



100 College Ave, Suite 200
Rochester, NY 14607
585-258-3500
www.rochesterworks.org

RochesterWorks, Inc Request for Qualifications (RFQ): Grant Writing Services

Released: August 3rd, 2023
Proposals due: August 17th, 2023

I. Overview

RochesterWorks, Inc (hereafter, also known as “RWI”), on behalf of the Monroe County/Rochester Workforce Development Board, has released the following Request for Qualifications (RFQ) for consultant services to assist with the development of a grant application for funding under the United States Economic Development Agency (EDA)’s [Distressed Area Recompete Pilot Program](#) (hereafter, the “Recompete Pilot Program”)

RWI is helping to convene and coordinate a coalition of Rochester, NY workforce system partners to develop a Recompete Pilot Program application. The primary services sought via this RFQ relate to technical assistance and support provided to RWI staff in preparing a grant application for submission to EDA by the established deadline of Thursday, October 5, 2023.

For more information about the Recompete Pilot program’s Notice of Funding Opportunity (NOFO), visit: <https://www.eda.gov/funding/programs/recompete-pilot-program>.

Qualified respondents to this RFQ will have thorough experience in assisting organizations with applications for government agency grant funding, particularly with federal agency grants. Experience with grant applications relating to workforce development is preferred but not required.

All responses to this RFQ are due no later than **Thursday, August 17th, 2023, at 4:30pm**, using the process outlined below.

II. About RochesterWorks, Inc

RochesterWorks, Inc was established in 2004 and provides employment and training services to Monroe County through three local career centers and one specialized youth employment services center. A registered 501(c)3, RWI provides a unique set of customized services to businesses and job seekers at little-to-no cost, preparing a skilled workforce and connecting them with career opportunities in the Rochester region. It serves as a fiscal agent for Monroe County, designated to administer Federal workforce development funds.

On behalf of the Monroe County/Rochester Workforce Development Board (the “WDB”), RWI manages approximately \$7-\$9 million in employment and training resources, and is the largest, most comprehensive provider of workforce development services in Monroe County. RWI’s primary funding source is from the Workforce Innovation & Opportunity Act (WIOA), which is generally broken up into three primary silos: Adult, Dislocated Workers & Youth (14-24).

As the local WDB, one of RWI's primary responsibilities is to help convene workforce partners and implement collaborative strategies. To that effect, RWI also has experience in procuring and administering grant funds offered through federal agencies, most recently a USDOL H1-B Ready to Work grant which is administered on behalf of the nine-county Finger Lakes region.

III. Need for Grant Writing Assistance.

RochesterWorks expects to be the convener and lead agency for an application for Recompete Pilot Program grant funds, acting in coordination and on behalf of a coalition of stakeholders with an interest in providing employment opportunities and career pathways for residents in the City of Rochester, NY. RWI staff will maintain the primary responsibility for developing the structure of the proposed program. This will involve convening a coalition that will include, but not be limited to: City, County and Congressional government partners, community-based organizations, educational partners and industry organizations. Grant writing support will help articulate the product of these coalition discussions in a manner that is compliant with the requirements outlined in the NOFO.

At this time, RochesterWorks does not expect to need the services related to this RFQ after submission of the grant application, which must be done no later than Thursday, October 5th, 2023 at 11:59pm.

IV. Consultant Responsibilities

Qualified consultants should be expected to do the following:

- Work closely with RWI Technical Assistance and Training Manager plus contacts from approximately three partner organizations who will provide proposal content
- Coordinate collection of all required grant forms and attachments, including letters of support
- Compile the narrative and budget and enter in federal EDGE workspace

Qualified consultants must be prepared to work with RWI staff as soon as Tuesday, August 28th, 2023.

V. Required Response Elements and Evaluation Criteria

Responses to this RFQ shall include the following components, will be evaluated on a 100-point scale, weighted as indicated below, in parenthesis:

| Required Part of Response to RFQ | Weight in Overall Evaluation |
|---|------------------------------|
| Prior government-funded grant applications, with preference given to experience with federal grant writing | 15% |
| Successful government-funded grant application, with preference given to federal grants | 15% |
| Three (3) References | 10% |
| Availability to start work as soon as August 28th, 2023 | 20% |
| Competitive pricing, including hourly (all inclusive) rate for services. Please note that given the maximum grant narrative length provided in the NOFO, RWI does not expect to spend more than \$8,000 on this procurement | 40% |

VI. **Application Process**

Responses to this RFQ must be submitted to Lee Koslow, Technical Assistance & Training Manager, at LKoslow@RochesterWorks.org by **Thursday, August 17th, 2023, at 4:30 pm.**

Questions may be submitted to Lee Koslow, Technical Assistance & Training Manager, at LKoslow@RochesterWorks.org no later than Monday, August 14th, 2023, at 4:30pm.

The RFQ selection committee will evaluate all applications and shall reserve the right to interview as many firms as it deems necessary. Incomplete applications may result in non-consideration by the RFQ Selection Committee.

All contractual agreements pursuant to this RFQ are subject to the approval of the Monroe County-Rochester Workforce Development Board.