

REPORT OF GENERAL MANAGER

APPROVED
APR 19 2007

NO. 07-93

DATE April 19, 2007

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 2007 PROPOSITION K COMPETITIVE GRANT PROGRAM REQUEST FOR QUALIFICATIONS SEEKING GRANT WRITERS

J. Combs	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
*S. Huntley	<u>SH</u>	K. Regan	_____
R. Adams	_____	M. Shull	_____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the Request for Qualifications (RFQ) substantially in the form on file in the Board Office, for grant writing services, subject to review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form;
3. Direct staff to advertise the RFQ and conduct the RFQ evaluation process for the selection of grant writers for proposed Proposition K projects, subject to City Attorney review of the RFQ and approval as to form; and,
4. Authorize the General Manager to execute on behalf of the Department agreements with grant writers for Proposition K project submissions, as negotiated by the General Manager and as approved by the City Administrative Officer and by the City Attorney, as to form.

SUMMARY:

On December 13, 2006, the Board approved funding from the Unreserved and Undesignated Fund Balance (Account 3040, Contractual Services) in an amount not to exceed \$80,000 for grant writing services that will assist with the development of grant proposals for the sixth biennial open and

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competitive Proposition K Grant Program (Board Report #06-365). The Department intends to submit approximately 20 grant proposals. The Department's Planning and Development Division is working with regional staff and council offices to determine viable projects for this funding.

The 2007 Proposition K Grant Program Request for Qualifications (RFQ) is expected to be released on April 27, 2007; therefore, the Department needs grant writers in place no later than May 11, 2007, to allow adequate time to assist with researching the proposed projects and developing the grant proposals. The deadline for grant proposal submission is June 21, 2007. Grant writing services are typically utilized to assist with preparation of proposals since there is insufficient staff available to adequately research each project and develop well thought out, in-depth responses to complex grant proposal questions for each project. The Department's Grants Administration will coordinate the preparation and submission of the final grant proposal packages.

The RFQ was developed by the Department's Grants Administration staff and is based on the criteria for the submission of an eligible Proposition K grant proposal. The RFQ covers areas of expertise and information that the grant writers will be responsible for providing.

The RFQ seeks to select qualified and experienced grant writers that will meet or exceed the City's expectations for developing a quality product.

Significant Qualification and Contractual Provisions

1. Standard Conditions: All provisions of the Standard Provision for City Contracts.
2. Compensation: Grant writers will be paid a maximum of \$4,000 for each grant proposal and will not exceed \$20,000 per grant writer.
3. Required Experience: A proposer must have a minimum of two years experience in grant writing and experience working with public agencies and community organizations.
4. Term: The contract term shall not exceed four (4) months.

Evaluation Process

Department Staff will conduct an evaluation of all qualifications submitted to determine completeness and submission of all compliance documents required for this project. Complete RFQ responses will be evaluated by the Department's Grants Administration staff. Consistent with Department's established RFQ evaluation process, staff will rank each RFQ response on each of the following criteria. The Department reserves the right to request additional information to clarify qualification submittals.

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RFQ Evaluation Criteria:

1. Grant Writing Experience
2. Prior Experience with Public Agencies/Community Organizations
3. Areas of Specialization
4. Responsiveness to all Information Requested by the RFQ

The main RFQ documents will be available through the internet. The anticipated time of completion for the RFQ process and award of the agreement is approximately 21 days from the approval of this report. Staff supports the approval of this RFQ at this time in order to be able to execute an agreement with the most suitable grant writers available, no later than May 11, 2007, to allow adequate time to meet the anticipated grant proposal deadline of June 21, 2007.

FISCAL IMPACT STATEMENT:

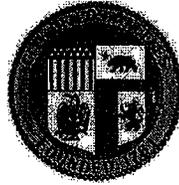
The \$92,000 from the UUFB will have no impact on the City's General Fund

Report prepared by Isophine Atkinson, Senior Management Analyst, Grants Administration.

DANIEL GRUNFELD
PRESIDENT

MARY LUEVANO
Vice President

MARY CASILLAS
CANDY SPELLING
JOHNATHAN WILLIAMS



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JON KIRK MUKRI
GENERAL MANAGER

ANTONIO R. VILLARAIGOSA
MAYOR

April 19, 2007

POTENTIAL GRANT WRITER:

**REQUEST FOR QUALIFICATIONS TO PROVIDE GRANT WRITING SERVICES FOR
THE 2007 PROPOSITION K SIXTH BIENNIAL COMPETITIVE GRANT PROGRAM**

The Department of Recreation and Parks is responsible for developing and/or acquiring various City of Los Angeles recreation and park capital improvements that are funded by various federal, State, and local agencies. To further that effort, the Department will be seeking grant funds from the Proposition K Sixth Biennial Competitive Grant Program for various recreation and park capital projects.

The Department is currently seeking bids for grant writing services from experienced grant writers to assist with developing grant proposals, in accordance with the L. A. for Kids Program Proposition K Request for Proposals scheduled to be issued on April 27, 2007.

The proposal will be completed in a cooperative effort between the Grant Writer and Department staff. A copy of the grant proposal requirements is attached for your reference. The Department will pay up to \$4,000 for these grant writing services for each grant proposal completed.

If you are an experienced grant writer, can provide the necessary information for completing the grant proposal, and are readily accessible via e-mail, please submit your statement of qualifications **no later than May 4, 2007**, via email to: susan.huntley@lacity.org and isophine.atkinson@lacity.org. Your statement of qualifications should include the following:

1. Name of Organization and Type (i.e., Corporation, Sole Proprietorship, Partnership, etc.)
2. Address
3. Phone Number and Fax Number
4. Contact Person
5. Background of Grant Writer/Organization (i.e. history, years in operation, etc.)
6. Principal partners (if applicable)
7. Area(s) of specialization
8. Prior experience with grant writing/grant funding



Potential Grant Writer

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9. Prior experience with public agencies (jurisdiction and references)/
community organizations

The selected grant writer will be required to comply with the Standard Provisions for City Contracts and submit the following documents: IRS Form W-9, proof of general liability insurance, a copy of your Los Angeles Business Tax Registration Certificate (BTRC). For BTRC information, please call (213) 473-5901 or visit www.cityofLA.org/finance.

The selected grant writer(s) will also be required to attend a mandatory technical overview meeting to be held on a date to be determined.

If you have any questions, please contact Isophine Atkinson at (213) 928-9160.

Sincerely,

JON KIRK MUKRI
General Manager

SUSAN HUNTLEY, Director
Grants Administration

Enclosures