



Grant Monitoring, Writing, Management and Support Services

REQUEST FOR QUALIFICATIONS

Issued by:

Wyoming Energy Authority
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Issue date: November 24, 2021

Closing date: December 17, 2021

Additional copies of this solicitation are available from
the Wyoming Energy Authority website at
<https://www.wyoenergy.org/news/>

This program is subject to the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. Ann. §§ 27-9-101 - 106), the Americans with Disabilities Act, 42 U.S.C. § 12101 - 12213, and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 - 6107, and any rules or regulations promulgated under these state and federal anti-discrimination statutes. Funding recipients shall not discriminate against any individual on the grounds of age, sex, sexual orientation, creed, color, race, religion, national origin, ancestry, pregnancy, or disability in connection with funding under this Request for Proposals.

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1. INTRODUCTION

The mission of the Wyoming Energy Authority is to advance Wyoming's energy strategy by driving data, technology, and infrastructure investments. The agency is issuing a request for qualifications (RFQ) from service providers, consultants, and other interested entities who can provide long-term grant management services including monitoring, writing, management and support.

2. SPECIFICATIONS AND SCOPE OF WORK

A. Purpose

The purpose of this solicitation is to secure services from qualified organizations that will provide services for grant monitoring, writing, management and related services. This solicitation provides for the submission of documents and information intended to verify that the vendor meets or exceeds the minimum criteria set forth herein.

B. Scope of Work

The required services include:

1. Grant coordination services
 - a. Monitor, collate, filter and devise a strategy for grant opportunities, both public and private. This includes Notices of Intent (NOI), Requests for Information (RFI), Funding Opportunity Announcements (FOA), Notices of Funding Opportunity (NOFO) and similar announcements made by federal agencies including the US Department of Energy (DOE), US Economic Development Administration (EDA), US Department of Agriculture Rural Development and others.
 - b. Communicate opportunities to relevant Wyoming state agencies, as well as regional/community stakeholders and grant participants and partners.
 - c. Lead regular brainstorming and strategy meetings with public and private stakeholders, consolidate these events into actionable items, and coordinate execution of actionable items.
2. Grant proposal writing services
 - a. On a case by case basis, coordinate the scoping, development, compliance and submission of grant proposals.
 - b. Coordinate all activities and outputs including sub-awardees and vendors.
 - c. Coordinate communication with funding organizations, applicants and partners.
 - d. Coordinate and prepare grant budget estimates and presentations.
 - e. Coordinate and prepare grant project management documentation.
 - f. Coordinate and collate all ancillary required and optional documentation.
 - g. Coordinate peer review process(es).
3. Grant management services
 - a. Coordinate post-submission monitoring and follow-up, including reports etc.
 - b. Ensure contracts and agreements are processed and executed.
4. Grant training and support services
 - a. Provide training and support to staff for specific funding opportunities.
 - b. Provide other grant support services as needed.

3. PROJECT PERIOD

The engagement period will be on an as-needed basis for 12 months with the option to extend. However, there are significant funding opportunities on the horizon, and it is anticipated that significant

support will be needed for the next 6 to 12 months. This is subject to change as funding opportunities become available.

4. APPLICANT ELIGIBILITY

Participation in this program is open to companies, organizations, and individuals that can undertake such an engagement.

5. RFQ Q&A (QUESTIONS AND ANSWERS)

If you have questions regarding this solicitation or if you need more information, please email: Anja Bendel, Wyoming Energy Authority Program Director, anja.bendel@wyo.gov with "Grant Services Query" in the subject line.

6. SCREENING AND EVALUATION PROCESS

A. Screening

The Wyoming Energy Authority will screen all submissions prior to official review to ensure completeness and compliance with the requirements of this solicitation. Those submissions that do not comply, or are otherwise deemed to be non-responsive, will be returned to the Applicant with an explanation of the submission's deficiencies. All accepted submissions will be reviewed by the agency. Applicants may be contacted directly if the WEA requires clarification or more information.

B. Evaluation Criteria

Submissions will be evaluated according to the criteria described below:

- Applicant's qualifications, experience, demonstrated capabilities, understanding of requirements, and references.
- The suitability of the proposal to fulfill the requirements.
- Flexibility and willingness to accommodate the various deadlines and requirements from various federal and private funding organizations.
- Ability to provide services for an initial year, and optional renewal years
- Cost for services including a not-to-exceed monthly maximum, and any other related fees.
- Responsiveness – The degree to which the applicant has responded to the purpose and scope of the specifications, the flexibility to meet the agency's needs, conformance in all material respects to this request for qualifications, etc.
- Responsibility – The applicant has the capability to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required.
- Compliance - Compliance with all state and federal entities that govern business operations; including, but not limited to, maintaining sufficient general liability insurance, possessing good

standing with the respective Secretary of State, and having no indictments or convictions resulting in suspension and debarment for federal funding opportunities.

