

REQUEST FOR PROPOSAL

FOR

GRANT WRITING CONSULTING SERVICES

**REQUEST FOR
PROPOSAL FOR
GRANT WRITING CONSULTING
SERVICES**

Oklahoma Municipal Power Authority (“OMPA” or the “Authority”) is requesting proposals from qualified firms (hereinafter referred to as “Bidders”). Prior to submitting a Proposal, Bidders are advised to carefully read the instructions below, including the Sample Professional Service Agreement attached as Exhibit A and any solicitation attachments/exhibits. The term is expected to be for three (3) years with two (2) one-year options to renew.

I. DEFINITIONS

- A. **“Addendum”** means any addition, clarification, revision, or change to this RFP, as published on the OMPA website, which may alter the terms of this RFP. “Addendum” includes any response to questions posed to OMPA by prospective Bidders, as published on the OMPA website.
- B. **“Bid” or “Proposal”** means the formal proposal submitted by a Bidder in response to this RFP.
- C. **“Bidder”** means the individual or entity submitting a Bid in response to this RFP.
- D. **“Bidding Documents”** includes the RFP, the Requirements for Bidding and Instructions to Bidders, the Bid forms, the Scope of Work, the Contract, and any Addenda issued prior to receipt of Bids.
- E. **“Board of Directors”** means the governing body of OMPA as defined by 11 O.S. § 24-105(b).
- F. **“Request for Proposal” or “RFP”** means this Request for Proposal, including all attachments, and all Addenda which may be published on OMPA’s website.

II. GENERAL INFORMATION: OMPA is a state governmental agency, body politic and corporate, with powers of government and with authority to exercise the rights, privileges and functions set out in OMPA’s enabling legislation, 11 O.S. §§ 24-101, *et seq.* The Oklahoma State Legislature authorized the formation of OMPA in June of 1981. OMPA was created with the purpose of providing adequate, reliable, and economic sources of electric power and energy to Oklahoma municipalities and public trusts operating municipal electric systems. This would allow members the financial benefits of a large utility while maintaining control of their electric utility. As of the date of this RFP, 43 cities have signed power purchase contracts with OMPA. Forty-two cities currently take power from OMPA with the 43rd scheduled to begin taking power in 2025. OMPA’s power supply comes from a variety of resources: wind, hydro, natural gas, coal and others. Six member cities own small generating facilities, and when necessary OMPA schedules and purchases power generated from those facilities. More information about OMPA may be found at OMPA’s website, <https://ompa.com/>. OMPA is seeking a grant writer or firm with a proven track record in creating complex proposals from diverse funding sources. It is assumed that the predominant funding sources will be governmental (including both state and federal funding sources), but funding opportunities may be found in other sources. The successful Bidder(s) will work closely with OMPA and OMPA’s Director of Member Services to identify funding opportunities and prepare grant applications. The successful Bidder shall have at least five years of prior experience on similar types of projects. All Bidders responding to this Request for Proposal (RFP) will be evaluated on the basis of

their expertise, prior experience on similar projects, demonstrated competence, ability to meet the project schedule, adequate staffing, reference check, project understanding, cost, and responsiveness to the needs and concerns of OMPA.

III. SPECIFIC BID PROCEDURES AND REQUIREMENTS

- A. Sealed Bids shall be submitted in accordance with the requirements of this RFP, on the attached form titled “Proposal to the Oklahoma Municipal Power Authority for Grant Writing Consulting Services.”
- B. Form of Bid Submission. Bids must be submitted in an individually sealed envelope marked "Sealed Bid Proposal to the Oklahoma Municipal Power Authority for Grant Writing Consulting Services” and addressed to:

Oklahoma Municipal Power Authority
Jennifer Rogers Smith
2701 W. I-35 Frontage Road
Edmond, OK 73013

