



**2021-2022 REQUEST FOR QUALIFICATIONS (RFQ)
GRANT WRITING AND GRANTS MANAGEMENT SUPPORT SERVICES CONSULTING POOL**

PURPOSE

Louisiana Public Health Institute (LPHI) has initiated a Request for Qualifications process (RFQ) to identify qualified consultants to be considered for our grant writing and grants management services pool. The purpose of the pool is to provide responses to funding opportunities and project management support on an as needed basis as outlined in the Scope of Work (SOW) section below

LPHI's 100+ programs respond to call for proposals from major funders, including but not limited to: Centers for Disease Control and Prevention (CDC), Health Resources Services Administration (HRSA), Department of Justice (DOJ), Substance Abuse and Mental Health Services Administration (SAMHSA), National Institutes of Health (NIH), (Patient-Centered Outcomes Research Institute (PCORI), Agency for Healthcare Research and Quality (AHRQ), Department of Health and Human Services (HHS), Office of Minority Health (OMH), Kresge Foundation, W. K. Kellogg Foundation, and Robert Wood Johnson Foundation. Additionally, LPHI seeks to establish funding relationships with new agencies, foundations, and corporate funders.

Grant proposals for foundations range from \$100K-\$1M for one-to-two-year cycles and Federal grant proposals range in value from \$250K-several million dollars for multiple year periods. In addition to mission driven, program level grant writing and/or management support, LPHI also seeks consultant support for grants that advance our program outcomes and strengthen our organizational infrastructure. The goal is to secure the necessary unrestricted resources designed to strengthen our position as a public health leader and our capacity to quickly respond to emerging opportunities and threats over the next few years.

WHO IS ELIGIBLE TO RESPOND?

Grant writing and grants management consultants (individuals or firms) who have proven success in applying for, securing, and managing a broad range of grants, and a demonstrated understanding of federal, state and/or philanthropic grant writing and grants administration.

Consultants must have:

- A minimum of three (3) years of experience in a lead capacity for the preparation of competitive federal, state and foundation grant applications, with proven record of success and/or extensive experience in grants management, across the project life cycle.
- Exceptional skills in developing complex proposals, identifying and analyzing relevant data to craft compelling need statements / justifications, including visualizations, and compiling and refining core application elements from project design, organizational competencies, and evaluation strategies.
- Previous experience engaging effectively with directors, managers, researchers and program level staff during the proposal design, development, review and early implementation phases.
- Excellent communication, facilitation and organizational skills, and the ability to meet deadlines.
- Grants and project management expertise, including compliance plans.
- Persuasive messaging skills.
- Experience working in public health and/or related fields. Areas of expertise include but are not limited to: patient and community-centered research, clinical epidemiology, mental health and substance abuse

prevention, treatment, policy, parity and payment, alternative payment models (value-based care, etc.), Medicaid waivers, racial justice and health equity, maternal child health, reproductive health, health information exchange, tobacco prevention, control and treatment, health policy, violence prevention and surveillance, health data exchange and clinical decision support, emergency and climate response, and areas focused on the intersectionality of health, wellness, and social determinants that result in poor health outcomes and inequities.

ABOUT THE ORGANIZATION

The [Louisiana Public Health Institute](#) is a statewide, non-profit organization that has been promoting the health and wellbeing of Louisianans since 1997. LPHI is made up of over 100 employees based throughout the state in all nine Louisiana Department of Health regions. We accomplish our goals alongside our over 500 partner organizations at the local, state, and national levels, which include community-based organizations, foundations, healthcare systems, academic institutions, government agencies, and a cadre of additional stakeholders. Our impact is felt across Louisiana as we leverage our expertise and skills in all areas of public health, from advocacy to data and research infrastructure to communications, to ensure that everyone has fair and just opportunities to be healthy and well.

Information on LPHI's focus areas can be found at lphi.org/work.

LPHI's (FY21) annual operating budget is approximately \$17M.

SCOPE OF WORK

LPHI is seeking consultants to be added to our 2021-2022 grant writing and grants management consultant pool to develop competitive proposals for traditional (including federal and foundations) and non-traditional funders (including corporations and individual donors) and/or support grants management efforts. The consultant will also work directly with LPHI's CEO, Chief Data Officer, Chief Program and Operations Officer, and other senior management and staff to conceptualize and write proposals and/or provide grants management support on behalf of the organization.

