

Heartland Alliance
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Heartland Alliance Health
Heartland Housing
Heartland Human Care Services



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # HHCSUC001

**GRANT WRITER AND PROJECT MANAGER
FOR CHILD WELFARE PROGRAM**

**DEADLINE FOR SUBMITTING PROPOSAL
SEPTEMBER 30, 2019 – 12:00 PM CST**

ATTN: JARED JAGGERS, PROCUREMENT DEPARTMENT

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I. INTRODUCTION

A. Introduction

As a 130 year-old human rights organization, Heartland Alliance provides safety and services to those who are most vulnerable including refugees, asylees, immigrants, and victims of trafficking. We believe that society is better for everyone when all of us can reach our full potential.

Heartland Human Care Services (HHCS) provides a continuum of services that meet basic needs, build strengths, safeguard human rights, and provide opportunities for positive change. For the past 23 years, our Unaccompanied Children Programs have cared for children, ages 0-17, including pregnant and new teen mothers. We operate five youth residential shelters that serve nearly 3,000 children each year. Our programs attend to the emotional, legal, medical, educational, and recreational needs of the children until they can be reunited with their families either in the U.S. or in their home country.

B. Background

HHCS is seeking proposals from qualified firms or individuals for a Grant Writer to collaborate with the grant writing team to generate a proposal and supporting documents in response to a priority request for proposals (a government grant); and a Project Manager will manage the grant submission timeline and coordinate all related deliverables to ensure timely and high quality grant submission.

Based upon HHCS requirements and submitted qualification responses, HHCS will review and evaluate qualifications and enter into an agreement with either a consulting agency and/or independent contractor.

Interested qualified parties are expected to have the knowledge and expertise in leveraging information to support informed decision-making; and independently motivated, innovative and solution-oriented.

C. Contract Term / Term of Services

The term of the agreement resulting from this solicitation is contingent upon the final release of the request for proposals from the government and the due dates set by the government to submit final applications. HHCS anticipates a contract term of October 2019 – February 2020, with an option to renew for an additional six (6) months at HHCS' discretion.

II. SCOPE OF WORK

A. Grant Writer

The Grant Writer shall collaborate with the grant writing team to generate a proposal and supporting documents. The grant writer will be responsible for the following:

- Establish and maintain deep understanding of project scope, grant writing team roles and responsibilities, online grant submission system, funder requirements, grant specifications and overall client expectations.
- Engage the grant writing team to effectively and efficiently create and implement the proposal time and action plan.
- Monitor the project timeline to ensure timely completion of all tasks and delivery of high-quality work products.
- Lead and coordinate the researching, development, writing, packaging and submission of the grant proposal, budgets, letters of support and other supporting documentation.
- Collaborate with the grant writing team to access and utilize client data.
- Lead efforts to ensure the timely submission of a well-researched, well-written, and well-documented proposal that complies with all funder guidelines and requirements.
- Cultivate and maintain relationships with the grant writing team.

B. Project Manager

The Project Manager will manage the grant submission timeline and coordinate all related deliverables to ensure timely and high quality grant submission. Under limited supervision, the project manager will support the grant writing team by assuming the following responsibilities:

- Establish and maintain deep understanding of project scope, grant writing team roles and responsibilities, and overall client expectations.
- Monitor the project timeline to ensure timely completion of all tasks and delivery of high-quality work products.
- Identify and recommend solutions to mitigate risks that can potentially negatively impact high quality products or timely project completion.
- Cultivate and maintain strong team relations through timely, effective and consistent communication.
- Conduct light online research as needed to identify relevant models and best practices.
- Coordinate and co-facilitate in-person and virtual grant team meetings.
- Identify, launch and manage online project management system to include:
 - Confirming the preferred project management system
 - Onboarding client to the system
 - Managing and monitoring the project implementation plan
 - Adjusting the timeline or deliverables (as needed and approved)
 - Tracking and reporting deliverables
 - Supporting consistent communication.

III. SUBMITTAL INSTRUCTIONS

Statement of Qualifications must include the following:

1. Cover/Transmittal Letter
 - A. Executive Summary – Provide an overview of the firm and/or independent contractor including the range of services offered, years in business, and a brief history
2. Experience and Qualification Statement
 - A. List of key personnel, qualifications and organizational chart (if applicable)
 - i. Qualified contractors will have a minimum of five (5) years writing and managing the grant writing process for government proposals.
 - ii. The Grant Writer must have knowledge of the human services sector in addition to knowledge within child welfare and immigration child welfare programming.
The Grant Writer shall also demonstrated expertise in writing and securing multimillion dollar government grants within the past five (5) years.
 - iii. The Project Manager must have at least five (5) years managing the grant writing process for government grants.
 - B. Submit a list of clients Proposer has served in the past three (3) years to perform a relevant scope of work. Provide contact person, position, address, phone number, dates of services and description of service provided
 - C. Grant Writer: government grants written within the past five (5) years: type of grant, grant amount, funding requested/received.
 - D. State your ability to begin work and the capacity of your firm to dedicate resources needed to provide the services requested
3. Describe your firm and its capabilities for the requested services
 - A. Number of years in business
 - B. Number of employees
 - C. Experience your firm has had within the past five (5) years providing similar services to organizations like Heartland Human Care Services
4. Operations Plan

Proposers shall prepare a detailed method of approach to the scope of work which indicates the services proposed to be performed by the Proposer. This section should

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confirm the Proposer's understanding of the RFQ.