- C. Modification, Withdrawal, or Cancellation of Bids.
 - 1. Bidders may withdraw, change, and resubmit their Bids by appearing in person prior to the time designated for the opening of the Bids. Upon presenting proper picture identification to Jennifer Rogers Smith or an authorized representative, the sealed Bid will be returned to the Bidder. The withdrawn Bid shall not be opened by or otherwise disclosed to OMPA. Withdrawn Bids may be resubmitted prior to the time designated for the opening of Bids provided the resubmitted bid is in complete conformance with these Instructions to Bidders.
 - 2. A Bid may not be modified, withdrawn, or canceled by the Bidder after the time and date designated for the opening of Bids.
 - 3. No Bidder may withdraw a Bid for sixty (60) days after the actual date of the Bid Opening.
- D. Early or Late Bids. Bids received more than ninety-six (96) hours, excluding Saturday, Sunday, and holidays, before the time set for the opening of the Bids and Bids received after the time set for opening of Bids will not be considered and will be returned unopened. The time received shall be determined by the stamp-clock on the desk of the Jennifer Rogers Smith where all Bids must be received and stamped. OMPA is not responsible for delay of receipt of Bids.
- E. Bid Copies. Bidder shall submit the original Bid and one electronic copy of the Bid, which may be emailed. The electronic copy of the Bid must be in .pdf format. You can email bids to jrogers@ompa.com.
- F. Addenda for and Interpretations of Bid
 - 1. All clarifications, revisions, or changes to this RFP or any of the Bid Documents (collectively, "Addenda") will be posted to the OMPA website. All Bidders have a duty to monitor the OMPA website for Addenda. By submitting a Bid, Bidder represents that Bidder has

reviewed the most recent version of the RFP and agrees to comply with the RFP and all Addenda.

2. Questions regarding this RFP may only be submitted in writing to Jennifer Rogers Smith at jrogers@ompa.com on or before 5:00 p.m. Central Standard Time on October 18, 2021. Responses will only be made in writing, posted to the OMPA website as Addenda. OMPA may or may not respond to any question asked. All Addenda shall become part of the Bidding Documents.

G. Proposal Format Guidelines: Bidders shall provide OMPA with a comprehensive Proposal using the following guidelines: (i) Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used; (ii) Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the Bid; and (iii) Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected. The following Proposal sections are to be included in the Bidder’s response:

1. **Cover Letter:** A cover letter, not to exceed three pages in length, should summarize key elements of the Proposal. An individual authorized to bind the Bidder must sign the letter. Indicate the address and telephone number of the Bidder’s office located nearest to Edmond, Oklahoma, and the office from which the project will be managed.
2. **Background and Project Summary Section:** The Background and Project Summary Section should describe your understanding of OMPA, the work to be done, and the objectives to be accomplished. Refer to **Attachment A, Scope of Work**, of this RFP.
3. **Company Experience and Capabilities:**
 - a) Identify the years of experience your firm and the principals who will be assigned to work with OMPA have in providing grant writing and grant management services for governmental agencies. Please indicate years of experience both on a firm and an individual basis.
 - b) Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies or foundations, amounts, and purposes of grants).
 - c) Briefly discuss and provide examples that illustrate the firm’s resources, commitment and demonstrated ability to complete all components of all projects in a timely manner, including but not limited to, attending meetings, advising staff on matters specific to the scope of service, preparing and presenting reports to OMPA staff and members of the OMPA Board of Directors, and assisting with due diligence and disclosure processes relevant to the scope of services.
 - d) An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 2 pages and should not contain any confidential or proprietary information.
4. **Methodology Section:** Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- a) An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
 - b) Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Work.
 - c) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.
 - d) Detailed description of specific tasks you will require from OMPA staff. Explain what the respective roles of OMPA staff and your staff would be to complete the tasks specified in the Scope of Work.
 - e) Bidders are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, OMPA will consider Proposals that offer alternative service delivery means and methods for the services desired.
5. **Staffing:** Provide the names of individuals who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual. Include a resume for each designated individual. Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, Bidder must submit their names and qualifications including information listed above to OMPA for approval before they begin work.
6. **Equal Opportunity Employment Requirements:** OMPA is an Equal Opportunity Employer. OMPA does not discriminate in its hiring practices and requires all OMPA contractors and consultants to abide by all federal law applicable to discrimination. Every Bidder shall acknowledge in the Bidding Documents that Bidder is and Equal Opportunity Employer.
7. **Qualifications:** The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:
- a) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
 - b) A summary of your firm's or entity's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
 - c) At least five references from entities that received services from your firm similar to those outlined in the Scope of Work. OMPA reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client name
- Project description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

8. **Cost Proposal:** All Bidders are required to use **Cost Proposal** to be submitted with their Proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

9. **Disclosure:** Please disclose any and all past or current business and personal relationships with any current OMPA Board Member or employee, or family member of any current OMPA Board Member or employee. **A past or current business relationship may not disqualify the firm from consideration.**

10. **Sample Professional Service Agreement:** The firm selected by the OMPA will be required to execute a Professional Service Agreement with OMPA.