Grant writing services may include:

- In coordination of LPHI's executive team and program leads, identify and/or respond to funding opportunities.
- Outline, write and edit high quality narrative content working collaboratively, as needed, with technical and program leads to secure needed information and content for proposals.
- Serve in proposal management and coordination capacity depending on need from the proposal team. May include participation on bidder calls and preparing clarifying questions.
- Interface with potential subcontractors or proposal partners, as needed.
- Conceptualize and write high quality request for core support (general operating support).
- Revise as needed previously developed content based on funder needs to ensure tailored to each request from a specific funder.
- Work efficiently and collaboratively with LPHI staff.
- Participate in after action review process post submission.

Grants management services may include:

- In coordination with LPHI program leads, provide shorter term grants management assistance in project start up, implementation and/or close out phases, as needed.
- Develop funder-required documentation, including programmatic reporting at the appropriate life cycle in the grant.
- Create, implement and monitor project plans, including staffing plans and position descriptions, etc.
- Support design and implementation of programmatic activities.
- Develop and implement detailed evaluation plans and key performance metrics for the project.
- Support close out efforts for the grant, including developing final reports, deliverables/product finalization, and dissemination strategies.

PROPOSAL FORMAT

A. Please complete EXHIBIT A that highlights the following information:

- Credentials and Experience – A description of the consultant’s past performance and relevant skills and experience. Include a clear demonstration of applicant’s knowledge of, and experience with demographic data and creating compelling justifications for funding, and/or grants management.
- Areas of Expertise – An overview of content areas and subject matter expertise and specific examples of grant programs, government agencies, or foundations applications. Highlight project name, award amount, funder, general purposes of grant and focal area, engagement scope of work (grant writing, grants management, project start up/close out), and specify your role.
- Approach to Grant Writing and Grants Management – An outline of the process used for engaging a proposal team and preparing a proposal identifying the key decision points, timelines, internal review steps and any other steps viewed as being critical to the preparation of a successful proposal. Outline a process for grants management especially in start of phases of an initiative.
- Rate Schedule – A description of the consultant’s rate schedule. Schedule should be all-inclusive and presented on an hourly basis. Rate should be good for remained of calendar year 2022.
- Availability and Workload – A brief description of general availability in late 2021-2022.

B. Submit Attachments:

- Three recent (within last 3 years) client references (include name of organization, brief description of the grant writing engagement, date(s), and contact person’s name, title, email and phone number.
- Resume or curriculum vitae of Key Person(s). Key Person(s) is defined as the individual that would perform the work and work directly with the University. If submitting on behalf of a company, a summary of work experience for the Company, as well as education background of the top executives such as the President, VP, CEO, etc.

EVALUATION CRITERIA:

LPHI will identify qualified consultants to be considered for the pool based on the following criteria:

- Past Experience
- Grant Writing and Grants Management Approach
- Relevant Skills (including subject areas of expertise and approach to working with clients)
- Cost Reasonableness
- Reference checks
- Brief virtual interview

PROPOSAL SUBMISSION AND EVALUATION

Instructions for Submission

1. Closing Submission Date: Proposals will be accepted on a rolling basis through Thursday, March 31, 2022.
2. Inquiries concerning this RFQ should be directed to Maria Ludwick at mludwick@lphi.org and Jamie Clesi Giepert, jclesi@lphi.org.
3. Conditions of Proposal: All costs incurred in the preparation of a response to this RFQ are the responsibility of the bidder and will not be reimbursed by LPHI.
4. Submission Instructions:

All submissions must be electronically sent to: RFQ@lphi.org.

Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFQ submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

- Complete EXHIBIT A to describe experience, skills, and approach. Should not exceed 4 pages.
- Submit requested attachments – References and Resumes (does not count towards page limit).

Proposals will be reviewed on an ongoing basis. Any proposal may be disqualified if it deviates from the submission instructions in the RFQ. Submissions will NOT be returned.

5. Reservation of Rights

LPHI reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. LPHI may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. LPHI reserves the right to withdraw this Request for Proposal (RFQ) and/or any item within the RFQ at any time without notice. LPHI reserves the right to disqualify any proposal which does not adhere to the RFQ guidelines. This RFQ is being offered at the discretion of LPHI. It does not commit LPHI to award any grant.

6. Confidentiality

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

7. Ineligibility

Under the following conditions, an individual or entity is ineligible to be a LPHI vendor, and therefore may not submit a proposal. LPHI employees and Board members, and their family members.

