

The Tuscola County Probate Court is seeking a Grant Writer/Administrator to secure funding to aid in transitioning the court into a technology friendly court that enables the use of more efficient manners of law practice and representation to aid the citizens of the county that come before the court, and ultimately to reduce the cost of court operations in an effort to conserve the limited funding available to the court without compromising access to or quality of the court services.

### **PROCEDURE**

- Grant writing professionals interested in submitting proposals are to submit completed proposals to the Tuscola County Probate Court, 125 Lincoln Street, Caro, Michigan 48723, by 10:00 am on February 25, 2011. Proposals submitted after 10:00 am will not be accepted.
- Proposals shall be in a sealed envelope and clearly marked “Grant Writing and Administration Proposal; addressed to the Tuscola County Probate Court as noted above, and shall have the submitters name and return address in the upper left corner. Faxed responses are not acceptable.
- Correction or withdrawal of a proposal must be made prior to the bid closing time and must be clearly labeled “Proposal Modification” or “Proposal Withdrawal”.
- The Court may evaluate all proposals; selection and award will be based on relevant past grant writing success, ability to meet the schedule, proposed fee schedule and any other criteria deemed important.
- The proposal must indicate whether the bidder is a Michigan business and a Tuscola County business. As defined by being headquartered in Michigan and in Tuscola County. Although this factor is not dispositive it will be considered.
- The Probate Court reserves the right to cancel this request at any time and may reject any or all bids, quotations or proposals.

### **SCOPE OF WORK AND GOAL**

1. The grant writer/administrator shall research appropriate funding sources and complete grant applications in accordance with guidelines as specified by the Probate Court. All applications shall be reviewed prior to submission by the Probate Court.
2. The grant writer shall represent the Probate Court in negotiations with grant foundation personnel; shall continue administration of all successful grant funding; and shall work with the Probate Court to closely manage the account for the Project through completion of the Project.
3. The grant writer/administrator shall enter into a personal services contract/independent contractor status with Tuscola County. The grant writer/administrator shall not be an employee or entitled to any of the benefits of employment including unemployment or worker’s compensation benefits. The contract shall specify fees, scope of services to be performed, and timeline for services to be performed.
4. The scope of services within the proposal shall include:
  - Outline of past success with securing and administering grants.
  - Evidence of project knowledge.
  - Estimated timeline to secure total funding for projects and associated grant writing fees and administration fees within the timeline.

- Fees if any associated with grant administration.
- Types of grants, including funding sources anticipated to be compatible with the Probate Court.

### **EVALUATION, SCORING AND RANKING**

The grant writer/administrator shall submit one original and 6 copies of their proposal and qualifications to the Probate Court at the time and place cited above.

Evaluation for award will be based on the bidder's relevant past performance, quality and efficiency of the bidder's proposal, the ability to meet the schedule, the proposed cost and any other factors the Probate Court deems appropriate. The Probate Court may review and evaluate any, all, some or none of the proposals and will make a selection based on the point system below and any other factors deemed appropriate.

1. Experience, capability and technical competence to perform project grant writing. 55 points
2. Knowledge of projects. 45 points
3. Staff and resource availability (current workload). 30 points
4. Cost, including proposal and compensation information. 50 points
5. Project approach and philosophy. 20 points

The Probate Court anticipates making the selection, within 30 days of the submission of the RFP. The successful bidder and the Probate Court or their representative shall then discuss and refine the scope of services for the project and shall negotiate final conditions, compensation and performance schedule for a subsequent personal services/ independent contract.