11. **Documents to Accompany Proposal:** As a convenience to Bidders, following is a list of the documents which should be included with Proposals.

- COVER LETTER (identifying the project and contract number)
- VENDOR APPLICATION FORM
- DISQUALIFICATION QUESTIONNAIRE
- BID PROPOSAL FOR CONTRACT
- BIDDER'S STAFFING PLAN
- BIDDER'S DOCUMENTATION OF EXPERIENCE
- BIDDER'S COST PROPOSAL

H. **Process for Submitting Proposals:**

1. **Content of Proposal:** The Proposal must be submitted using the format as indicated in the Proposal format guidelines.
2. **Preparation of Proposal:** Each Proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
3. **Cost for Preparing Proposal:** The cost for developing the Proposal is the sole responsibility of the Bidder. All Proposals submitted become the property of OMPA.

4. **Number of Proposals:** Submit one original, signed by a person with authority to bind the Bidder, and one electronic copy of your Proposal in sufficient detail to allow for thorough evaluation and comparative analysis. Emailed proposals must be sent to jrogers@ompa.com. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.
5. **Submission of Proposals:** Complete written Proposals must be submitted in sealed envelopes marked and received no later than 5:00 p.m. (CPT) on August 1, 2022, to the address below. Proposals will not be accepted after this deadline. **NO EXCEPTIONS.**

Oklahoma Municipal Power Authority
2701 W. I-35 Frontage Road
Edmond, OK 73013

RE: RFP GRANT WRITING CONSULTING SERVICES

Inquiries: Questions about this RFP must be directed in writing, via e-mail to

RFP Facilitator
jrogers@ompa.com

OMPA reserves the right to amend or supplement this RFP prior to the Proposal due date. All addenda, responses to questions received, and additional information will be posted to www.ompa.com. Bidders should check this web page daily for new information. OMPA will endeavor to answer all written questions timely received no later than July 27, 2022. OMPA reserves the right not to answer all questions. No verbal responses will be provided for questions regarding this RFP.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate regarding this RFP and possible resulting contract outside the process set forth in this RFP with any OMPA employee other than the contracting officer listed above regarding this RFP. OMPA reserves the right to reject any Proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon OMPA.

6. **Conditions for Proposal Acceptance:** This RFP does not commit OMPA to award a contract or to pay any costs incurred for any services. OMPA, at its sole discretion, reserves the right to accept or reject any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. OMPA may waive any irregularity in any Proposal. All Proposals will become the property of OMPA. If any specific proprietary information is contained in the Proposal, it should be clearly identified as such. Designating the entire Proposal as confidential or proprietary will not protect the information contained in the Proposal.

I. **Evaluation of Proposals and Selection Process:**

1. **Responsiveness Screening:** Proposals will first be screened to ensure responsiveness to the RFP. OMPA may reject as non-responsive any Proposal that does not include the documents required to

be submitted by this RFP. At any time during the evaluation process, OMPA reserves the right to request clarifications or additional information from any or all Bidders regarding their Proposals.

