



# REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-028

From: Crystal Brown, Electoral Area Manager

Date: January 21, 2021

**Subject: Request For Proposal 42-2020 Grant Writer Services Award**

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## RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 'Grant Writer Services' to Clear Course Consulting Limited for grant writing services at a cost of \$85,050 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## BACKGROUND/RATIONALE:

On December 4, 2020, the PRRD issued a Request for Proposal (RFP) to provide grant writing services in the region. The successful proponent will assist community groups and organizations within the PRRD to identify available grant funding opportunities, and develop and write grant applications. The overall goal of the grant writer service is to apply for as many grants as possible to help the region access funding in support of crucial development projects and initiatives throughout the region. The grant writer service will also be tasked with promoting the availability of grants to the community groups and encouraging them to apply.

Below is a table illustrating the results of the five proposals that were received by the PRRD:

	Adlard	Moorsaic	Brigadoon	Clear Course	Bizzybody
Mandatory Requirements	✓	✓	✓	✓	✓
Scoring Results	83.05	75.75	59.10	91.80	90.80
Proposal Cost (Excluding GST) Hourly	\$82.00	\$100.00	\$175.00	\$75.00	\$65.00
Proposal Cost – Including Disbursements (Excluding GST) Annual Maximum	\$86,100	\$120,000	\$163,800	\$85,050	\$144,900

All parties met the minimum requirements as set out in the proposal and based on the results of the evaluation, Clear Course received the highest score and was the lowest cost provider.

## ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 'Grant Writer Services' to Bizzybody Enterprises for grant writing services at a

cost of \$144,900 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

2. That the Electoral Area Directors Committee recommend that the Regional Board approve a full-time position for a PRRD Grant Writer with an annual salary of \$85,672.86, to be paid from Function 120.
3. That the Electoral Area Directors Committee recommend that the Regional Board not award Request for Proposal 42-2020 'Grant Writer Services' at this time.
4. That the Electoral Area Directors Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The Grant Writer Services Contract No.26-2017/2020 was previously funded through Economic Development, and included funding partners Electoral Area B, C, D, E and the District of Hudson's Hope. There is a surplus of \$21,000 in F140 – Economic Development for Grant Writer Services that will be used to offset costs in F120 – Legislative Electoral.

Funding for the 2021 Grant Writer Service will be budgeted under Legislative Electoral Area F120.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.