

WEST SHORE SCHOOL DISTRICT



Todd B. Stoltz, Ed.D.
Superintendent of Schools

NOTICE TO GRANT CONSULTANT SERVICE PROVIDERS

The West Shore School District (WSSD) is soliciting proposals for Grant Consultant Service Providers. Grant Consultant Service Providers wishing to be considered should send the required documentation to Dr. Ryan Argot, Director of Federal Programs, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070.

Proposal will be available for download on Friday, February 21, 2025, on the District website page at the following link: <https://www.wssd.k12.pa.us/RequestforProposals.aspx>

Any questions regarding the RFP should be directed via email to the Director of Federal Programs, Dr. Ryan Argot, at rargot@wssd.k12.pa.us. All questions regarding this proposal must be received by 12:00 PM EST on Friday, March 7, 2025. Only emailed questions will be answered. Either the answers, or an addendum, will be posted on the website by 3:00 PM EST on Monday, March 10, 2025.

Proposals must be mailed to Dr. Ryan Argot's attention and have "RFP – Grant Consultant Services" on the envelope. **All proposals are due Tuesday, March 18, 2025 by 3:00 PM EST, no exceptions.** The District reserves the right to reject any and all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities.

Proposals will not be opened publicly.

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REQUEST FOR PROPOSALS (RFP) – GRANT CONSULTANT SERVICES

The West Shore School District is seeking a Request for Proposal (RFP) from qualified professional Grant Consultant Service providers to assist with the identification of grant opportunities to meet needs related to government operations; to provide general grant opportunity awareness; to develop grant applications on behalf of the School District with the assistance of the relevant School District department; and to advocate for the School District's grant application with the appropriate funding agency. The School District is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the School District to maximize the benefits of grant funding.

A. SCOPE

The School District is looking for a comprehensive and aggressive approach to grant research, grant writing and grant management. It is the intention of the School District to apply for grants which address documented School District needs, including those associated with necessary capital infrastructure improvements. In addition, it is the intent of the School District to apply for those grants that can be properly and efficiently administered by staff, taking into account existing duties and responsibilities.

The goal of the School District's grant program is to secure funding for services and projects which the School District otherwise would be required to utilize local tax dollars. In general, grants will be to advance the School District's efforts in areas including, but not limited to: public works infrastructure (i.e. roads and parking lots), public and student safety and security, building infrastructure and maintenance, public and student recreation, government efficiency, and other essential areas of School District operations. Providers must include all labor, materials, personnel and equipment needed to provide grant consulting service support to the School District. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

B. INSTRUCTIONS

Proposals will be received until **3:00 PM EST on Tuesday, March 18, 2025** at the West Shore School District, Administration Center for Education, 507 Fishing Creek Road, New Cumberland, PA 17070. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the Consultant and "RFP – Grant Consultant Services".

Submittals shall consist of one (1) clearly marked original and two (2) copies of your response which shall be

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signed and submitted to the Administration Center no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Questions regarding this Request for Proposals shall be directed to Dr. Ryan Argot, Director of Federal Programs, 507 Fishing Creek Road, New Cumberland, PA 17070; 717-938-9577 (phone); 717-938-2779 (fax); rargot@wssd.k12.pa.us (email).

C. GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the School District and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, especially the “Scope” and “Services Requested”, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder’s education background, training, and experience in grant writing and working with State and Federal agencies. A list of all Consultant’s staff who will be participating in the projects should be provided. This should include a description of their responsibilities, qualifications and experience history in the identification and preparation of grants for local government agencies. Specifically, detail experience with federal and state grants for public safety agencies, infrastructure improvement, parks, recreation, technology, and capital assets. List up to five (5) funded grants which you developed detailing the funding source, amount requested, and amount funded.
3. Grant Funding Research: Provide a narrative that explains how your organization conducts grant funding research. Include details on the process, information sources, end product, and turn-around time for completing grant research. Consultant should include description of how they determine grant readiness and under what circumstances would you recommend an agency not pursue a given grant program.
4. Methodology: The consultant should submit a detailed plan of the procedure for assessing the availability of grants and how a typical grant project would proceed, including other services requested. Describe the methodology/approach to be used to identify the needs of the School District which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted. Detail the procedure you would utilize in identifying grants which would address the needs identified by the School District; the involvement and role of School District staff and resources in the grant writing process; and the process you would utilize to prepare the actual

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grant application. Please include a sample monthly progress report that the School District would expect to receive.

