

## REQUEST FOR PROPOSALS

The City of Ogallala is planning to apply for Tourism Development grant funds through the Community Development Block Grant (CDBG) Program from the Nebraska Department of Economic Development. The City is seeking "Request for Proposals" from qualified CDBG Grant Administrators willing to provide professional services for grant writer. Please email [jane.skinner@ogallala-ne.gov](mailto:jane.skinner@ogallala-ne.gov) or call 308-284-3607 for information on the scope of services and criteria, the selection process, and submittal requirements. Proposals are due by June 21, 2022, 2 p.m. Mountain Time.

Dated this 24<sup>th</sup> day of May 2022.



Jane M. Skinner, City Clerk

PUBLISH:    May 30, 2022  
                  June 6, 2022  
                  June 13, 2022

## REQUEST FOR PROPOSAL

**To:** CDBG Grant Administrators

**From:** City of Ogallala

**Subject:** Request for Proposal (RFP) CDBG Grant Writer

**Issue Date:** May 24, 2022

**Due Date:** June 21, 2022, at 2:00 p.m. (Mountain Time)

The City of Ogallala (City) is planning to apply for grant funds through the Community Development Block Grant (CDBG) Program from the Nebraska Department of Economic Development and is seeking "Request for Proposals" from a qualified grant writer to provide professional services for the writing of the Tourism Development Grant.

### SCOPE OF SERVICES AND CRITERIA

The Grant Writing services and criteria should include:

- Be knowledgeable of Nebraska CDBG programs and Amplifund
- Prepare all grant documents and exhibits as outlined in the grant application
- Collaboration with City staff and local project contact to obtain accurate information and documentation for application
- Submittal of application before application deadline

### SELECTION PROCESS

The selection of the Grant Writer will be according to the following criteria and weighing factors:

1. Description of interest, qualifications, experience, and services of Grant Writing in relation to scope of services and criteria (*75 points*)
2. Proposed cost and fee schedule (*25 points*)

### SUBMITTAL REQUIREMENTS

The Grant Writing Proposal shall include in the submittal:

- Letter of interest, qualifications, experience, and services willing to provide (limited to 1 single-sided page)
- A brief discussion of proposed scope of services and timeline (limited to 1 single-sided page)
- Proposed cost and fee schedule

Elaborate and expensive presentation aids are neither necessary nor encouraged. After an initial review, interviews may be conducted followed by a rescoring of proposals. The proposal that best meets the needs of the City will be considered. Negotiations of the firm's proposed scope of services and contract amount may be conducted after the selection of the respondent's proposal. Only fixed price (or not to exceed) contracts will be considered. Cost and percentage of cost contracts are not allowed. The City of Ogallala is an equal opportunity employer and require all contractors and consultants to comply with all applicable Federal and State laws and regulations.

Questions and submittals shall be emailed to Jane Skinner, [jane.skinner@ogallala-ne.gov](mailto:jane.skinner@ogallala-ne.gov), or mailed to City of Ogallala, 411 East 2<sup>nd</sup> Street, Ogallala, NE 69153 by June 21, 2022, by 2:00 p.m. Mountain Time.