



# COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

*Helping People. Changing Lives.*

P.O. Box 6369, Chico, CA 95927-6369

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## REQUEST FOR PROPOSALS

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**Date**

September 6, 2024

**To**

Grant Writing Vendors

**From**

Community Action Agency of Butte County, Inc.

**Send Proposal to:**

Tim Hawkins, Chief Executive Officer  
Community Action Agency of Butte County  
P.O. Box 6369  
Chico, CA 95927-6369  
(530) 712-2888

**RFP SCHEDULE**

RFP Release

Submittal Deadline for Proposal

Notice of Intent to Award (Estimate)

**DATES**

September 9, 2024

September 16, 2024, 4:59 PM

September 17, 2024

## **1.0 PURPOSE OF THIS REQUEST FOR PROPOSALS**

The Community Action Agency of Butte County, Inc. (CAABCI), a California private non-profit corporation since 1967. As part of our ongoing commitment to transparency, efficiency, and financial stewardship, we are seeking proposals for Grant Writing Services. However, CAABCI hereby notifies all prospective bidders that it reserves the right to negotiate appropriate refinements of the selected proposal and create a finalized set of terms and conditions for the contract. CAABCI is taking this approach because the nature of the requirements and the varied details concerning how it might be satisfied by different contractors may necessitate additional clarification.

This RFP is the means for prospective Contractors to submit their proposals to CAABCI for the services. The RFP and any associated addenda will be posted at [www.buttecaa.com](http://www.buttecaa.com).

## **2.0 SCOPE OF SERVICES**

**OBJECTIVE 1:** Grant Proposal Process Management & Capacity Building - Work with 2-3 identified team members to develop and submit 2-3 grant applications. Each of the below tasks would be done in collaboration with identified team member(s) in order to: increase the capacity of the team members to write successful grant proposals; develop and submit grant applications for the specific programs; and develop grant systems (see Objective 2). The following tasks would be executed for each application.

### **EPA Community Change Grant**

- Create proposal application template based on specific Request for Proposal (RFP)
- Assess technical requirements of solicitation
- Create proposal budget template
- Create proposal Letters of Commitment/Support templates
- Create other templates for proposal as needed
- Convene initial stakeholder meeting to determine division of labor for proposal and to set timelines for proposal development
- Develop written timeline for proposal development based on stakeholder meeting
  
- Conduct regular individual check-ins with stakeholders as deadlines (internal and external) approach to be sure they are met and any obstacles are addressed
- Convene regular (weekly or bi-weekly) meetings with stakeholders during grant application period to review progress and address obstacles
- Conduct thorough review of proposal sections as requested to provide feedback and build capacity to review and edit applications for competitiveness and compliance with Request for Proposal requirements
- Facilitate a comprehensive review process of grant proposal to ensure requirements are met and scoring criteria are hit (10-15 hours)
  
- Create checklist of requirements for submission
- Sit with staff (if requested) when they submit the grant

## **Grant #2 (TBD - 25-35 hours)**

## **Grant #3 (TBD - 10-20 hours)**

**OBJECTIVE 2:** Systems & Grant Infrastructure Development - Develop systems, checklists, and templates for identified team members and partner organizations to utilize to increase their efficiency, minimize rework, and leverage the resource of already submitted grant applications. These would be developed and formalized during Objective 1 activities.

- Create a master list of and a shared filing system for submitted and successful grant applications (using Google Drive or other identified option)
- Compile submitted grant applications to start populating the shared filing system
- File Public Records Act requests and/or Freedom of Information Act requests for any needed copies of grant applications
- Create a shared research document with links and sources for partner organizations to be able to access for proposals
- Create checklists for standard grant proposal sections that help the grant writer double check what to consider when developing that section (Budget checklist, Work Plan checklist, Letter of Support/Commitment checklist, etc.)
- Create templates for standard grant sections (Budget, Work Plan, Letter of Support/Commitment, etc.)
- Create spreadsheet of grant opportunities with brief summaries that partner organizations can populate to share valuable information about open solicitations.

### **3.0 SELECTION PROCESS**

1. An evaluation panel composed of CAABCI staff will review and score the Proposals, based on the selection criteria.
2. CAABCI reserves the right to conduct follow up interviews with selected proposers. Interview would be held virtually or at the CAABCI offices in Chico.
3. At any time, CAABCI may contact previous Clients and Owners to verify the experience and performance of the prospective Vendors, their key personnel, and their subcontractors.
4. CAABCI reserves the right to reject any and all proposals when it is deemed to be in their best interest to do so.

#### **4.0 PROJECT MANAGEMENT**

The Project Manager for this RFP process is:

Tim Hawkins, Chief Executive Officer  
Community Action Agency of Butte County, Inc.  
P.O. Box 6369  
Chico, CA 95927-6369  
[thawkins@buttecaa.com](mailto:thawkins@buttecaa.com)

#### **5.0 ADDITIONAL REQUIREMENTS**

1. Proposals should be sent by registered mail, certified mail, overnight courier, or by hand delivery. Incomplete proposals and/or proposals received after the deadline may be rejected without review.
2. Contact with CAABCI regarding this proposal shall be made only through this email address; telephone calls will not be accepted.
3. Nothing in the RFP should be construed as an agreement or guarantee. A separate agreement will be executed with the successful proposer.