

## REQUEST FOR PROPOSALS

RFP 2023-02

### Grant Writer Services

Edmonds Public Facilities District /  
Edmonds Center for the Arts

[www.ec4arts.org](http://www.ec4arts.org)

**Closing Date & Time: February 28, 2023 - 5:00pm PT**

Single Point of Contact: Lori Meagher, Associate Executive Director

Address: 410 4<sup>th</sup> Ave N  
Edmonds, WA 98020

Email: [Lori@ec4arts.org](mailto:Lori@ec4arts.org)

Electronic Submissions: Must be delivered to the above email address.

Printed Submissions: Must be submitted to the above address.

## PROJECT SUMMARY

Edmonds Public Facilities District / Edmonds Center for the Arts (EPFD/ECA) intends to identify and select an experienced professional grant writing consultant with a proven track record of submitting successful grant proposals for federal and state government grants and private foundation grants to provide ongoing grant writing, research and related support services on a contractual basis. Details of responsibilities are described in this RFP under “Scope of Services.”

The consultant selection panel, after careful review of the responses received from this Request for Proposals, will select one consultant to perform the Grant Writing Services as more fully described below. **Any consultant interested in providing the Grant Writing Services requested in this RFP must respond to this request by the established deadline on the cover page of this RFP.**

## PROJECT DURATION

This project will have a term of twelve (12) months beginning on or about March 20, 2023 and ending on March 31, 2024 with the possibility the EPFD/ECA, at its option, may renew the term of the Agreement for an additional one year term.

## About Edmonds Public Facilities District / Edmonds Center for the Arts

Edmonds Public Facilities District (“EPFD” or “The District”) is located in Snohomish County, in the heart of downtown Edmonds, WA, approximately 17 miles north of Seattle and 18 miles south of Everett. The District was established in April 2001 and is the municipal corporation that owns and operates Edmonds Center for the Arts (“ECA” or “The Center”), a 700-seat, premier regional performing arts venue and a historically significant facility that provides for an array of outstanding performing artists from around the world. The Center, originally constructed in 1939, was renovated and reopened in 2006. The Center provides space, production management, and technical expertise for a variety of community partners and rental clients and serves more than 85,000 patrons who enjoy the facility annually.

Our organization is poised for growth. We are seeking to expand the programs and services we offer, and we are carefully considering opportunities for campus redevelopment. In addition, we have made a clear and unequivocal commitment to racial equity, diversity, and inclusion across our organization, and to ensuring equitable access to our events and programs. As we look ahead to our third decade of operation, we are eager to build an exciting new direction for the organization. ECA’s current Vision, Mission, and Values are set forth on our website, <https://www.edmondscenterforthearts.org/about-edmonds-center-for-the-arts>

### SCOPE OF SERVICES

EPFD/ECA is focusing on growing and diversifying the organization's grants portfolio. EPFD/ECA grant portfolio currently includes grant funds from government (local, state, and federal), corporate entities, private charitable foundations, and family foundations. The contractual work will include grant proposals/applications for renewal of our existing grants as well as identification of and proposal development for new sources of funding.

EPFD/ECA is seeking a grant writer successful in writing and submitting complex proposals from diverse funding sources; skills in demographic data collection and analysis; and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape of the arts community is preferred.

The services and/or deliverables that will be required from the individual selected to produce shall include:

- Knowledge of the history, programs, and services of EPFD/ECA.
- Knowledge about potential community resources for grant collaboration/partnership.
- Demonstrate resourcefulness, creative thinking, and innovation in order to help craft and communicate high quality grant proposals.
- Ongoing grant prospect research and identification of grant opportunities to share with our development and leadership teams for consideration.
- Attend applicable pre-proposal workshops/webinars and provide the development and leadership teams with information from workshops/webinars.
- Consistent and clear communication with development and leadership teams about grant prospects, proposals, reporting requirements, and deadlines.
  - Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal;
  - At the beginning of the proposal process, develop a timeline that is agreeable to the development and/or leaderships team for submission of proposal drafts and review;
  - Write well-organized, compelling proposal drafts that follow the requirements of the RFP/SGA and submit for review to appropriate personnel, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process;
  - Work with development and leadership teams to prepare budgets and budget narratives to help ensure the activities of each project are fully and appropriately funded.
  - Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts, and cycles of work/timelines.
  - Make edits or revisions to drafts as required in a timely manner.