5. Consultant's References: Provide at least three but not more than five government entities that you have provided grant writing services for in the last five years. Please include the following information: Name of governmental entity, including current contact information; Description of service provided to each entity; and Length of service that was provided or will be provided (for current contracts) to each stated governmental entity.
6. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Describe in detail the fee structure you propose for providing grant writing services: hourly, per grant, by position, per element, etc. The Consultant should submit a per hour fee for additional services. Any additional fees performed by authorized subcontractors shall be detailed. Project expenses such as legal fees, engineering fees, market studies, photographs, land surveys, etc, to be performed by authorized subcontractors shall be detailed.
7. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge. Please include a response to one or more of the following: The vendor has no exceptions to the School District's scope of work; The vendor has proposed modifications to the School District's scope of work; The vendor has exceptions to the School District's scope of work.
8. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the School District to consider and any value-added goods or services that the School District might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the School District to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the School District's right to negotiate in its best interest. The School District reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The School District reserves the right to reject any and all offers received.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility.

All proposals are subject to the Pennsylvania Right-To-Know Law. Once bids are opened, the information contained therein becomes freely accessible by the public.

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D. SERVICES REQUESTED

The School District is seeking a grant writing consultant to assist the School District departments with all aspects of the grant writing process. The School District will rely upon the grant writing consultant's expertise and experience, as School District departments do not have dedicated grant writing staff. The proposed services must include, but need not be limited to, the following:

1. Create a Strategic Plan: The consultant will create a Strategic Plan for grant research and funding to be pursued in keeping with the School District's budget, capital plan and other identified objectives. This process will include coordination with the School District Superintendent, Director of Business Affairs, and other key personnel to assess the validity of current funding priority areas and to determine future funding goals and how best to achieve them.
2. Research Available Opportunities: The consultant will conduct research to identify grant resources that support the School District's funding needs and priorities, including but not limited to the following areas:
 - a. Infrastructure Development and Maintenance
 - b. Roadways and Parking Lots
 - c. Public and Student Safety and Security
 - d. Student Mental Health
 - e. District Technology

Research will include all available governmental and nongovernmental grant opportunities that support the School District's priorities on an ongoing basis for the duration of the contract period. Detailed written grant summaries will be provided to the School District Superintendent that outline prospective grant opportunities and include an evaluation of these opportunities including, but not limited to, an explanation of the program, due dates, the amount of funding available, key requirements of the grantor, cash match requirements, the level of competitiveness of the program, and an assessment of the readiness of the School District to take on the program, if awarded.

3. Grant Writing: The consultant will complete all grant applications presented to and identified by the School District in accordance with the guidelines established by the funding agencies. Grant writing will be on a continuing basis for the duration of the contract period. This includes all necessary follow up with governmental, non-governmental, and legislative agencies in support of applications submitted on behalf of the School District as well as advising of technical requirements and criteria associated with grants. Consultant will assist with developing logic models, evaluation plans, and obtaining data needed to support proposals. A copy of each grant application submitted is to be provided to the School District Superintendent. When grant applications are required to be submitted by the School District directly, the Consultant shall provide a complete application package ready for signature and final submission by the School District.

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4. Grant Review: The consultant may be requested to provide review services for grant applications that are prepared by School District personnel. The purpose of such a review process is to improve the grant document and give constructive criticism or improvement. This review may extend to proper grammar and syntax used within grant narratives.
5. Monthly Reporting: The consultant will submit a monthly report to the Superintendent detailing all activities undertaken by the consultant's team on behalf of the School District. The monthly report will summarize the amount of time expended and describe activities undertaken during the previous month. The report should include all grants recommended, grants awarded, grants submitted and pending approval, grant applications-in-progress, and any grants denied.

The Consultant will be expected to assign a primary point-of-contact/liaison to respond to questions by the Superintendent or other School District staff. The liaison may be required to attend School District meetings upon request by the School District.

E. SELECTION PROCESS

The School District will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the School District. The West Shore School District reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The School District may interview selected bidder(s). The School District further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the School District. The School District reserves the right to consider other factors not named here in making its decision.