The Proposer should clearly outline the recommended approach of the organization in meeting the responsibilities that HHCS has outlined. The method of approach should be addressed in a manner that reflects an understanding and commitment to provide the requested services in a professional and timely manner.

5. Provide a minimum of three (3) client references
6. Provide a resume or curriculum vitae
7. Proposer Contact Information Sheet (Attachment A)
8. Cost Proposal Sheet (Attachment B)

IV. Key RFQ Information

A. Introduction

Heartland Alliance will receive proposals at this location only until 12:00 P.M. (CST) on September 30, 2019 in accordance with this RFQ. One (1) clearly marked "Original", three (3) copies and one (1) electronic copy of the proposal, including forms and attachments, must be received by Heartland Alliance at the address below:

Heartland Alliance
Attn: Jared Jagers
Procurement Department
208 S LaSalle Street
Suite 1300
Chicago, IL 60604
jjagers@heartlandalliance.org

B. RFQ Timeline

RFQ Issued	<i>September 6, 2019</i>
Respondents Questions Due	<i>September 10, 2019</i>
Answers to Questions	<i>September 12, 2019</i>
RFQ Due	<i>September 30, 2019</i>

Statement of Qualifications submitted after the designated date and time will not be accepted for any reason and will be returned to the originator.

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C. Communication, Interpretation and Addenda

No respondent is entitled to rely upon any oral interpretation by Heartland Alliance or its representative concerning the meaning of this RFQ. This RFQ and any addenda will be available by contacting the designate person listed within this RFQ. It is the Respondent's obligation to obtain any addenda that may be subsequently issued.

All requests for interpretation must be made in writing and submitted no later than September 10, 2019, 5:00 PM (CST) to:

Jared Jagers
Procurement Specialist
jjagers@heartlandalliance.org

Heartland Alliance may award one or more contracts based on the evaluation criteria contained within this RFQ to responsible and responsive respondents, provided their proposals are in the best interest of Heartland Alliance

V. EVALUATION CRITERIA

Heartland Alliance will conduct a comprehensive evaluation of proposals received in response to this RFQ. Heartland Alliance will use an Evaluation Committee to review and evaluate the proposals. Throughout the evaluation and selection process, Proposers may be asked to furnish additional information, make oral presentations and attend meetings as requested by Heartland Alliance. Heartland Alliance will consider such criteria as Heartland Alliance deems and to be in the best interests of Heartland Alliance including but not limited to the following:

1. Proposer experience, knowledge and qualifications (40%)
2. Fee Structure / Cost Proposal (20%)
3. Proposer understanding and responsiveness to the requested scope of services outlined in this RFQ (20%)
4. References (20%)

VI. DIVERSITY

Minority, Disadvantage, and Women-Owned Business Enterprises (MBE/DBE/WBEs) are encouraged to submit proposals. Heartland Alliance strives to provide opportunities to MBE/WBE/DBE's companies that has a diverse workforce and can supply products and services that will meet our business needs.

VII. CONFLICT OF INTEREST AND VENDOR CODE OF CONDUCT

Respondents must disclose of any past, present, or future relationships with any parties associated with the issuance, review, or management of this solicitation and anticipated award. Failure to provide this information may result in Heartland Alliance to remove respondent proposal from the selection process.

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It is the responsibility of the respondent to become familiar with Heartland Alliance Vendor Code of Conduct <https://www.heartlandalliance.org/contracting-opportunities/> It is also a conflict of interest when a Heartland Alliance employee, officer or agent involved in the RFQ process or contract has a financial or any other interest in the respondent. If a conflict of interest exist, the respondent cannot submit a proposal. Heartland Alliance in its sole discretion reserves the right to cancel the award if determines that any interested disclosed from any source gives the appearance of a conflict of interest.