- Submit final proposal after approval by development and leadership team via print or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements.
- Provide digital and paper copies of complete proposals for EFPD/ECA personnel.
- Manage and communicate annual renewal grant process and grants calendar.
- Regular collection and analysis of demographic and other important program-related data to enhance and advance EFPD/ECA needs statement and proposals.
- Development and maintenance of grant templates and materials. Providing all electronic and paper copies of complete proposals.
- Professional and confidential management of grant records, organizational documents, and data.

Hours dedicated to the project can range between 20 – 40 hours per month, depending on the grant cycle.

#### **QUALIFICATION REQUIREMENTS**

- At least five years of work experience as a professional fundraiser in the non-profit sector, preferably for performing arts organizations.
- A nuanced understanding of the regional and national arts funding landscape and funding trends and the ability to effectively link those trends/opportunities to EFPD/ECA's programmatic work.
- Experience in health and wellness and/or Dementia care enrichment proposals is a plus.
- Exemplary writing, editing, and proofreading skills including the ability to craft a compelling narrative.
- The ability to conduct research and synthesize that research into writing to support an argument.
- The ability to meet all deadlines given multiple priorities to ensure timely submission of material.
- Documented experience with effective collaborative project development.
- Expert computer skills in Microsoft Office Word, Excel and online grant research and submission systems.
- Highly organized with the ability to identify and implement needed systems and follow-up processes.
- Superb interpersonal skills - under pressure, use excellent judgment, and produce a high-quality work product within tight time constraints.

## **PROPOSAL REQUIREMENTS:**

All Proposals must include the following to be considered:

### **Statement of Qualifications:**

- Describe background, experience, and capabilities as it relates to the Scope of Services outlined above – and specifically stating previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs in the performing arts industry.
- Proven track record of a minimum of three to five years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal, state, and local government grant proposals and in private foundation funding areas – documented by summary of funding source, date, amount.
- Examples of past work, including at least one successful (i.e., funded) grant proposal of greater than \$25,000.

### **Scope of Services:**

Provide a scope of services that outlines the approach and strategy to grant opportunities, deliverables, schedules, communication with the development and leadership teams, and anticipated grants identified, and proposals developed within the project duration. Please add any alternative tasks or areas of work (in addition to the scope of services outlined above) that you believe will better enable our organization to reach its fundraising objectives.

### **Cost:**

Provide a detailed cost proposal for the scope of services, including fixed costs, fees, expenses, reimbursable costs, and any other anticipated costs.

### **Guarantees:**

Describe any guarantees that are part of the Respondent's grant writing services.

### **Standard Contract Language:**

EPFD/ECA's standard Consultant Agreement for this project is included as an attachment to this RFP. Respondent must affirm in their Proposal that the terms and conditions of this Agreement are acceptable, or if the Respondent takes exception to any of the proposed language in the Agreement, the Respondent must specifically describe the reasons for the exceptions and propose in their RFP alternative language for review and consideration by EPFD/ECA.

**References:**

Provide three recent references for comparable work completed. Indicate the organization name, a brief description of the type of search and position, and a telephone number and email address for a reference who is knowledgeable about the work completed and who may be contacted by proposal evaluators.

**RFP Contact:**

Provide Respondent's name and contact information.

**Authorized Signature and Acceptance Form:**

All proposals must include the following authorized signature and acceptance form:

**AUTHORIZED SIGNATURE AND ACCEPTANCE FORM:**

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all the terms and conditions of the RFP are mandatory, and that Respondent's response is compliant with such requirements.

Respondent agrees that the entire bid response will remain valid for sixty (60) days after receipt by Edmonds Public Facilities District / Edmonds Center for the Arts.

I certify that Respondent is following all corporate filing requirements and State tax laws.

I further certify that the statements made in this Response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

Printed Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Submission of Responses

The RFP process will proceed according to the following anticipated schedule:

**Friday, February 17, 2023** – Publication of RFP

**Thursday, February 23, 2023** -- Deadline to submit questions via email to: [lori@ec4arts.org](mailto:lori@ec4arts.org)

**Tuesday, February 28, 2023** -- Responses due by 5 pm Pacific Time to [lori@ec4arts.org](mailto:lori@ec4arts.org)  
Responses received later than this time will not be considered.

**Week of March 06, 2023** – Finalists to present video-conference presentations to the consultant selection panel.

**Week of March 13, 2023** – Successful Consultant notified of selection. Contract negotiation commences.

**Monday, March 20, 2023** – Parties sign contract, services commence.

Please submit proposals electronically to: [Lori@ec4arts.org](mailto:Lori@ec4arts.org).

