



Greensburg Volunteer Fire Department

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Greensburg Volunteer Fire Department Request for Proposals SAFER Grant Writing and Management

DEADLINE: October 11, 2021 @ 4:00 pm

The Greensburg Volunteer Fire Department (GVFD) is seeking proposals for individuals/companies to develop, write and submit a grant application for the FEMA SAFER grant and to manage the grant if it is awarded.

Information regarding the FEMA SAFER project can be found here <https://www.fema.gov/grants/preparedness/firefighters/safer> The anticipated release date for the grant guidelines is December 2021.

To be considered, the Proposer must demonstrate 8 – 10 years' experience in writing and managing federal grants and experience working with public safety entities and knowledge of fire or emergency services.

Proposer Requirements:

- Have a successful record in preparing and received federal grant awards
- Experience managing all aspects of federally awarded grants
- Understand federal reporting requirements and experience in writing and submitting reports, including financial reports and program narratives
- Understand federal procurement
- Be able to manage all aspects of the grant, if awarded, including day to day oversight, serve as a point person for all entities engaged, and manage accounting and financial responsibilities
- Be accessible to engage with GVFD and other grant participants and respond to inquiries on a timely basis
- Coordinate meetings and outreach
- Develop programs in recruitment and retention

Project Scope

The selected proposer will be required to:

- Write and submit a SAFER grant application on behalf of GVFD
- Work with participating fire departments to finalize the scope of project, budget, goals and timeline
- If awarded, act as grant administrator/project manager for the duration of the grant award. Including, but not limited to:
 - Drafting and submitting required reports (both narrative and fiscal)
 - Handle accounting of the grant, collecting invoices and issuing payments
 - Track progress of the grant and provide regular updates on progress towards goals and spending
 - Hold regular meetings of participating fire departments to provide updates, discuss challenges and adjust course when needed to ensure successful completion of the grant

Proposal Requirements

All proposals in response to this RFP shall include the following sections

1. Overview: Provide an overview of the firm or individual
2. Project Scope: Narrative explaining how the firm or individual will approach the grant writing process and grant management.
3. Experience: Narrative explaining prior experience in grant writing, grant management and knowledge of public safety
4. Resumes of individuals who will staff the project
5. Budget: Costs to provide both grant writing and grant administration
6. References: up to 3 references for services outlined in this RFP.

Selection Process

GVFD will evaluate proposals and select the firm using the following criteria:

1. Proposers' ability to provide services outlined in RFP;
2. The firm's qualifications, experience, and success in providing the services set forth in this RFP;
3. The quality and adequacy of the proposals, specifically, the firm's responsiveness to the requirements of the RFP;
4. The resumes of key personnel that will provide services

Timeline

Proposals due	October 11, 2021, at 4pm
Review Period	October 12 – October 28, 2021
Notification to Proposers	October 29, 2021

Submission Process

Proposers must submit three (3) complete copies of the proposal in a sealed envelope marked "RFP for SAFER Grant".

Proposals must be submitted by October 11, 2021, at 4pm via U.S. Mail to

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