

The Georgia Department of Community Affairs
GEORGIA COMMISSION FOR SERVICE AND VOLUNTEERISM
60 EXECUTIVE PARK SOUTH, NE
ATLANTA, GEORGIA 30329-2296

REQUEST FOR PROPOSAL (RFP)

RFP CONTACTS:

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SUBMISSION DEADLINE: 08/15/2016

INTRODUCTION:

THE GEORGIA COMMISSION FOR SERVICE AND VOLUNTEERISM INVITES AND WELCOMES PROPOSALS FOR THEIR AMERICORPS TRAINING AND TECHNICAL ASSISTANCE PROJECT. PLEASE TAKE THE TIME TO CAREFULLY READ AND BECOME FAMILIAR WITH THE PROPOSAL REQUIREMENTS. ALL PROPOSALS SUBMITTED FOR CONSIDERATION MUST BE RECEIVED BY THE TIME AS SPECIFIED ABOVE UNDER THE "SUBMISSION DEADLINE".

ABOUT THE GEORGIA COMMISSION FOR SERVICE AND VOLUNTEERISM (GCSV):

THE GEORGIA COMMISSION FOR SERVICE AND VOLUNTEERISM (GCSV) IS A PART OF THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA). THE GCSV SERVES AS THE PASS-THROUGH AGENCY FOR AMERICORPS PLANNING GRANTS AND FORMULA FUNDS.

PROJECT OBJECTIVES:

- TO PROVIDE TECHNICAL ASSISTANCE AND TRAINING TO AMERICORPS PLANNING GRANT RECIPIENTS.
- TO PROVIDE OUTREACH TO GEORGIA'S RURAL COMMUNITIES REGARDING THE AMERICORPS GRANT OPPORTUNITY.

PROJECT LOCATION: STATEWIDE

PROJECT SCOPE AND SPECIFICATIONS:

THE CONSULTANT WILL ASSIST SIX PLANNING GRANT RECIPIENTS IN BUILDING THE NECESSARY INFRASTRUCTURES AND SYSTEMS NECESSARY TO APPLY FOR AN AMERICORPS GRANT IN 2017. FUNDING IS NEVER GUARANTEED TO ALL APPLICANTS IN THAT EACH APPLICATION IS SCORED USING A RUBRIC BASED OFF THE NOTICE OF FUNDING OPPORTUNITY (NOFO). THE NOFO WILL BE PROVIDED AS SOON AS IT IS AVAILABLE.

THE CONSULTANT WILL CONDUCT OUTREACH TO GEORGIA'S RURAL COMMUNITIES; PROVIDING EDUCATION AND INFORMATION ABOUT THE AMERICORPS GRANT OPPORTUNITY.

SCHEDULED TIMELINE:

THE FOLLOWING TIMELINE IS SPECIFIC TO PLANNING GRANT RECIPIENTS BUT MAY ALSO INCLUDE OTHER INTERESTED PARTIES IN RURAL COMMUNITIES.

THE CONSULTANT MUST KEEP THE GCSV AWARE OF PROGRESS ON A REGULAR BASIS.

SEPT 2016:

