

Request for Proposals

for

Staffing for Adequate Fire and Emergency Response Grant Writer & Administrator.

The Bond McCoy Volunteer Fire Department is doing business as (D.B.A.) Rock Creek Volunteer Fire Department (RCVFD) as a 501c3 not-for-profit fire department in Colorado.

RCVFD is Requesting Proposals from Individuals/Entities to provide the following services to allow RCVFD to successfully apply for and manage a successful application for a Staffing for Adequate Fire and Emergency Services (SAFER) Grant. Upon receipt of notification of a successful Grant application the successful individual/Entity is to institute a program to administer and manage the ongoing operations of the grant.

- Initial Services to be Provided.
 - Design and write a professional presentation for the SAFER Grant Application for submission prior to announced application deadlines.
 - If RCVFD's Grant Application is successful, the chosen Grant Writer (Individual or Entity) will assume responsibility in concert with the Board of Directors and a SAFER Grant Advisory Committee for the Administration & Management of the various projects/programs and reporting allowed for by the successful Grant Application for the duration of the Grant's Operational Period.
 - Items Requested with Application
 - Summary of SAFER Grant Writing experience along with success rate with examples of successes
 - Example of SAFER Grant Administration & Management
 - Statement indicating if the individual/entity has experience with a similar type of Grant Writer/Administrative dual function contract.
 - Experience with writing and submitting all necessary reports to be filed with the funder.
 - Examples of experience in contracting with vendors, suppliers, media buys etc.
 - Examples of types of Media Entity/Individual has worked with on similar types of programs.
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- Experience with Auditing Firms for interaction with our Annual Audit also experience with interacting with the RCVFD Auditing firm when a Single Item Audit (A133) is required.
- Size of organizational staffing able to interact with RCVFD Board, members, selected vendors.
- Examples of Experience working with Groups within the Colorado Fire Service including Volunteer Fire Departments and other organizations
- Knowledge various Benefits including insurance and other types of Benefits desired for volunteer Firefighter Groups
- Any additional information that the Entity/Individual may feel is pertinent and should be reviewed by Board Members
- Estimated cost of Services Itemized by Grant Writing Process and Administrative & Management Functions

- **Review Process**

- All Submissions will be reviewed by the entire RCVFD Board for completeness with all requested information and the final decision will be made by a vote of the Board.
- Upon the completion of the review and selection by the RCVFD Board the successful Entity/Individual will be notified by the President.

- **Submission Process**

* Please submit three (3) copies of the signed proposal which should also include the name and contact information for the Entity/Individual to communicate with if there are any follow-up questions.

- **Deadline for Submission**

- **Close of Business January 5, 2024
5:00 PM MDT**
- Submission by US mail, FedEx, United Parcel Service to
 - RCVFD
C/O Brita Horn, Fire Chief
0006 Old McCoy Road
PO Box 234
McCoy, CO 80463

Submission by email is acceptable to the below email
address.

chiefhorn25@gmail.com

The intent of this notice is to identify Entities/Individuals who have experience who
would be interested in providing Grant Writer & Grant Administration Services to RCVFD.