The Wyoming Energy Authority will rank the submissions according to the guidelines. In addition to the merit review criteria, the agency may consider factors that provide other benefits to the requested services. These factors may include submissions that provide novel approaches to providing support to meet the needs of the agency and broaden the agency's ability to successfully secure additional outside funding. The Wyoming Energy Authority reserves the right, without limitation or qualification, to consider any other criteria or factors that the agency deems relevant to provide the best services.

NOTE: Decisions of the Wyoming Energy Authority are final and are not subject to appeal.

C. Applicant Notification

All Applicants will be notified by email regarding the outcome of the evaluation process and final project selections by the dates indicated in Section 7 "Dates."

7. DATES

All dates and times are Mountain Time and are subject to change at the sole discretion of the Wyoming Energy Authority. Proposals received after the time and date specified will not be considered.

>>NOTE: In the event that other complementary external programs and/or solicitations are released the open period may be extended, or the RFQ re-opened, with all consequent dates delayed, in order to provide applicants the opportunity to adjust their submissions to pursue complementary or synergistic collaborations or other developments.<<

Issue Date:	November 29, 2021
Closing Date:	5:00 p.m. December 17, 2021
Final Project Selection:	No later than January 14, 2022

8. RIGHTS AND DISCLAIMERS

The Wyoming Energy Authority reserves the right, without limitation or qualification and at its sole discretion, to terminate this solicitation process at any time. The Wyoming Energy Authority reserves the right, without limitation or qualification, to reject any submission at any part of this solicitation process. All decisions made by the Wyoming Energy Authority are not subject to appeal.

9. SUBMITTAL INFORMATION

All costs incurred in the preparation and presentations of the submission, are the applicant's sole responsibility. All documentation submitted with the submission will become the property of the Wyoming Energy Authority.

Submission site: Upload submissions to the website address below. A confirmation email acknowledging receipt of the proposal will be sent within 24 hours of submission. If you do not receive a confirmation, please email anja.bendel@wyo.gov.

Website: <https://www.wyoenergy.org/news/>

Confidentiality: The proposer shall clearly identify all information that is considered confidential (Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205). Identify each confidential page with "CONFIDENTIAL" in capital, bold letters centered at the bottom of each page, and preface each line that is confidential with an asterisk (*). Information not clearly marked may be considered public. Proposal information is restricted and not publicly available until after award.

File naming format:

Grants 2021_[Company Name]_[Applicant Last Name]_[File Description]

Example 1: "Grants 2021_ABC Consulting_Smith_Qualifications.pdf"

Submissions must include:

- Signature Page, signed by the proper official
- Description of organization and statement of qualifications - this statement must also include:
 - Company profile to include specific experience (background, qualifications, etc.)
 - Any associated organizations that would be involved in providing services
 - Resumes of key personnel
 - Three to five references in regard to grant proposal writing and related support services. Include company, contact name, address, and phone number.
- Cost breakdown of all materials and services for at least 12 months. Include a not-to-exceed monthly amount. Address how you propose to handle price increases/decreases (escalation/de-escalation) for additional years.
- Commitment that demonstrates flexibility and willingness to accommodate the varying demands and timelines that arise from different funding sources and opportunities

Optional items may be included, but are not required:

- An option for alternative services that the submitter believes will enhance the ability for the Wyoming Energy Authority or other state agencies and partners to secure additional outside funding
- Company profile which is indicative of the diversity of the organization.
- Additional information your company wishes to share. This is limited to a maximum of 1 additional page.

SIGNATURE PAGE

The undersigned agrees to provide a statement of qualifications to provide grant monitoring, writing, management and support services.

By submission, the proposer certifies:

- Prices in this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be by the submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The person signing this submission certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this solicitation.
- Applicant will comply with all Federal regulations, policies, guidelines and requirements, as applicable.
- Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter.
- Direct purchases of material by the State of Wyoming are exempt from Wyoming Sales or Use Tax. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Terms: Net 45; (Wyoming Statute § 16-6-602)
- The undersigned certifies and agrees that this request for qualifications is submitted in accordance with all applicable Wyoming laws.
- By signing below, the submitter certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with 2 CFR Part 180.

I Fill in completely ***I***

(COMPANY NAME OF APPLICANT)

(PO BOX/ STREET ADDRESS)

(TELEPHONE NUMBER)

(CITY, STATE AND ZIP CODE)

(OFFICIAL REPRESENTATIVE NAME) printed

(AUTHORIZED SIGNATURE) required

(E-MAIL ADDRESS)

(DATE)

Verification

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as applicant, that I have personally examined and am familiar with the information submitted in this disclosure and any attachments, and that the information is true, accurate, and complete.