- ASSIST THE COMMUNITY IN RECRUITING AND CONDUCTING INTERVIEWS FOR A PROGRAM DIRECTOR AND/OR FISCAL PROGRAM OFFICER.
- REVIEW THE LATEST NOFO, APPLICATION GUIDELINES, AMERICORPS REGULATIONS AND PROVISIONS, CFR, AND BECOME FAMILIAR WITH THE KNOWLEDGE NETWORK. PROVIDE TRAINING TO PROGRAM DIRECTORS AND OTHER PERTINENT INDIVIDUALS ON THE AFOREMENTIONED DOCUMENTS.
- INSTRUCT THE ORGANIZATIONS TO REVIEW REGULATIONS REGARDING NATIONAL CRIMINAL BACKGROUND CHECKS.
- EXPLAIN TO THE ORGANIZATIONS THE PURPOSE, ALLOWABLE ACTIVITIES OF AMERICORPS MEMBERS AND PROHIBITED ACTIVITIES.
- INSTRUCT ORGANIZATIONS TO REVIEW THE 2016/17 PROGRAM DIRECTOR MANUAL AND BECOME FAMILIAR WITH OTHER GCSV TOOLS PROVIDED BY GCSV STAFF.
- ATTEND THE GRANTEE SYMPOSIUM ON SEPTEMBER 20-23, 2016 IN ARLINGTON, VA AS STIPULATED IN THE TTA INVESTMENT FUNDS NOFO. THE 2016 SYMPOSIUM WILL BE HELD AT THE HILTON ALEXANDRIA MARK CENTER, 5000 SEMINARY ROAD, ALEXANDRIA, VA 22311, ON SEPTEMBER 21-23. THERE WILL ALSO BE SEVERAL PRE-CONFERENCE EVENTS ON SEPTEMBER 20 FOR DESIGNATED PARTICIPANTS. CONFERENCE COSTS MAY BE TAKEN FROM GRANT FUNDS.

OCT 2016:

- ASSIST ORGANIZATIONS IN IDENTIFYING POTENTIAL COMMUNITY PARTNERS AND SERVICE SITES.
- ASSIST ORGANIZATIONS IN IDENTIFYING POTENTIAL IN-KIND AND CASH DONORS.
- ASSIST ORGANIZATIONS IN RESEARCHING AMERICORPS PROGRAM DESIGNS AND DETERMINE THE DESIGN FOR THE POTENTIAL PROGRAM.

- REVIEW ORGANIZATION'S FINANCIAL SYSTEMS, FILING SYSTEMS AND OTHER SYSTEMS NECESSARY TO SUCCESSFULLY RUN AN AMERICORPS PROGRAM AND PROVIDE FEEDBACK AND/OR RECOMMENDATIONS TO THE ORGANIZATION.

Nov 2016:

- ASSIST THE ORGANIZATIONS IN DEVELOPING A PLAN TO ENHANCE THE CAPACITY OF COMMUNITY ORGANIZATIONS THROUGH THE AMERICORPS PROGRAM AND DETERMINE THE NUMBER OF AMERICORPS MEMBERS NEEDED AND THEIR PROFILES IN TERMS OF EDUCATION, EXPERIENCE AND SKILL SETS.
- ASSIST THE ORGANIZATIONS IN SELECTING APPLICABLE PROGRAM MODELS, RESEARCH AND IDENTIFY APPLICABLE PERFORMANCE MEASURES.
- INSTRUCT ORGANIZATIONS TO BEGIN WORKING ON THE DRAFT AMERICORPS GRANT APPLICATION.
- ASSIST THE ORGANIZATIONS (WHERE APPLICABLE) IN ESTABLISHING AN eGRANTS ACCOUNT. NOTE: IF WORKING WITH PLANNING GRANT RECIPIENT, THEY ALREADY HAVE AN eGRANTS ACCOUNT ESTABLISHED.
- INSTRUCT THE ORGANIZATIONS WHO ARE NOT PLANNING GRANT RECIPIENTS TO LOCATE THEIR ORGANIZATION'S DUNS NUMBER AND DETERMINE IF THEY HAVE A FEDERALLY NEGOTIATED INDIRECT COST RATE.
- INSTRUCT THE ORGANIZATIONS TO ATTEND AT LEAST ONE GCSV APPLICATION WORKSHOP.
- CONSULTANT TO ATTEND AT LEAST ONE GCSV APPLICATION WORKSHOP.

DEC 2016:

- ASSIST THE ORGANIZATIONS IN FINALIZING PROPOSED MEMBER ACTIVITIES AND ROLES AND DETERMINE HOW THEY ALIGN WITH UNMET NEEDS; THE PERFORMANCE MEASUREMENT SYSTEM; DATA GATHERING AND POTENTIAL COMMUNITY IMPACT.
- ASSIST THE ORGANIZATIONS IN DEVELOPING THE RECRUITMENT AND SELECTION PLAN FOR AMERICORPS MEMBERS AND DETERMINE STAFFING NEEDS FOR THE PROGRAM.