Proposals must not exceed 20 pages, not including a cover letter, bios/resumes, examples of previous related work, and other attachments.

All communications concerning this RFP must be directed to:

Lori Meagher  
Associate Executive Director  
Edmonds Public Facilities District / Edmonds Center for the Arts  
Email: [lori@ec4arts.org](mailto:lori@ec4arts.org)

**Evaluation and Selection Process**

Proposals will be reviewed and evaluated in accordance with the following selection criteria:

<u>Demonstrated experience with projects similar in scope</u>	35 points
<u>Proposed approach &amp; methodology</u> <ul style="list-style-type: none"> <li>- grant opportunity strategy</li> <li>- process of grant cycle</li> <li>- project planning</li> <li>- communications with EPFD/ECA staff</li> <li>- alignment with ECA values</li> </ul>	25 points
Qualifications	20 points
Budget	10 points
Proposed timeline	05 points
Technical compliance with the RFP	05 points
<b>TOTAL POSSIBLE POINTS FOR PROPOSAL</b>	<b>100 POINTS</b>
Finalist Interviews	50 points
<b>TOTAL AVAILABLE POINTS</b>	<b>150 POINTS</b>

**Additional Terms and Conditions of this RFP:**

1. Waiver of Minor Administrative Irregularities

The District reserves the right, at its sole discretion, to waive minor administrative regularities contained in any proposal.

2. Single Response

A single response to the RFP may be deemed a failure of competition, and in the best interest of the District, the RFP may be cancelled.

3. Proposal Rejection; no obligation to buy

The District reserves the right to reject any or all proposals at any time without penalty. The District reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the District to select any vendor. The District of Edmonds may elect to proceed further with this project by interviewing firm(s) well suited to this project, conducting site visits, or proceeding with an award.



#### 4. Withdrawal of Proposals

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.

#### 5. Non-endorsement

As a result of the selection of a vendor to supply products and/or services to the District, the District is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.

#### 6. Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a vendor's proposal, the District will comply according to the Open Public Records Act, chapter 42.56 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

#### 7. Response Property of the District

All materials submitted in response to this request become the property of the District. Selection or rejection of a response does not affect this right.

#### 8. Errors in Proposal

The District will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

The District reserves the right to make corrections or amendments due to errors identified in proposals by the District or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

#### 9. RESPONSE INFORMATION

Information regarding this Request for Proposals, including any addenda, is available by contacting Lori Meagher, Associate Executive Director, Edmonds Public Facilities District at 425-275-4485 or [lori@ec4arts.org](mailto:lori@ec4arts.org).

**10. CONTRACT AWARD AND EXECUTION**

The District will select the proposal that, in its sole discretion, is the most advantageous to the District. The District reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer.

**Attachments:**

- Attachment A: SAMPLE Standard Consultant Agreement for EPFD/ECA

**END OF RFP INSTRUCTIONS**

Attachment A

EDMONDS PUBLIC FACILITIES DISTRICT  
SAMPLE PROFESSIONAL SERVICES AGREEMENT

Contract Title:

Contract #:

**THIS AGREEMENT** is made and entered into on this \_\_\_\_\_ **day of** \_\_\_\_\_, **2023**, by and between Edmonds Public Facilities District, a Washington municipal corporation (the "District"), and \_\_\_\_\_, the Consultant.

Consultant Business Name: \_\_\_\_\_

Consultant Address: \_\_\_\_\_

Consultant Phone: \_\_\_\_\_

Consultant Fax: \_\_\_\_\_

Consultant Email: \_\_\_\_\_

Federal Employer ID#: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

**WHEREAS, Edmonds Public Facilities District** ("the District") seeks to retain a grant writing consultant to provide ongoing grant writing, research and related support services, and

**WHEREAS**, public convenience and necessity require the District to obtain the services of a consultant or firm with executive search and recruitment experience; and

**WHEREAS**, the District finds that \_\_\_\_\_ ("the Consultant") is qualified to perform and is experienced in performing the required services; and

**WHEREAS**, the District desires to engage the Consultant;

**NOW, THEREFORE**, the parties herein do mutually agree as follows:

1. **Employment of Consultant.** The District hereby retains the Consultant to provide the services described in Exhibit A - Scope of Work ("the Work"). Any inconsistency between this Agreement and the Scope of Work outlined in Exhibit A shall be resolved in favor of this Agreement. The Consultant shall perform the required Services according to the terms and conditions of this Agreement.
  - a. The Scope of Work may be revised only by a written Addendum to this Agreement signed by the authorized representatives of both the District and the Consultant.
  - b. Work shall commence upon mutual execution of this Agreement.
  
