

- 8) Provide written monthly reports on the 10th day of each month to include at minimum, information on the grants applied for, on behalf of whom, the grant amount sought, the total value of the proposed project, and the status of the applications, and documenting time spent by the contractor travelling, researching and writing grants, and liaising with community groups. In addition a comprehensive annual report compiling the entire years' work is due no later than February 1st of each year starting in 2022.
- 9) Maintain documentation of and ability to verify that a minimum of \$200,000 in grants have been applied for on behalf of the Peace River Regional District. It is expected that once this monetary threshold has been reached, that grant applications will continue to be sought and applied for.

B. MATERIAL DISCLOSURES

Northern Development Initiative Trust (NDIT) minimum requirements:

- Minimum charge of \$10,500.00 (within the approved calendar year);
- Minimum of 400 hours spent on grant writing services (within the approved calendar year);
- Verify a minimum of \$200,000 worth of grants submitted (within the approved calendar year); and
- Must complete NDIT reporting (to be completed by February 1st of the following year).

<https://www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/>

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Submission Requirements – Format of Proposals

Proponents should structure their proposals to provide, at a minimum, the necessary information as outlined in the RFP. Proposals must be written in size 12 Font.

In addition to the requirements identified in this RFP, the following are considered key content that should be included as part of the proponent's proposal.

Proponents must format their proposal in the following order:

1. **Title Page.** Displaying the RFP number; the RFP closing date and time; the proponent's name, address, telephone number, fax number, and e-mail address; and the name of a contact person for the proponent.
2. Insert **Appendix B Submission Form.** (Page 15-17 from above)

3. **Table of contents**, including page numbers.
4. A one page **summary** of the key features of the proposal, including your understanding of the work to be performed.
5. **Company Overview**. The proponent shall provide a general overview of the company, its structure, size and capability to perform the work required. This section should specifically highlight recent and relevant project experience that demonstrates the company's suitability to undertake the scope of work, and the company's success rate. This section should be no more than two (2) pages in length.
6. **Reference**. Submit three references relating to grant writing as set out in the scope of this RFP, including contact name and phone number, along with a brief explanation of the services that were provided. This section should be no more than 1 page in length.
7. **Project Team & Experience**. This section shall be no more than two (2) pages in length. The proposal shall clearly identify the proposed team member that will be the lead for the contract, and any other team members that will perform the work, indicating the level of involvement of each team member in the proposed work. This section should address team structure and organization, and also demonstrate how the team members identified have the requisite experience to perform the work. Resumes of all team members should be included in an Appendix to the proposal. Resumes for project personnel must include the following information:
 - a. Name, title and assignment for this project
 - b. Experience of each team member including their name, types and sizes of projects involved with
 - c. Education/Degrees earned
 - d. Number of years' experience writing grants
 - e. List your experience in the identification and preparation of grants for local governments, including the types of projects, grants applied for (public safety, infrastructure improvement, parks, recreation, technology, community development, other), and success rate.
8. **Proposed Methodology**. This section shall be no more than 2 pages in length. The proposal shall clearly describe in detail the proposed methodology addressing all requirements of the RFP, including but not limited to, communication process, how the grant writer will identify community groups in the region, how the program will be introduced to community groups, how the proponent will approach researching, finding and writing grant opportunities and proposals, and the involvement and role of PRRD staff. This section should address the work effort and team member participation and role in delivering the work.
9. **Workplan Project Deliverables**. The proponent is to include a one year work plan that outlines specific project milestones, check-in points and deliverables, and the estimated number of hours required to prepare and submit grants, meet deliverables and accomplish the plan. This section shall be no more than 2 pages in length.