JAN 2017:

- ASSIST THE ORGANIZATIONS IN OUTLINING THE PROGRAM DESIGN
- ASSIST THE ORGANIZATIONS IN DEVELOPING A DRAFT BUDGET
- INSTRUCT THE ORGANIZATIONS TO FINALIZE MOUs WITH PARTNER SITES WHERE MEMBERS WILL SERVE.
- INSTRUCT THE ORGANIZATIONS TO SECURE ALL MATCH COMMITMENTS.

FEB 2017:

- INSTRUCT ORGANIZATIONS TO COMPLETE THE FINAL AMERICORPS GRANT APPLICATION IN eGRANTS.

MAR-JUNE 2017:

- AFTER IT HAS BEEN DETERMINED THAT THE ORGANIZATION WILL BE FUNDED, ASSIST THE ORGANIZATION IN DEVELOPING A DETAILED MEMBER ORIENTATION AND TRAINING CURRICULA, A DETAILED SITE SUPERVISOR

ORIENTATION AND TRAINING CURRICULA, AND IN PREPARING ALL SUPPORT SYSTEMS FOR PROGRAM IMPLEMENTATION.

- INSTRUCT THE ORGANIZATIONS THAT ARE FUNDED TO FINALIZE FORMS, POLICIES & PROCEDURES AND FACILITATE THE PLANNING GRANT CLOSEOUT PROCEDURES.

PROJECT PROPOSAL EXPECTATIONS:

THE GEORGIA COMMISSION FOR SERVICE AND VOLUNTEERISM SHALL AWARD THE CONTRACT TO THE PROPOSAL THAT BEST ACCOMMODATES THE VARIOUS PROJECT REQUIREMENTS.

PROPOSAL SELECTION CRITERIA:

ONLY THOSE PROPOSALS RECEIVED BY THE STATED DEADLINE WILL BE CONSIDERED. ALL PROPOSALS, SUBMITTED BY THE DEADLINE, WILL BE REVIEWED AND EVALUATED BASED UPON INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL. FURTHERMORE, THE FOLLOWING CRITERIA WILL BE GIVEN CONSIDERABLE WEIGHT IN THE PROPOSAL SELECTION PROCESS:

- PROPOSALS RECEIVED BY THE STIPULATED DEADLINE AND IN THE CORRECT FORMAT.
- BIDDER'S PERFORMANCE HISTORY AND ALLEGED ABILITY TO TIMELY DELIVER PROPOSED SERVICES.
- BIDDER'S ABILITY TO PROVIDE AND DELIVER QUALIFIED PERSONNEL HAVING THE KNOWLEDGE AND SKILLS REQUIRED TO EFFECTIVELY AND EFFICIENTLY EXECUTE PROPOSED SERVICES.

THE GCSV SHALL RESERVE THE RIGHT TO CANCEL, SUSPEND, AND/OR DISCONTINUE ANY PROPOSAL AT ANY TIME THEY DEEM NECESSARY OR FIT WITHOUT OBLIGATION OR NOTICE TO THE PROPOSED BIDDER/CONTRACTOR.

PROPOSAL SUBMISSION FORMAT:

SUMMARY OF BIDDER BACKGROUND

- BIDDER'S NAME(S)
- BIDDER'S ADDRESS
- BIDDER'S CONTACT INFORMATION AND PREFERRED METHOD OF CONTACT/COMMUNICATION
- LEGAL FORM OF BIDDER (E.G. SOLE PROPRIETOR, PARTNERSHIP, CORPORATION)
- DATE BIDDER'S COMPANY FORMED
- DESCRIPTION OF BIDDER'S COMPANY IN TERMS OF SIZE, RANGE AND TYPES OF SERVICES OFFERED AND CLIENTELE.
- BIDDER'S PRINCIPAL OFFICERS (E.G. PRESIDENT, CHAIRMAN, VICE PRESIDENT(S), SECRETARY, CHIEF OPERATING OFFICER, CHIEF FINANCIAL OFFICER, GENERAL MANAGERS) AND LENGTH OF TIME EACH OFFICER HAS PERFORMED IN THIS/HER FIELD OF EXPERTISE.
- BIDDER'S FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)

