



Request For Qualifications

Release Date: April 26, 2016

Qualifications Due: May 26, 2016

Service Providers for Grant Writing and Seeking External Funding

I. About the Agency

StopWaste is a public agency responsible for reducing waste and promoting energy efficiency. It is governed by three Boards: the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. The Energy Council's activities are 100% funded by grants or external contracts, and the Agency is interested in diversifying its funding sources for other programs.

Its activities include:

- Projects in the areas of source reduction and recycling, recycled product procurement and market development. Activities currently focus around the Agency's priority areas of Built Environment, Organics, and Packaging.
- Developing and implementing programs and policies that reduce energy demand, increase energy efficiency, advance the use of clean, efficient and renewable resources, and help create climate resilient communities.
- Assisting its member agencies in strengthening staff capacity, providing technical expertise, and securing funds to implement local sustainable energy strategies.

StopWaste is requesting qualifications from firms or individuals to assist in seeking external funding to support program incubation or expansion, partnerships, and pass-through funding programs.

Selected firms/individuals will be placed in a "prequalified vendors list". Those included in this list are eligible but not guaranteed to receive a bid request, RFP or contract, as services are needed by StopWaste staff. This prequalified vendors list is valid from June 1, 2016 through June 30, 2019.

II. Description of Services Requested

The Agency seeks professional services to assist with obtaining external funding to broaden and deepen Agency programs that align with our missions to reduce waste and increase energy efficiency. External funding may be sought to support the following types of activities:

- **Program expansion:** Add breadth or depth to an existing program area, with activity to be conducted or overseen directly by Agency staff and/or hired consultants
- **Program incubation:** Design and pilot new program models, for future expansion by agency or replication and expansion by member agencies or other entities
- **Research sponsorship:** Fund, or otherwise support through partnerships, academic or industry research that provides valuable information for Agency projects
- **Pass-through funding:** The Agency has several channels through which it offers grants, incentives, funding, and other support to its member agencies, other public entities (e.g. schools) and the public (community organizations, businesses, property owners, etc.)

Content Areas

Based on the projects currently seeking grant writing assistance, the content areas of interest include:

- **Energy:** Efficiency, alternative fuels/clean energy, grid resiliency
- **Water:** Efficiency and conservation, storm water management
- **Organics materials management:** Food waste prevention, organic waste management, healthy soils, recycled compost and mulch market development, lawn conversions
- **Non-organic materials management:** Building materials, packaging sustainability, reduced consumption and product reuse/repair, intelligent product design
- **Action-based learning/environmental education:** Programs and activities targeting K-12 students and their families that build knowledge, awareness and action to reduce consumption, use resources efficiently and instill life-long recycling behaviors.

Applicants should have experience in one or more of the above content areas, preferably with working knowledge of the industry and terminology. Applicants should indicate their areas of experience.

Services

Selected firms/individuals may be contracted to complete one or more of the following tasks:

1. Assessment of potential funding sources, an overview of the external funding landscape to inform program managers' efforts to pursue specific sources
2. Assist the Agency in developing a long-term grant seeking strategy that leverages its core competencies and focuses activities in the most promising content areas.
3. Assist the Agency in cultivating relationships with key foundations that fund activities in the content areas listed above

4. Tracking specific appropriate funding opportunities; update and maintain tracking spreadsheet (sources, amounts, requirements, dates)
5. Assistance with funding application preparation for specific opportunities, including writing and editing proposals, developing graphics, compiling metrics, and assembling final application packets.

Funding Sources

External funding may be sought from public and private sources, including foundations. Past Agency projects have received funds from the U.S. Environmental Protection Agency (EPA) and EPA Region IX, U.S. Department of Energy, CA Energy Commission, CalRecycle, CA Department of Water Resources, CA State Water Boards, Strategic Growth Council, CA Air Resources Board, Energy Foundation. The funding sources pursued will depend on funding opportunities available, and may include these or other sources.

III. Qualifications

Content Area and Grant Writing Experience

Applications should have expertise and familiarity with one or more of the content areas listed in this RFQ. They should be familiar with funding sources available to local governments. They should have experience successfully applying on behalf of a government entity, preferably local governments and joint powers authorities.

General Qualifications:

- The following insurance policies are required by our agency:
 - Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
 - Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
 - Statutory workers' compensation and employer's liability insurance as required by state law.
 - Professional Liability in Professional Liability Insurance. The limit of liability shall be not less than \$1,000,000. (Professional liability will be required if you are providing the following services: Market Research, Strategic Marketing & Messaging and Advertising, Public Relations, Multicultural Outreach, and Writing/Editing Services)

Please state your current level of coverage for the above listed insurance requirements and your ability to attain the required levels indicated above.

IV. Submittal Requirements

Firms or individuals responding to this RFQ must provide:

1. Examples of three (3) successfully funded applications on behalf of local governments that best demonstrate the individual or firm’s expertise. List the dates, amounts, funding source/opportunity and proposal description (or include a copy of the application). Explain the role the individual or firm played in each application. Examples may include work previously performed for StopWaste.
2. A summary of the firm or individual proposing to provide services. Please indicate which of the **content areas** and **services** in Section II the firm or individual wants to be considered for, and include brief resumes for the primary contact and key personnel. Include a list of funding sources to which the firm or individual has successfully applied.
3. A professional fee schedule for the primary contact and the key personnel identified above who would be working on Agency projects.

Unless specified in the submittals, the Agency will assume that the professional fee schedule will include any costs associated with complying with the Agency’s insurance requirements as specified in Section II of this RFQ. The Agency will also assume that any work product developed as a result of contracting with Agency will become the property of Agency.

V. Application Deadline and Instructions

Release of RFQ	April 26, 2016
Qualifications Due	May 26, 2016
<i>Qualifications are due at 5:00 p.m. and will not be accepted after this time.</i>	
Short List Interview	May 27 – June 7, 2016
Notification of selected vendors for Prequalified List	June 9, 2016

The deadline for application submittal is **5:00 p.m., Thursday, May 26, 2016.**

Submittal

One copy of the qualifications should be **emailed**, mailed or hand delivered to:

StopWaste
 1537 Webster Street
 Oakland, CA 94612
 Attention: Miya Kitahara

Email submittals should be sent to miya@stopwaste.org with the subject line clearly marked **“Grant writer RFQ”**.

Format

Email submissions are encouraged. All printed materials and work samples are to be printed double-sided on 8-1/2" x 11" recycled content paper where applicable. Please do not submit plastic covers.

Please note Faxed responses will **not** be accepted.

Qualifications received after 5:00 p.m. on May 26, 2016 will **not** be accepted.

The most qualified candidates will be invited to interview between May 27 and June 7. Depending on the responses to this RFQ and the short list interview, the Agency will select more than one firm or individual to be placed on the prequalified vendors list.

VI. General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFQ at any time prior to awards.