2. **Term of Contract.**
  - a. The term of this contract shall be **twelve (12) months**, \_\_\_\_\_, through \_\_\_\_\_.
  - b. At the end of the stated contract period, this contract may be extended for a mutually agreed-upon period by executing an addendum to this Agreement.
  
3. **Compensation.**
  - a. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.
  - b. The Compensation may be revised only by a written Addendum to this Agreement signed by the authorized representatives of both the District and the Consultant.
  - c. Consultant shall receive a fee for Eligible Expenses pursuant to the terms set forth in Exhibit B. "Eligible Expenses" means those types and amounts of expenses listed in Exhibit B or those expenses that are approved for reimbursement by the District in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of the City of Edmonds.
  
4. **Request for Payment.**
  - a. Consultant shall file its request for payment, accompanied by evidence satisfactory to the District justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Reimbursable Expenses (as defined in Exhibit B) with copies of receipts and invoices.
  - b. All requests for payment shall be sent by email to [accounting@ec4arts.org](mailto:accounting@ec4arts.org) or via postal mail to:

Edmonds Public Facilities District  
Attn: Accounting Department  
410 Fourth Avenue N  
Edmonds, WA 98020

5. **Work Product.** The Consultant shall submit all reports and other documents according to the manner and schedule established in Exhibit A. If, after review by the District, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the District may withhold from any payment due an amount that the District reasonably believes will equal the cost of correcting the work.
6. **Termination of Agreement.** The District may terminate this Agreement by sending a written notice of termination to Consultant (“Notice”) that specifies a termination date (“Termination Date”) at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the District in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant’s material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination Date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.
7. **Return of Records.** On termination of this Agreement, Consultant will consult with the District about whether pertinent records should be returned or delivered to the District. If requested, Consultant will deliver to the District all records, reports, data, memoranda, and notes, whether electronic or hard-copy, and receipts for any and all billing made to District that are in possession or under control of Consultant, prepared or acquired in the course of the contract with District. Further, Consultant agrees not to keep or withhold such information or data, or reproductions of such information or data that relate to the business activities of the District or to parties in a contract relationship with the District. Alternatively, if the return of records and equipment or supplies is not requested, Consultant agrees to retain these items for three (3) years after the completion of all work or Service under this Agreement. Should Consultant deem any of the aforementioned records to be confidential, and in the event the District receives of a public records request for such records, Consultant agrees to either produce the records to the District or take appropriate action pursuant to RCW 42.56.540 to enjoin the release of such records within fifteen (15) days of notice from the District.
8. **Assignment of Contract – Subcontractors.** Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the District.
9. **Indemnification.**
  - a. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the District from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the District compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

- b. Consultant agrees that the provisions of this Paragraph 9 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the District only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE District AND CONSULTANT.
  - c. As used in this paragraph: (1) "District" includes the District's officers, employees, agents, volunteers, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but are not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.
  - d. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the District to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.
10. **Insurance.** Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following:
- a. Policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the District.
  - b. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the District authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
  - c. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
  - d. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
  - e. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The District may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
  - f. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the District.
  - g. Upon written request to the District, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.



17. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.
18. **Modification of Agreement.** This Agreement may be modified by an Addendum, signed by both parties, as provided in paragraph 1.
19. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
20. **Notices.**
  - a. **Notices to the District shall be sent to the following address:**  
Edmonds Public Facilities District  
  
Attn: Lori Meagher, Associate Executive Director  
  
410 Fourth Avenue N  
Edmonds, WA 98020
  - b. **Notices to the Consultant shall be sent to the following address:**
21. **Venue.** This Agreement shall be governed by the laws of the State of Washington and the venue for any lawsuit arising out of this Agreement shall be in Snohomish County, Washington.

**IN WITNESS WHEREOF,** the District and Consultant have executed this Agreement as of the date first above written.

Edmonds Public Facilities District	Consultant
By: _____	By: _____
Joseph McIalwain, Executive Director	Consultant
_____ Date	_____ Date



**REVIEW**

This sample Agreement has been reviewed and

( ) is acceptable

( ) is acceptable as noted

\_\_\_\_\_ Signed

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Vendor

\_\_\_\_\_ Date