

# **WORKFORCE DEVELOPMENT COUNCIL SNOHOMISH COUNTY**



## **REQUEST FOR QUALIFICATIONS**

### **Grantwriting**

**Issued December 26, 2012  
Submission Due February 28, 2013**

## **Introduction**

Workforce Development Council Snohomish County (WDCSC) invests government and private funding to continuously increase the global competitiveness and prosperity of our businesses and workforce, to fill current and emerging jobs, and to provide full employment. Our investments are made through effective business, labor, educational, community-based, and service provider organizations for the opportunity, economic well-being, and benefit of our entire community.

WDCSC operates research and evidence-based programs that are transparent and include the voice of stakeholders and community members during every step of the development, implementation, and continuous improvement processes. WDCSC relies on grantwriting experts to support our efforts and is seeking to build our list of resources in that area.

This Request for Qualifications (RFQ) is for grantwriting including all aspects from start to submission (grant will have already been identified by WDCSC). Contracts generally range from \$1,000-\$5,000 per year per grant written. Please note that bidders who responded to the Request for Qualifications issued in February, 2012 do **not** need to reapply in response to this request to be considered.

## **Process**

All documents must be submitted electronically as a single PDF to Trisha Terhar at [trisha.terhar@wdcsc.org](mailto:trisha.terhar@wdcsc.org). Items 1-6 must be presented in a letter of no more than 2 pages. Item 7 may include any number of additional pages.

Each response must contain the following:

- 1) Name and contact information including website and social networking site if applicable.
- 2) Experience in grantwriting including number of years, types of clients, and types and size of projects.
- 3) Areas of expertise with a brief narrative to elaborate on each area. WDCSC is particularly interested in those with expertise in education, employment, economic development, workforce development, and/or human services. Other areas are also of interest.
- 4) Other special knowledge, skills, and abilities.
- 5) Description of a job(s) you have completed that aligned with WDCSC's mission, vision, and strategic goals.
- 6) Other relevant information.
- 7) Collateral materials and/or references.

## **Additional Clauses**

Questions: Questions are considered public information and will be posted, in their entirety, on the WDCSC website with answers within 48 business hours of receipt. Questions will be accepted by e-mail only and only until 5 p.m. on February 22, 2013. Questions submitted in alternate formats, including phone calls to WDCSC staff or Board Members or after that date, will not be answered. All questions should be submitted electronically to [trisha.terhar@wdcsc.org](mailto:trisha.terhar@wdcsc.org).

Cost of preparing submissions: The cost for developing a submission is solely the responsibility of the submitter. WDCSC will not provide reimbursement for such costs.

Withdrawals: Submissions may be withdrawn prior to the due date. A written request to withdraw submissions must be sent electronically to [trisha.terhar@wdcsc.org](mailto:trisha.terhar@wdcsc.org).

Clarification procedures: All clarifications or changes to submissions must be received electronically to [trisha.terhar@wdcsc.org](mailto:trisha.terhar@wdcsc.org) prior to the due date.

Public records: Applicants are advised that most documents in the possession of WDCSC are considered public records and subject to disclosure under the State Public Records Law. Any submissions are available to the public at the end of the protest period. A request for a copy of a submission must be sent electronically to [trisha.terhar@wdcsc.org](mailto:trisha.terhar@wdcsc.org).