2. **Bid Comparisons:** In comparing Bids, OMPA may consider not only the Bid prices, but also other factors that impact whether a Bidder is the lowest responsible bidder, including, but not limited to, efficiency, reliability, durability, economy of operation and maintenance, accessibility for repairs, cost of special construction made necessary by the equipment offered, experience, safety and performance record of the Bidder, relative risk associated with the Bidder, and any guarantees associated with the Work.
 3. **Initial Proposal Review:** OMPA may reject any Proposal in which a Bidder's approach, qualifications, or price is not considered acceptable to OMPA. OMPA may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, OMPA may elect to negotiate directly with one or more Bidders to obtain the best result for OMPA prior to making a recommendation or selection.
 4. **Interviews, Reference Checks, Revised Proposals, Discussions:** Following the initial screening and review of Proposals, the Bidders included in this stage of the evaluation process may be invited to participate in an oral interview. The individual(s) from Bidder's firm or entity that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the Proposal. In addition to conducting an oral interview, OMPA may during this stage of the evaluation process also contact and evaluate the Bidder's references, contact any Bidder to clarify any response or request revised or additional information, contact any current users of a Bidder's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process. OMPA may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Bidders. OMPA may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. OMPA may award a contract without Best and Final Offers, so Bidders should include their best Proposal with their initial submission. Recommendation for award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully within a time period determined by OMPA, OMPA may terminate negotiations and commence negotiations with the next highest scoring Bidder or withdraw the RFP.
 5. **OMP A Reservation of Rights.** OMPA reserves the right to reject any or all Bids, to waive any and all informalities, to evaluate Bids, and to disregard all nonconforming, nonresponsive, and/or conditional Bids.
- J. **Protests:** Failure to comply with the rules set forth herein may result in rejection of the protest. Protests shall be submitted in writing to OMPA within Ten (10) days from OMPA's award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. Any Bidder who does not timely protest waives all claims arising from or related to the contract or purchase order, and the RFP process.

- K. **Accuracy of Proposals:** Bidders shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to OMPA.
- L. **Bid Ambiguities and Discrepancies:** If the total price of the Bid is inconsistent with the unit price times number of units to be delivered, the unit price shall govern. If there is a variance between the amount in words and the figures, the amount in words shall govern.
- M. **Tax Exempt Status:** OMPA is exempt from the payment of Sales Tax, pursuant to 68 O.S. § 1356., and Article 10, Section 6 of the Oklahoma Constitution.
- N. **Applicable Laws:** By submitting a Bid, the Bidder acknowledges that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project (in force and effect now, and as amended) shall apply to the Contract throughout, and they will be deemed to be included in the Contract. The laws of the state of Oklahoma shall apply to any dispute arising from or related to this Bid. The District Court of Oklahoma County, Oklahoma shall have exclusive jurisdiction to adjudicate any such disputes.
- O. **Drug Free Workplace:** OMPA seeks to provide a drug free workplace for all of its employees. All contractors working on an OMPA facility shall comply with OMPA's drug free workplace policies.
- P. **Responsibility of Bidders:** OMPA will not be liable for any expenses incurred by Bidder the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Bidder's Pricing Sheet.
- Q. **Confidentiality:** The Oklahoma Open Records Act, 51 O.S. §§ 24A.1, *et seq.*, mandates public access to government records. Unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between OMPA and Bidder shall be available to the public. If Bidder believes any communication contains trade secrets or other proprietary information that the Bidder believes would cause substantial injury to the Bidder's competitive position if disclosed, the Bidder shall request that OMPA withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Bidder may not designate its entire Proposal as confidential nor designate its Price Proposal as confidential.
- R. **Ex Parte Communications:** Bidders and Bidders' representatives shall not communicate outside the procedures set forth in this RFP with any OMPA Director, employee, or agent, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. A "Bidder" or "Bidder's representative" includes all of the Bidder's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Bidder's Proposal, and any individual or entity who has been requested by the Bidder to contact OMPA on the Bidder's behalf.
- S. **Conditions to Agreement:** The selected Bidder will execute a Professional Service Agreement, a copy of which is attached, for Services with OMPA describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP unless the Bidder includes with its Proposal, in writing, any conditions or exceptions requested by the Bidder to the proposed Agreement.

- T. **Disqualification Questionnaire:** Bidders shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Bidder, any officer of a Bidder, or any employee of a Bidder who has a proprietary interest in the Bidder, has **ever** been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A Proposal may be rejected on the basis of a Bidder, or any officer or employee of such Bidder, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation.
- U. **Addenda:** OMPA reserves the right to amend or supplement this RFP prior to the Proposal due date. All addenda and additional information will be posted to the OMPA website, www.ompacom.com. Bidders should check this web page daily for new information.

