



Request for Qualifications for:

Grant Writing Services

Release Date: May 2, 2022

Qualifications Due: May 20, 2022

I. About the Agency

StopWaste is a joint powers authority working on behalf of 17 member agencies in Alameda County and serving 1.7 million citizens. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Since 1976, StopWaste has advanced the responsible use of resources through strong partnerships with local governments, businesses, and community organizations. We work to contribute to a healthy, thriving community that is resilient to climate change, driven by people who are empowered to use resources and energy in a way that is good for their communities, our local economy, and the planet.

At our core is a holistic approach that prevents waste and conserves energy while also advancing healthy environment, economic investments, climate action, inclusive communities, and water savings. Our wide-ranging services include technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. We are directed by our long-term Aims of Capacity Building, Equity, Partnership, Regeneration, Mindset, and Evaluation (see descriptions at www.stopwaste.org)

II. Program Areas Seeking Funding

StopWaste pursues external funding opportunities to leverage its limited internal resources to have greater impact. We have received grants and contracts from federal, state, and regional government agencies, foundations, and utilities. While any program area could seek funding if an appropriate opportunity arose, the following is a list of those most likely to pursue funding in the upcoming years:

- **Buildings:** Initiatives that advance responsible use of resources in residential and nonresidential buildings, through circular building design; environmentally preferable building materials; and energy efficiency, electrification, and clean energy installation and building upgrades.
- **Food:** Solutions focused on upstream food waste prevention and recovery activities that reduce wasted food in businesses, households, and schools through consumer outreach and campaigns, technical assistance, food waste prevention solutions for businesses, upcycling surplus food into value added food products, etc. Leveraging opportunities to develop or strengthen local and/or regional food systems, shorten food supply chains and scale sustainable equitable approaches to addressing food recovery and food insecurity.
- **Soil:** Projects that advance healthy soil practices, including climate beneficial use of compost for carbon sequestration and regenerative agricultural production.

StopWaste also issues its own grants, offering up to \$700,000 in grant opportunities to nonprofits, businesses, and institutions with projects aimed at increasing individual, business, and community involvement in the prevention of waste in Alameda County. Funding priorities are related to projects that focus on waste prevention, reuse, and recovery of food, goods and materials as well as development, marketing, and use of recovered products. We offer limited grant development assistance to potential applicants to our programs.

For a full list and description of our program areas, please see our website and annual budget at www.stopwaste.org/budget.

III. Description of Services Required

We seek services to support our limited staff capacity to pursue funding applications and expand our fund seeking from traditionally environmentally oriented opportunities to those with other focuses, including health, equity, and economic development. Respondents may indicate qualifications for one or more of the following services:

A: Funding Opportunity Identification and Evaluation: Track and notify Agency staff of appropriate funding opportunities. Evaluate funding opportunities for fit with Agency priorities and activities.

B: Application Development: Support Agency staff to develop cohesive and clear narratives, budgets, and application packages for a variety of funding opportunities. Work with Agency staff to refine initial proposal concepts, crafting narratives that conform to application requirements and will score competitively based on grantor's evaluation rubric. Track and manage timelines for the completion of various application components. In some instances, support Agency partners as directed by Agency staff to develop applications for joint funding or for funding that supports the partners' work in service of Agency goals.

C: Editing: Provide copy editing on technical reports, grant applications, and other written material generated by Agency staff and/or partners. Work collaboratively with staff to refine content structure and organization, formatting, and tone.

D: StopWaste Grant Program Support: Support applicants to StopWaste grant programs who have limited capacity to complete/submit a grant application. Provide a grant writing workshop focused on StopWaste goals as well as one-on-one consulting support to applicants pre-selected by StopWaste.

IV. Submittal Requirements

Firms or individuals responding to this RFQ must provide:

1. Description of the firm or individual proposing to provide services, including brief resume(s) for the primary contact and key personnel and a list of successful grant applications if available. Indicate which services (A-D in section above) you are interested in.
2. Three (3) examples of projects (or programs) that best demonstrate the individual or firm's expertise. Examples may include work previously performed for StopWaste.
 - a. Describe role of the individual or firm and key personnel.
 - b. Include outcomes and links to publicly available documentation where applicable.
 - c. Provide a client reference for each project including name, title, company, email and phone number.
3. A writing sample of technical writing. Grant writing sample preferred.
4. A professional fee schedule for the primary contact and the key personnel identified above who would be working on Agency projects.

Appendix A: Required Contract Elements: Professional Services Agreement including Insurance Requirements and Conflict of Interest. Unless otherwise specified in the submittals, the Agency will

assume that the professional fee schedule will cover any costs associated with complying with the Agency’s insurance requirements as specified in Appendix A of this RFQ; if this is not the case the submittals should specify additional funds necessary for compliance.

V. RFQ Process, Timeline, and Format

Release of RFQ	April 29, 2022
Qualifications Due	May 20, 2022 5 pm PDT
Short list Interviews (tentative, as needed)	May 23-24, 2022
Notification of Qualification:	May 27, 2022

Depending on the responses to this RFQ and the short list interviews, the Agency may choose to qualify more than one firm or individual. Selected firms or individuals will be placed on a pre-qualified vendors list. Those included in this list are eligible to receive a bid request, RFP or contract for services as needed. This pre-qualified vendor list is valid from 2022 through 2026. Should your services be needed in that period, you will be contacted by staff to develop a scope of work and payment schedule for specific projects.

Submittal Format

The deadline for application submittal is **5:00 p.m., Friday, May 20, 2022**. Qualifications received after this time will **not** be accepted.

Qualifications must be submitted by email and should be sent to rfq@stopwaste.org with the subject line clearly marked **“Grant Writing RFQ.”**

General Conditions

Contracts for services will be between the consultant and the ACWMA or Energy Council, depending on the funding source. All materials submitted become the property of ACWMA or Energy Council and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. Respondents bear all costs associated with responding to this RFQ, and ACWMA/Energy Council will provide no compensation for these costs.

ACWMA/Energy Council 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, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

VI. Attachments

Appendix A: Required Contract Elements

Attachment A - Required Contract Elements

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form. I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name: _____ Title: _____

Firm: _____

Signature: _____ Date: _____

If you do not have or cannot obtain one or more of the types and levels of insurance described above, please indicate the reasons below and list the added costs for compliance in your submittals.

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