8. Disqualification

Any information withheld or omitted, or failure to disclose any history of deficiencies shall disqualify the applicant from award of the project and/or contract. LPHI reserves the right not to select an applicant for

project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

9. Notification of Selection and Timeline

LPHI will conduct a review on an ongoing basis of all submissions that met the RFQ guidelines. Additional information may be requested from the selected applicants. References will be contacted for all qualified pool candidates prior to being added to LPHI's list for our late 2021/2022 grant writing and management services pool. All applicants will receive written notification of LPHI's decision regarding their proposal.

Depending upon applicants and skill areas, LPHI may elect to issue a new RFQ to attempt to expand the pool of qualified consultants.

ENGAGING CONSULTANTS FROM THE QUALIFIED POOL

LPHI seeks to match grant writing needs to skills and areas of expertise of consultants selected from the Qualified Pool. LPHI will initiate contact with select consultants to assess availability, obtain quotes, and as needed, to conduct interviews and/or request presentations depending on the nature and requirements of the specific funding opportunity prior to the awarding of the project.

If selected for a grant writing or grants management services, LPHI will initiate a contract for a scope of work related to the specific engagement.

TIMELINE

October 6, 2021: Release RFQ

March 31, 2022: Deadline for proposals

November 1, 2021: Rolling review of consultant submissions and notifications of selection.

ATTACHMENT A

This information will be used by LPHI to search for entries able to provide services for specific opportunities.

Company/Individual's Name: _____ Date: _____

Description of Services	Check All that Apply	# Years
Experience leading, preparing and writing competitive, federal or state, funding applications.		
Experience leading, preparing and writing competitive philanthropic funding applications.		
Experience leading, preparing and writing for corporate funding.		
Experience with complex: 1) Written, and 2) Electronic grant submissions		
Experience identifying funding sources, grants, and programs.		
Experience aligning proposal activities with staffing plans and budgets.		
Experience grant writing in public health and/or related field.		
Experience writing to secure funding for organizational infrastructure and/or unrestricted resources.		
Experience managing grants or project life cycle from post-award planning, implementation and close out – including the development and implementation of project plans with major milestones, staffing plans, grants compliance schedules, data strategy and reporting templates, and subcontract scopes of work development.		

Proposal Narrative: (Maximum 4 pages)

- 1) Briefly describe your experience working in public health and/or related fields, specifically highlight alignment with LPHI priority areas.

- 2) Describe your experience of working with multiple contributors (Principal Investigators and Co-Principal Investigators, Project Leads) on individual proposal elements, to develop the individual contributions into a harmonized package that addresses the requirement laid out the “request for proposals” or “open call solicitation” or similar invitation for submission.

- 3) Describe experience working independently yet effectively across several departments handling multiple proposal elements and under the pressure of deadlines for grant opportunities.

- 4) Describe experience in coordinating and participating in proposal development efforts including writing, formatting and providing proposal presentation ideas that include graphics and other illustrations.

- 5) Describe experience in developing proposal outlines, compliance matrix schedules, storyboards and other documents associated with proposal development.
- 6) Provide an outline of the process used for engaging a proposal team and preparing a proposal. The process should identify key decision points, timelines, internal review steps and any other steps viewed as being critical to the preparation of a successful proposal.
- 7) Provide a clear picture of your breadth and depth in the area of grants management, life cycle of the grant from kick off to close out. Be sure to highlight experience with developing and staffing project plans, outlining funding grant requirements, designing an implementation strategy, developing scopes of work and roles and responsibilities for project team members and subcontracts. Share your approach to working with team leads on setting up projects for success.
- 8) Rate Schedule – A description of the consultant’s rate schedule. Schedule should be all-inclusive and presented on an hourly basis. Rate should be good for remained of calendar year 2022.
- 9) Availability and Workload – A brief description of general availability in late 2021 through 2022.
- 10) Describe your experience and track record of successful proposals in the three (3) years. Please use as many rows as needed. (DOES NOT COUNT TOWARDS PAGE LIMIT)

Name of Funder (If federal, specify agency)	Client Name	Content Area/ Proposal Description	Proposal Amount / # of years	Submission Date	Funding Status (Awarded, Pending, Not Awarded)	Your Role	Target Area /Location

ATTACHMENTS (DOES NOT COUNT TOWARDS PAGE LIMIT):

- Three recent (within last 3 years) client references (include name of organization, brief description of the grant writing engagement, date(s), and contact person’s name, title, email and phone number.
- Please attach resume or curriculum vitae of Key Person(s). Key Person(s) is defined as the individual that would perform the work and work directly with the University. If submitting on behalf of a company, a summary of work experience for the Company as well as, education background of the top executives such as the President, VP, CEO, etc.