

## **REQUEST FOR PROPOSALS**

### **A. INTRODUCTION**

The Public Health Institute (PHI) is well-positioned to have a significant impact on the health and well-being of millions of people in the United States and around the globe. However, the impact of the 80+ key staff who are part of PHI and who develop research, program, policy, and advocacy agendas, is constrained by the limited resources available to develop proposals that are so critical for articulating ideas to successfully respond to RFPs and to initiate proposals to address health and well-being.

As a result, PHI has identified a strategic priority to provide consultant grant writer services for PHI staff to utilize when responding to funding opportunities if they are needed. PHI's 100+ programs respond to proposal requests from major funders including but not limited to: CDC, DHHS, HRSA, USAID, Gates Foundation, The California Endowment, Kresge, etc., which PHI programs respond to on an as needed basis. Further, PHI is trying to identify and create funding relationships with new agencies, foundations, and corporate funders. Foundation grant proposals are typically in the amount of \$100K-\$500K and Federal grant proposals range in value from \$250K-several million. In addition to program level grant writing support, PHI also seeks grant writing support to pursue core support grants that advance program outcomes and strengthen organizational infrastructure. The goal is to secure the necessary unrestricted resources that position PHI to respond to the key forces shaping public health and nonprofit philanthropy in the coming years.

Through this Request for Proposals (RFP), PHI seeks to identify several bidders to provide the services outlined in the Scope of Work (SOW) in Appendix 1.

### **B. PROPOSAL FORMAT**

In order for PHI to conduct a best value proposal evaluation, bidders are required to include the following information in their proposals as described below:

1. Credentials and Experience– A description of the bidder's past performance and relevant skills and experience
2. Price Proposal – A description of the bidders rate schedule (hourly/daily)
3. Availability and workload – A brief description of general availability in 2017
4. Contact Information –including email, address, and phone number
5. Three references from prior client (including contact information)

## **C. SUBMISSION OF PROPOSALS & CLOSING TIME**

### **Please submit proposals to:**

Lisa Stauber  
Email: [lstauber@phi.org](mailto:lstauber@phi.org)

### **Proposals are due by:**

May 25, 2017  
5:00pm – Pacific Standard Time

## **D. RFP SCHEDULE**

RFP Posting:	Thursday, May 11, 2017
Proposals Submission Deadline:	Thursday, May 25, 2017

## **E. TECHNICAL SPECIFICATIONS AND GUIDELINES**

Bidders must comply with the attached specifications in Appendix 1 and the following terms:

### **1. Offers/Quotations**

Prices must be inclusive of all costs, including taxes, if applicable. Prices must remain valid for sixty (60) calendar days.

### **2. Terms of Payment**

This will be a time (labor) and materials (expenses) agreement. Time will be paid at the approved rate; materials will be reimbursed in accordance with PHI's expense reimbursement policies. Payment will be made based on approved invoices.

## **F. SOLICITATION GUIDELINES AND CONDITIONS**

PHI will select the bidder whose offer will provide the best value. The award will be made according to the following criteria:

### **1. Technical Evaluation:**

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from PHI:

- Past Experience
- Relevant skills (including subject areas of expertise and approach to working with clients)
- Cost Reasonableness
- Cost Competitiveness

**2. Notification and Execution of Contract for Services**

The successful bidder will be notified by phone, followed by a written confirmation. Final acceptance of the successful bidder's proposal is contingent upon available funding, provision of all required documentation, and execution of a contract with the Public Health Institute.

The Public Health Institute reserves the right, at its sole discretion, not to make an award, to make a partial award, to reject all proposals, and to require some or all parties to submit additional information or modified proposals.

## **APPENDIX 1 – SCOPE OF WORK: PROPOSAL EXPERT**

PHI is seeking a consultant to work directly with identified PHI Program Directors to develop competitive proposals for traditional (including federal and foundations) and non-traditional funders (including corporations and individual donors). The consultant will also work directly with PHI's President/CEO and Senior Manager, Program Strategy to conceptualize and write core support proposals on behalf of PHI Central.

Activities will be specific to each proposal request (as a consultant grant writer for PHI Programs). For PHI Central grant writing needs, activities will be related to producing high quality, strategic core support proposals. Illustrative activities include:

- Consultant Grant Writer for PHI Programs:
  - In coordination with PHI program leads and the Bid and Proposal Department, respond to funding opportunities.
  - The grant writer is expected to write high quality narrative by working collaboratively with technical leads to secure the technical information needed for the proposals.
  - The grant writer may play a proposal manager/coordination role depending on the needs of the proposal team and availability of the grant writer, including participating in bidder calls and preparing clarifying questions.
  - In addition to writing and editing high quality proposal content, the grant writer may also interface with potential subcontractors and proposal partners.
- Consultant Grant Writer for PHI Central:
  - In coordination with key PHI Central Staff, including the President/CEO, the consultant grant writer will conceptualize and write high quality request for core support (general operating support).
  - The grant writer may revise previously developed content based on the funder needs and should tailor each request to the specific funder.

We anticipate that the initial master contract will be for 3 years with a focus on supporting PHI programs with key proposal development writing and supporting PHI Central with proposals for core support (general operating, organizational effectiveness) requests. Bids may be specific to one area or multiple.

There is an expectation that the consultant grant writer will work efficiently and collaboratively with PHI Central Staff and PHI programs related to these efforts. Post bid review of process will be included in most development efforts and bidder is expected to participate.