Proposals will be evaluated on the following criteria utilizing a points system as outlined below:

- | | |
|--|-----------|
| 1. Management Capabilities | 20 Points |
| 2. Fee/Compensation Arrangement | 25 Points |
| 3. Qualifications/Experience | 25 Points |
| 4. Ability to Meet School District's Needs | 30 Points |
| 5. Other information provided (Bonus) | 5 Points |

The School District may also take into account any other factors it deems necessary in evaluating each proposal. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the School District and the firm selected. The selection of a firm will not guarantee any minimum hours of service unless explicitly agreed to in the contract.

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F. INTERVIEWS

Interviews may be scheduled with selected prospective consultants to permit further evaluation and to allow the School District to inquire further into experience, willingness to work closely with the School District staff, thorough understanding of the various aspects of grant writing, and other pertinent matters. Interviews, if deemed necessary by the School District, will be scheduled with selected prospective consultants as soon as possible after the proposal opening.

G. CONTRACT TERM

The term of this contract is for an initial period of one (1) year, anticipated dates of July 1, 2025 through June 30, 2026. The School District and the consultant may mutually agree to renew and continue this agreement for additional periods of one year at the same prices, terms, and conditions. However, no more than two (2) yearly extensions shall be made to the original agreement.

H. SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it related to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the consultant will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the School District prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

I. CONSULTANT STATUS

The Consultant agrees that its relationship to the School District, or any of its departments or units, is that of an independent contractor and said Consultant covenants. The Consultant agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an employee of the School District by reason hereof, and that it will not make any claim, demand or application to, or for any right or privilege applicable to an employee of the School District, including but not limited to, workers compensation coverage, disability, unemployment insurance benefits, social security coverage, or retirement membership or credit.

Upon request by the School District's Right-To-Know Coordinator, the Consultant will furnish any documents or records in its possession which are subject to disclosure under the Right-To-Know Law.

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J. REPORTING AND INVOICING REQUIREMENTS

Activity reports as detailed in the scope of services must accompany the monthly invoice and shall be designed to ensure accountability and performance. At a minimum, the monthly report should include the following details:

- Number of grant applications started, written, pending, and awarded;
- Description of the technical assistance provided to School District, if any; and
- Status of funding research activities to-date.

Payments are distributed to the successful bidder on a reimbursement basis only. Billings submitted for reimbursement must be accompanied by adequate documentation. All costs must be supported by properly executed payrolls, time sheets, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Only those budget items approved in the final contract will be reimbursed. Each billing shall include, but not be limited to, documentation and/or reports as required to support appropriate program expenses. Recipients of School District funds must agree to comply with all regulations governing contracts with the School District and all applicable state or federal regulations.

K. QUESTIONS

Any questions regarding the RFP should be directed via email to the Director of Federal Programs, Dr. Ryan Argot, at rargot@wssd.k12.pa.us. All questions regarding this proposal must be received by 12:00 PM EST on Friday, March 7, 2025. Only emailed questions will be answered. Either the answers, or an addendum, will be posted on the website by 3:00 PM EST on Monday, March 10, 2025.

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INDEMNITY AND INSURANCE AGREEMENT

IT IS HEREBY AGREED by _____, the PROFESSIONAL, as follows:

INSURANCE **PROFESSIONAL'S LIABILITY INSURANCE**

The Professional shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of, or result from the Professional's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Professional may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Professional, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the School District shall be filed with the School District prior to commencement of the work. The School District must be named and included as an additional insured under the Professional's general liability insurance. Proof that the School District has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the School District Solicitor.

The Professional's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Professional's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Professional shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Professional's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

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Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Professional's obligation to indemnify the School District.

Solicitor's Approval

All documents submitted shall be subject to the approval of the School District Solicitor as to form and content.

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HOLD HARMLESS

The Professional shall, to the fullest extent permitted by law, at all times indemnify and save harmless the West Shore School District from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Professional, any person employed by the Professional, or anyone for whom the Professional is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the School District.

IN WITNESS WHEREOF, the PROFESSIONAL has set its hand this _____ day of _____, _____.

SIGNATURE _____

NAME & TITLE _____

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VENDOR INFORMATION FOR WEST SHORE SCHOOL DISTRICT

Please complete the following information for the School District to track vendor applicant information and for the School District's purchasing process.

Business Name _____

Address _____

Business Type (Sole Proprietorship, Corporation, LLC, etc.) _____

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes** **No**

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes** **No**

Does your business have a small business status? **Yes** **No**

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the School District before? **Yes** **No**

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN #: _____

How did you discover this Bid opportunity? _____

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you. Thank you.