- EVIDENCE OF LEGAL AUTHORITY TO CONDUCT BUSINESS IN GEORGIA (E.G. BUSINESS LICENSE NUMBER)
- EVIDENCE OF ESTABLISHED TRACK RECORD FOR PROVIDING SERVICES AND/OR DELIVERABLES THAT ARE THE SUBJECT OF THIS PROPOSAL.
- NARRATIVE ON BIDDER'S ABILITY TO CARRY OUT THE PROPOSED PROJECT.

FINANCIAL INFORMATION

- STATE WHETHER THE BIDDER OR ITS PARENT COMPANY (IF ANY) HAS EVER FILED FOR BANKRUPTCY OR ANY FORM OF REORGANIZATION UNDER THE BANKRUPTCY CODE.
- STATE WHETHER THE BIDDER OR ITS PARENT COMPANY (IF ANY) HAS EVER RECEIVED ANY SANCTIONS OR IS CURRENTLY UNDER INVESTIGATION BY ANY REGULATORY OR GOVERNMENTAL BODY.

COST PROPOSAL SUMMARY AND BREAKDOWN

- A DETAILED BUDGET IS INCLUDED WITH THIS RFP. DISCUSS IN DETAIL WHETHER OR NOT THE BIDDER WILL BE ABLE TO OPERATE WITHIN THE CONFINES OF THIS BUDGET.

REFERENCES

- PROVIDE THREE (3) REFERENCES

Budget Narrative: Georgia Commission for Service and Volunteerism III for Georgia Commission for Service and Volunteerism

Section I. Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
GCSV AmeriCorps Workshops: 3 Application workshops to rural communities. Traveling approximately 360 miles @ \$.57 per mile.	205	0	205
CATEGORY Totals	205	0	205

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to planning grant awardees and rural Georgia to provide TTA: Est 10 grantees at 100 mile each x 4 visits 10x100 = 1000 x 4 = 4000 or 8000 roundtrip 8000 miles x .57= \$4560 10 additional rural communities not receiving planning grants: 100 mile each x 4 visits 10x100 = 1000 x 4 = 4000 or 8000 roundtr	9,120	0	9,120
Consultant fees: The purpose of the consultant is to provide training and outreach to rural, underserved and unserved communities about AmeriCorps grants.: \$300 per day x 260 days = \$78,000	78,000	0	78,000

Consultant attend Grantee Symposium: Airfare \$350 roundtrip Airport parking for 3 days at \$10/day = \$30 Baggage fee (roundtrip) = \$50 Registration \$150 Lodging \$200 per night x 2 = \$400 Meals @\$50/day x 30 days = \$150	1,130	0	1,130
Consultant's attendance at National Conference on Service and Volunteerism: Airfare \$500 roundtrip Airport parking for 4 days at \$10/day = \$40 Baggage fee (roundtrip) = \$50 Registration \$500 Lodging \$250 per night x 3 = \$750 Meals @\$50/day x 4 days = \$200	2,040	0	2,040
Lodging for consultant - travel to planning grant recipients: 10 subgrantees @ 4 visits per year = 40 overnight stays = 40 x \$150 = \$6000	6,000	0	6,000
Supplies for consultant's use - must return to GCSV upon completion of contract: 1 laptop computer \$1200 - 1 cell phone + service for one year \$2000	3,200	0	3,200
Temporary Office Space for Consultant (1 year): \$20/day x 260 days = \$5,200	5,200	0	5,200
Other overhead costs for consultant for 1 year: Printing, phone usage, electricity, etc. \$20/day x 260 = \$5200	5,200	0	5,200
CATEGORY Totals	109,890	0	109,890

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

J. Indirect Costs

Description -Cost Type	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

K. Other

Item	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	110,095	0	110,095
PERCENTAGE	100%	0%	
BUDGET Totals	110,095	0	110,095
PERCENTAGE	100%	0%	

Source of Funds

Section	Description
Section I. Support Expenses	