



## **REQUEST FOR PROPOSAL**

Grant Writing and Technical Assistance for the  
Northwest Regional Development Commission (NWRDC)

### **INTRODUCTION**

The NWRDC is seeking proposals from qualified contractors to provide professional grant writing services. Experience preferred in project management, time management, and the ability to meet deadlines. The selected contractor(s) will assist the NWRDC economic development team with identifying, researching, and applying for federal grants to support our Minnesota Department of Commerce Local Capacity Building clean energy initiatives.

### **ORGANIZATIONAL CONTEXT**

The NWRDC was established via state statute as a local unit of government in 1973. Area governments came together to establish the Northwest Regional Development Commission through the Regional Development Act of 1969. The NWRDC has exhibited experience in working with underserved populations, government, and community partners to meet local voiced needs for over 50 years. The NWRDC commission membership comprises 30 elected officials from county, city, township, and school boards, as well as 4 public interest representatives from special interest groups such as: private industry, diverse communities, watershed boards, and emerging leaders. The NWRDC serves the counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau in northwest Minnesota.

### **CURRENT AREAS OF WORK**

- Aging Services
- Community Development
- Economic Development
- Emergency Operations
- Revolving Loan Fund
- Transportation

### **SCOPE OF WORK**

The selected contractor will be responsible for the following tasks:

1. Conduct comprehensive research to identify potential grant opportunities that align with the organization's energy related goals and projects.
2. Collaborate with the NWRDC economic development staff to develop grant proposals, including drafting compelling narratives, developing budgets, and assembling required documentation.
3. Ensure grant applications are submitted in a timely manner and meet the requirements and deadlines outlined by the funding agencies.
4. Provide ongoing support and assistance throughout the grant application process, including responding to requests for additional information or revisions.
5. Provide outreach to local municipalities, businesses, and non-profit organizations on the funding opportunities available for clean energy projects.
6. Selected candidate(s) must be located within a reasonable distance to the NWRDC county service area for efficient performance of outreach activities.

**Performance Period:**

The grant performance period shall begin June 2024 and will conclude in June 2026. A proposal should include fees for each year of the overall project.

**FEES**

The total budget available for grant writing is \$90,000. Responders should provide an hourly rate for their services. Mileage will be reimbursed at the current Federal IRS rate which will be included in the proposed budget. Willing to accept proposals from \$10,000 up to \$90,000. Additional funding may be available.

The NWRDC is currently budgeting up to \$90,000 for contracted services for the performance period of June 2024 - June 2026. Responders should provide an hourly rate and anticipated availability for the project period. Mileage will be reimbursed at the current Federal IRS rate. Additional funding may become available.

Responders, please provide a fee schedule that includes the following:

Hourly rate

Number of hours available (if applicable, include minimum hours)

Timeframe in which responder is available

Anticipated mileage based on home

*Please include both estimated and not-to-exceed values.*

**PROPOSAL REQUIREMENTS:**

Proposals are limited to 5 pages (printed single sided) including proposal narrative detailing individual qualifications, including relative experience and expertise in grant writing. Resumes and forms may be included as appendices and do not count toward the technical proposal 5-page limit. Cover letters may also be included and not counted toward the page limit. Each resume shall be no longer than 1 page.

Proposals must include:

1. Provide an overview of your qualifications, including relevant experience with grant writing.
2. Approach/Methodology: Describe your approach to grant writing and how you will work with local municipalities and businesses to identify, apply for, and manage grants.
3. Experience: Provide examples of previous grant writing projects you have completed, including the types of grants secured and the outcomes achieved. If examples are not available, please provide a writing sample from an alternative professional project.
4. Qualifications: Include a Resume and references from projects completed.

Responders are encouraged to meet with NWRDC staff either by meeting or phone conference (Zoom option available) prior to submitting a proposal.

## **PROPOSAL EVALUATION**

All qualified proposals received by the deadline will be evaluated by the NWRDC. The NWRDC reserves the right to reject all proposals not deemed to be in the best interest of the NWRDC. The factors on which proposals will be scored are:

- Professional qualifications/grant writing experience.
- Specialized grant writing experience and dates of previously completed projects.
- Approach and Methodology: Clarity and effectiveness of proposed approach to grant writing and collaboration with the NWRDC.
- Public engagement strategy.
- History of success in securing grants and achieving positive outcomes for clients.
- Accessibility of the grant writer
- Reasonable and competitiveness of proposed fees and budget.

The NWRDC Board of Directors will serve as the selection committee.

## **RFP TIMELINE**

- RFP Issuance Date: May 9, 2024
- Deadline for Submission of questions: May 29, 2024
- Proposed Submission Deadline: May 31, 2024
- June 4, 2024 – Board approval
- June 7th, 2024 - Hire Grant Writer
- June 2024 – June 30, 2026 – Minnesota Department of Commerce Grant project period.

## **PROPOSAL SUBMITTAL -- Please send complete proposals to:**

NWRDC  
Attn: Darla Waldner  
Executive Director  
109 S. Minnesota St.  
Warren, MN 56762  
[darla@nwrdc.org](mailto:darla@nwrdc.org)  
218-745-9109