VENDOR APPLICATION FORM
GRANT WRITING CONSULTING SERVICES

PROPOSAL TO THE OKLAHOMA MUNICIPAL POWER AUTHORITY MADE BY:

Business Address: _____

City: _____

Telephone Number: _____ State: ____ Zip Code: _____

Fax Number: _____

E-Mail: _____

Federal Tax Identification Number: _____

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

COMPANY PROFILE & REFERENCES

Company Profile

Company Legal Name: _____

Company Legal Status (corporation, partnership, sole proprietor etc.): _____

Business Address: _____

Website Address: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Length of time the firm has been in business: _____ Length of time at current location: _____

Is your firm a sole proprietorship doing business under a different name: _____ Yes _____ No

If yes, please indicate sole proprietor's name and the name you are doing business under: _____

Is your firm incorporated: _____ Yes _____ No If yes, State of Incorporation: _____

Federal Taxpayer ID Number: _____

Regular business hours: _____

Regular holidays and hours when business is closed: _____

Contact person in reference to this solicitation: _____

Facsimile Number: _____

Telephone Number: _____

Email Address: _____

Contact person for accounts payable: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

Name of Project Manager: _____

Telephone Number: _____ Facsimile Number: _____

Email Address: _____

COMPANY PROFILE & REFERENCES
(Continued)

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least five clients, preferably governmental entities for whom comparable projects have been completed or submit letters from your references which include the requested information.

Company Name: _____ Telephone Number: _____

Contact Name: _____ Contract Amount: _____

Email: _____

Address: _____

Brief Contract Description: _____

Company Name: _____ Telephone Number: _____

Contact Name: _____ Contract Amount: _____

Address: _____

Email: _____

Brief Contract Description: _____

Company Name: _____ Telephone Number: _____

Contact Name: _____ Contract Amount: _____

Email: _____

Address: _____

Brief Contract Description: _____

Company Name: _____ Telephone Number: _____

Contact Name: _____ Contract Amount: _____

Address: _____

Email: _____

Brief Contract Description: _____

Company Name: _____ Telephone Number: _____

Contact Name: _____ Contract Amount: _____

Email: _____

Address: _____

Brief Contract Description: _____

1. **Primary Staff to perform Agreement duties**

Name	Classification/Title	Years of Experience

2. **Alternate staff** (for use only if primary staff are not available)

Name	Classification/Title	Years of Experience

Substitution or addition of Bidder’s key personnel in any given category or classification shall be allowed only with prior written approval of OMPA.

The Bidder may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service required. Assignment of additional key personnel shall be subject to OMPA approval. OMPA reserves the right to have any of Contractor personnel removed from providing services to OMPA under this Agreement. OMPA is not required to provide any reason for the request for removal of any Contractor personnel.

**COST PROPOSAL FOR
GRANT WRITING CONSULTANT SERVICES**

Provide hourly rates, along with estimated annual pricing in accordance with OMPA’s current requirements, as set forth in section Scope of Work, Attachment A. Also provide your firm’s proposed Staffing Plan on a separate sheet of paper. Bidder should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period.

Employee	Hourly Rate	Hours worked	Total Cost	Overtime rate
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

Total Estimated Annual Price	
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**SCOPE OF WORK FOR
GRANT WRITING CONSULTANT SERVICES**

The selected Bidder will be responsible for providing the following services to OMPA:

I. Grant Funding Research – Conduct research to identify grant funding resources including, but not limited to, Federal government resources, State government resources, foundations, and other agencies and organizations that support OMPA’s funding needs and priorities, including, but not limited to:

- A. Infrastructure development and maintenance
- B. Technology
- C. Transportation
- D. Workforce development
- E. Records management
- F. Energy efficiency and sustainability

II. On-Call Grant Research – In addition to the areas defined above, OMPA may identify other areas for the selected Bidder to research grant opportunities.

III. Grant Proposal Development – Provide general grant proposal writing services associated with the completion of grant applications on behalf of OMPA, including the preparation of funding abstracts and production, and submittal of applications to funding sources. Grant proposals will be developed only after approval of OMPA of each proposal. A copy of each grant application package submitted for funding, in its entirety, shall be provided to OMPA.

IV. Grant Management - Provide post-award management services of grant, acting as a liaison between OMPA and the funding source. Advise OMPA on the use of grant funds in accordance with the Grant, and provide or facilitate communications between OMPA and the funding source.

V. Monthly Reports – The selected Bidder shall submit monthly reports to OMPA summarizing the amount of time expended, activities undertaken during the previous month, and status of those activities.