

Central Oregon Intergovernmental Council

REQUEST FOR QUALIFICATIONS

Resource Development Specialist

Central Oregon Intergovernmental Council – referred to hereafter as “COIC” – is soliciting proposals to retain a Resource Development Specialist (“Specialist”) to assist COIC in both addressing economic injury in rural Central Oregon communities as a result of the COVID-19 pandemic, and increasing overall regional resilience and capacity. The Specialist will be responsible for conducting outreach and research of the resource needs and opportunities for local governments and other stakeholder organizations in Central Oregon, as well as supporting grant writing work for partners – including the development of a regional grant writing workshop to build regional capacity for securing funds.

Proposals must be submitted to COIC by Friday, January 22, 2021 at 5:00 p.m. Proposals may be emailed to jruehl@coic.org.

Advertisement Date: January 8, 2021

Due Date: January 22, 2021

Contact: jruehl@coic.org

Late proposals will be unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements and final decisions will be made no later than January 29, 2021. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. COIC supports Equal Opportunity Employment, Fair Housing, and Disability Accessibility. Please notify jruehl@coic.org if disability accommodations are necessary.

GENERAL SCOPE OF WORK –

The COVID-19 pandemic is impacting communities and economies globally and locally, including the communities served by COIC in Central Oregon. Local governments and other organizations are seeing resource losses that significantly impact their ability to recover from this ongoing crisis, to prepare for future shocks, and to meet the new needs posed by the pandemic. To mitigate future deficits and address emerging needs, COIC is seeking a Resource Development Specialist to assist with identifying and analyzing the needs of stakeholder organizations in the region and provide grant writing support services where needed.

The Specialist will also be responsible for developing and delivering, in collaboration with COIC staff, a regional grant training curriculum to local rural partners, community leaders, and organizations in need of additional capacity. COIC recognizes that grant writing is a critical skill for local nonprofits and community organizations to have in order to thrive. However, very few grant writing resources are available in Central Oregon’s rural communities. In order to develop existing organizations and individuals in leadership positions within them, COIC seeks to develop a four-part workshop designed for the layperson and local government staff to bolster their grant writing skills with hands-on experience to “learn by doing”. Each of the four parts will be offered over the course of 1-2 weeks, with exact details of the training to be developed by COIC staff in collaboration with the Specialist.

PROJECT EVALUATION & DEFINITION OF SUCCESS -

1. Local governments and community organizations have clearly identified priorities and opportunities for recovery from the COVID-19 pandemic.
2. Local governments and community organizations have identified strategies to develop resilience in the event of future crises, as well as ongoing development.
3. Local governments and community organizations have a greater awareness of the relevant available resources to meet their needs, as well as the capacity needs required to pursue them.

4. Delivery of the grant training curriculum to partner organizations and individuals in the region, which prepares participants for real-world success in grant writing.

REQUIRED SKILLS & EXPERIENCE -

- Excellent communication, organization, and relationship-building skills.
- Ability to work with a team in a highly collaborative environment.
- Strong research skills.
- Familiarity with private foundation, state, and federal funding opportunities.
- Experience with successful grant development and writing.
- Experience in grant-writing training or other teaching experience desired but not required.
- Experience working with local governments in Central Oregon highly desired but not required.
- Cultural competency within Latinx and Indigenous populations.
 - Spanish speaking proficiency desired but not required.

RFQ REQUIREMENTS –

Applicants shall provide materials in the order below:

- Cover letter/statement of interest
- Resume
- Outline of your experience with resource development and grant-writing services
 - Number of years in business
 - Experience or familiarity with local resources and examples of successful grant writing efforts
 - Three references from past clients, public agencies or nonprofits preferred, for whom you have provided similar services.

Applicants must include all required materials in order to be considered. The selection committee will evaluate the proposals and may require applicants to provide additional information in the form of an interview.

PROCUREMENT & CONTRACT TIMELINE–

January 8, 2021: Solicitation opens

January 22, 2021: Solicitation closes

January 28, 2021: Final selection

February 1, 2021: Desired start date

April 2021: Anticipated Delivery of Grant Writing Workshop

June 2022: Anticipated end date of contract

VALUE OF CONTRACT–

COIC has secured up to \$40,000 for 17 months (starting February 1, 2021) to support the work of the Specialist scope of services described in this RFQ. Additionally, the value of this contract may be increased through the development of local cost-share agreements with COIC's partner organizations, secured prior to the period of service or during the course of service. The funding source for payments of any contract resulting from this RFQ will be CARES Act Supplemental Funding from the Economic Development Administration (EDA) for all initial resource analysis and recommendations. If/when a partner requests grant-writing services, COIC will support this work via a cost-share between the partner and other, non-EDA funds.