflict of interest(s) with this organization, or a potential conflict of interest between participating in this project and providing services to another client.

### Submission method

Proposals must be submitted in writing. Oral proposals will not be accepted. Recover Alaska encourages proposals to be brief and developed at minimum cost. Proposals must be submitted via email or hardcopy and must be received by Recover Alaska by **5:00pm AKST on September 18, 2020**.

Email: Tiffany Hall at [thall@recoveralaska.org](mailto:thall@recoveralaska.org)

Mail: Recover Alaska

Attn: Tiffany Hall, Executive Director

3201 C Street, Suite 110

Anchorage, AK 99503

Questions about this RFP may be directed to Tiffany Hall at 907-249-6644 or [thall@recoveralaska.org](mailto:thall@recoveralaska.org).

### Proposal Schedule

August 28, 2020	RFP released to potential respondents
September 11, 2020	Q&A will be released
September 18, 2020	RFP responses due to Recover Alaska by 5:00pm AKST
September 25, 2020	Notice of award to successful respondent
October 1, 2020	Start of contract period
June 30, 2020	End of contract period

While it is our goal to select a contractor through written proposal, there may be a need to follow-up with additional questions for qualified candidates as a selection team to assist in final decision-making.

### Evaluation Criteria

The evaluation of proposals will not be based on discrimination due to race, religion, color, national origin, citizenship, gender, age, marital status, pregnancy, parenthood, physical or mental disability, status as a protected veteran, sexual orientation, gender identity, political affiliation, or other legally protected status.

Proposals will be evaluated using the following criteria:

- A brief description of the organization/business. (10%)
- Consultant information, including resume. (10%)
- Description of the applicant's experience with similar projects. (10%)
- Provide specific examples of previous grant sources from which the applicant has successfully obtained funding. (20%)
- An excerpt from a successful grant written by the applicant that clearly represents his/her writing style. (20%)
- Schedule of proposal/budget and associated fees. (10%)
- Reference names and phone numbers for at least two similar projects the applicant has completed. (10%)
- Proposals must be submitted in one PDF file. (5%)
- Total proposal should be no longer than five standard letter sized pages. (5%)

### Additional Instructions

#### Applicant's Acknowledgement

The applicant acknowledges by lodging a Proposal that it accepts the terms of this RFP Standard Conditions of Request for Proposal, the Special Conditions of Proposal and the Recover Standard Contract Conditions.

A Proposal is submitted on the basis that the applicant has examined this RFP and any other documents referenced or referred to herein, and any other information made available in writing by Recover Alaska to applicants for the purposes of submitting a proposal; and has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks, contingencies and other circumstances having effect on its proposal.

#### Fee Schedule

Each billing may not exceed 40% of the contract amount and must consist of an invoice and progress report. No payment will be made until the progress report and invoice have been approved by the Executive Director. Recover Alaska will retain 20% of the contract amount until the contract is successfully completed. Contractor

will invoice Recover Alaska and be paid on a monthly basis.

#### Location of Work

The work is to be performed, completed and managed at the Consultant's site and at locations where the community groups can convene. Recover Alaska will not provide workspace for the Consultant.

#### Right to Decline

Recover Alaska, at its discretion, may discontinue the RFP; decline to accept any proposal; decline to issue any contract; or satisfy its requirement separately from the RFP process.

#### Recover Alaska not responsible for preparation costs

Recover Alaska will not pay any cost associated with preparation, submittal or presentation of any proposal.

#### RFP documentation

All documentation submitted as part of the Proposal must be in English.

Applicants are required to include all information specified in this RFP in their Proposal. Applicants accept that their failure to provide all information required, in the format specified may result in their Proposal being considered as a non-conforming Proposal and liable to rejection.

#### RFP Changes

Recover may, at its discretion, vary the Request for Proposals before the Closing Time. Changes will be posted on the Recover website as a Revision, beside the original RFP.

#### Recover Alaska not responsible for preparation costs

Recover Alaska will not pay any cost associated with preparation, submittal or presentation of any proposal.

#### RFP documentation

All documentation submitted as part of the Proposal must be in English.

Offerors are required to include all information specified in this RFP in their Proposal. Offerors accept that their failure to provide all information required, in the format specified may result in their Proposal being considered as a non-conforming Proposal and liable to rejection.

#### Disclosure of proposal contents

All proposals and other material submitted become the property of Recover Alaska and may be returned only at Recover's option. All proposal information will be held in confidence during the evaluation process and prior to the time of a Notice of Intent to Award is issued. Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, and Recover Alaska agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified, and the offeror must include a brief statement that sets out the reasons for confidentiality.

#### Conflict of Interest

Each proposal will include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. Recover Alaska reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. Recover Alaska's determination regarding any questions of conflict of interest shall be final.

#### Discussions with offerors

Recover Alaska will answer questions pertaining to this RFP via email submitted prior to the closing date for applications. The answers to these questions will be made available to all applicants if they communicate, in writing, by Friday, November 22, 2019 that they are interested in submitting a proposal. Additionally, Recover Alaska may conduct discussions with offerors in order to determine if a proposal is reasonably susceptible for award. Such discussions between the offeror, Recover Alaska staff, and members of an ad-hoc proposal review committee are permitted to clarify uncertainties or eliminate confusion concerning the contents of a proposal and which do not result in a material or substantive change to the proposal.

Recover reserves the right to seek clarification or additional information from any Offeror related to their proposal. Offerors with a disability needing accommodation should contact Recover Alaska prior to the date set for discussions so that reasonable accommodation can be made.

#### Financial Information

If requested by Recover, the Offeror must be able to demonstrate its financial stability and its ability to remain viable as a provider of the Services over the term of any agreement.

#### Insurance

The Bidder must ensure that it and its subcontractors maintain insurance policies relevant to the delivery of Services identified in this RFP, in the event that the Bidder is awarded the contract.

#### Proposed Payment Procedures

Recover Alaska will make payments based on a negotiated payment schedule. Each billing may not exceed 40% of the contract amount and must consist of an invoice and progress report. No payment will be made until the progress report and invoice have been approved by the Executive Director. Recover Alaska will retain 20% of the contract amount until the contract is successfully completed.

#### No Contract or undertaking

Nothing in this RFP will be construed to create any binding contract (express or implied) between Recover and any Bidder until a written Contract, if any, is entered into by the parties.