VIII. ADDITIONAL INFORMATION

1. All costs incurred in the preparation and presentation of Proposals is the responsibility of each respondent. All supporting documentation and manuals with each Proposal will become the property of Heartland Alliance unless otherwise indicated by the Respondent at the time of submission.
2. Heartland Alliance reserves the right to reject any and all Proposals, to waive any informality, and to accept any proposals which may deem to be in the best interest of the organization.
3. Heartland Alliance may award one or more contracts based on the evaluation criteria contained within this RFQ to responsible and responsive respondents, provided their proposals are in the best interest of Heartland Alliance.
4. Issuing this solicitation is not a guarantee that Heartland Alliance will award a purchase order/contract. Heartland Alliance has no contractual obligations with any vendor based upon the issuance of this solicitation.
5. Heartland Alliance may choose to award a purchase order / contract for part of the services within this solicitation.
6. Heartland Alliance may request from a short-listed of respondents additional written responses to a more specific and detailed scope of work that is based upon the general scope of work in the original stated solicitation.
7. Heartland Alliance reserves the right to accept or reject any or all proposals, issue addenda, or waive any formalities that are not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition. Any respondents may be excluded from further consideration for failure to fully comply with the requirements of this solicitation.
8. Heartland Alliance has the right to rescind this sonication or rescind an award prior to the signing of a purchase order / contract due to any unforeseen changes in the direction of Heartland Alliance's client (U.S. Government), be it funding or programmatic.

IX. TERMS AND CONDITIONS

By submitting a proposal in response to this RFQ, respondent agrees to accept Heartland Alliance Terms and Conditions (see Appendix 3).

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**Attachment (A)
Business Contact Information**

Proposers must provide a business contact and alternate to address any RFQ questions.

Name: _____

Title: _____

Phone: _____

Fax: _____

Address: _____

Email: _____

Alternate Business Contact

Name: _____

Title: _____

Phone: _____

Fax: _____

Address: _____

Email: _____

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Attachment (B)
Cost Proposal Sheet

Respondent must submit the requested cost within their Statement of Qualifications. This must include the description and cost information for each applicable category below.

Grant Writer

Line Item - Description	Hourly Fee	Estimated Hours	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
Total Cost	\$		

Project Manager

Line Item - Description	Hourly Fee	Estimated Hours	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
Total Cost	\$		

EXHIBIT 1 – INSURANCE REQUIREMENTS FOR VENDORS

The following minimum insurance requirements apply to vendors. If the service or work represents an unusual or high risk, such as construction, additional insurance may be required. For more information, consult with the Enterprise Risk Management department by emailing erm@heartlandalliance.org

Certificates of Insurance and Additional Insured

All Vendors shall furnish Heartland Alliance with an original Certificate of Insurance listing “Heartland Alliance, 208 S. La Salle, Suite 1300 Chicago, IL 60604” as the certificate holder.

The Commercial General Liability and Auto Liability shall name Heartland Alliance, all subsidiaries and related entities, employees, officers, board of directors, agents and volunteers as additional insured by way of endorsement. Vendor shall require the same additional insured endorsements from Subcontractors.

Coverage and Policy Limits

All insurance policies maintained by vendor must be issued by a company or companies rated at least “A” in A.M. Bests Key rating guide.

The vendor shall provide a 30-day notice of cancellation or non-renewal of coverage to Heartland Alliance. Such insurance must be primary as to any other valid and collectible insurance.

Commercial General Liability: *(required where vendor is not considered an independent contractor):*

- Each occurrence \$1,000,000
- General aggregate \$2,000,000 for bodily injury, personal injury and property damage liability.
- Coverage shall include all premises and operations, products/completed operations, separation of insureds, and contractual liability.

Automobile Liability: *(required if contracting party will be utilizing vehicles to perform/provide services on Heartland premise):*

- Combined single limit \$1,000,000 for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Umbrella/Excess Liability: *(required where vendor is not considered an independent contractor):*

- Not less than \$2,000,000 per occurrence and in the aggregate.

Workers’ Compensation: *(as required by applicable law or regulation):*

- Statutory limits

Employers Liability: *(as required by applicable law or regulation):*

- \$500,000 per each accident or illness

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Other insurance that may be required

Professional Liability: *(required by independent contractors)*: If vendor is engaged for professional services by a professional on staff or under a consulting agreement, vendor must secure, acquire and maintain, or require its independent consultant or Subcontractor to acquire and maintain, Professional Liability insurance in limits not less than \$1,000,000 each occurrence and \$2,000,000 policy aggregate covering the professional services performed in connection with the project and continuing in force by renewal or extended reporting provision for not less than three years after completion of the Services.

Enterprise Risk Management Department
ERM@heartlandalliance.org

Appendix 1 – CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The vendor certifies that—

(a) (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the vendor, directly or indirectly, to any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the vendor to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the vendor's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the vendor in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the vendor have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Vendor understands and agrees that –

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the vendor will result in the termination of the award for default.

CERTIFIED BY:

RFQ No. _____

Name of Vendor Organization:

Signature Authorized Official:

Date: _____

Title: _____

Printed Name: _____

Appendix 2 – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; [This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and [This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]

(D) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii)(A) [This paragraph (a)(1)(ii) is stayed indefinitely.] The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and c) of this provision, has has not within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws—

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

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(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and (iii) The Offeror has [] has not [], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

CERTIFIED BY:

RFQ No. _____

Name of Vendor Organization:

Signature Authorized Official:

Date: _____

Title: _____

Printed Name: _____

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Appendix 3 - HEARTLAND ALLIANCE TERMS AND CONDITIONS