



RFP#2025-06

Grants Administration

Issue Date: Friday, June 13, 2025

Deadline for Questions: Friday, June 27, 2025

Submittal Deadline: Proposals will be accepted until 4:30 p.m. (EST) on Wednesday, July 11, 2025.

Submittal Copies: One (1) copy in PDF format must be submitted by email to jconstantineau@ssseva.org with subject **“Senior Services Grants Administration RFP#2025-06.”**

Contact information: All inquiries for information should be directed by email to Jane Constantineau, Director of Marketing, jconstantineau@ssseva.org.

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REQUEST FOR PROPOSALS

Senior Services of Southeastern Virginia (Senior Services) is seeking proposals from a grant-writing contractor with the means and experience to provide strategy, research, collaboration, grant writing, reporting, and administration for its grants program beginning August 1, 2025.

Background

Senior Services of Southeastern Virginia is the regional organization in South Hampton Roads and Western Tidewater that supports and enriches the lives of seniors and their families through advocacy, education, information, and comprehensive services. For more than 50 years we have changed the lives of tens of thousands of the region's seniors for the better. We have served over two million meals, contributed more than six million hours of senior volunteer services, driven seniors over 11 million miles, and helped thousands of seniors live in their homes independently as an alternative to nursing home care.

We are a private, nonprofit organization, and we serve residents in Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach, and Isle of Wight and Southampton counties. Services include Case Management, In-Home Care, Meals on Wheels home-delivered meals and congregate meals, Care Transitions, Evidence-Based Wellness classes, I-Ride Transportation, Medicare Benefits Counseling, and more.

Mission: To provide seniors and their caregivers with access to programs and services so they may live their lives with choice and dignity in their communities

Vision: We envision a community that empowers, respects, and values seniors and their caregivers.

Values: Act with courage; Create trust; Exhibit respect; Deliver results

With an annual budget of \$10 million, Senior Services receives funding from federal, state, municipal, and private sources. We submit applications for and receive funding from 30-40 grants per year. Most of our grants are recurring, but we do apply for new opportunities each year. Most of these grants require submission of quarterly and/or end-of-project reports.

Objective of this solicitation:

Senior Services intends to issue a contract to a qualified vendor with demonstrated experience who is available to provide full-service grant research, writing, stewardship, and administration for the organization beginning August 1, 2025.

1.0 PROJECT SCOPE

Senior Services of Southeastern Virginia is seeking support and assistance from a grant-writing contractor to provide strategy, research, collaboration, grant writing, reporting, and administration for its grants program beginning August 1, 2025 and continuing on a monthly basis for up to a year.

Strategic Priorities:

1. Proactively increase annual grant revenue, targeting diverse funding streams (federal, state, local, corporate, and private foundations).
2. Identify, evaluate, prioritize, and with approval apply for new funding opportunities aligned with organizational goals and community impact.

SENIOR SERVICES expects the selected firm to:

1. Collaborate with program, finance, and executive leadership to gather required inputs for planning and strategic direction.
2. Research and present prospective funding opportunities aligned with program goals.
3. Prepare and submit persuasive, data-driven, and tailored proposals that exceed funder expectations.
4. Maintain full compliance with grant guidelines and deadlines.
5. Ensure timely submission of accurate reports and renewals.
6. Maintain accurate and organized records and a tracking calendar for grants and reports.
7. Work closely with the Marketing Director and CEO to cultivate and sustain strong relationships with funders through timely communication and recognition.

2.0 MANAGEMENT/OWNERSHIP

Unless otherwise negotiated, all deliverables and/or other products of the contract (including but not limited to all procedures, solicitation packages, reports, records, summaries, software documentation and other matter and materials prepared or developed by the Contractor in performance of this contract) shall be the sole, absolute and exclusive property of SENIOR SERVICES, free from any claim or retention of rights thereto on the part of the Contractor, its agents, subcontractors, officers, or employees.

3.0 INSTRUCTIONS TO OFFERORS

3.1 REQUIRED INFORMATION

One (1) copy in PDF format of the proposal shall be submitted.

The following items shall be submitted with each offer/proposal. Failure to include ANY of these items may result in a proposal being rejected. There is no page limit or formatting requirements.

Part 1. RFP Forms

The Offeror must provide the following forms, signed by a principal in the firm submitting the proposal on behalf of their company or consortium:

- Attachment 1: "Contractor Information & Certifications"
- Attachment 2: "Bid Form"

Part 2. Qualifications & Experience

The proposal must include information describing the background and experience of the firm and key individuals that will perform all or parts of the proposed services. The inclusion of links to project examples is strongly encouraged.

Part 3. Proposed Services

A. Project Understanding

The proposal must demonstrate an understanding of the project objectives, providing a clear indication of the ability to perform within the required schedule.

B. Proposed Approach

The proposal must describe the approach that will be taken to work strategically with SENIOR

SERVICES.

Part 4. Cost Proposal

Proposers must provide an estimate of labor hours and other direct costs that would be necessary to fulfill the requirements of this RFP.

Part 5. References

Provide a minimum of three (3) references, complete with email address and telephone number, of the clients for which the Offeror has performed similar work.

Part 6. Corrections, Amendments, and Clarifications

Include signed copies of all corrections, amendments, and clarifications to this RFP. Such corrections, amendments, and clarifications will be emailed to all participating RFP respondents.

Part 7. Participation by Minority and/or Woman-Owned Businesses

The use of minority-owned and/or woman-owned business enterprises (MWBE) is encouraged. In the event an offeror proposes to use a certified MWBE, a letter of intent signed by both parties must be submitted to SENIOR SERVICES as Part 7 of the proposal submission.

3.2 INQUIRIES

All inquiries must be submitted in writing to the email address noted on the cover page of this solicitation by the date shown on the cover page. Questions will be answered formally via addendum to the solicitation soon after the deadline for submitting questions. Any correspondence related to the RFP should refer to the appropriate RFP number, page, and paragraph number.

3.3 ACCURATE INFORMATION

Failure to provide complete and accurate information in an offer to this solicitation may result in your proposal being deemed nonresponsive. SENIOR SERVICES may institute debarment proceedings against the Offeror and/or terminate any contract or purchase order that has been awarded based on inaccurate information.

3.4 PROPOSAL OPENING

Proposals shall be opened on the date and time designated on the cover page of this document, unless provided otherwise by an amendment to the RFP. All proposals and any modifications and other information received in response to the RFP shall be shown only to authorized personnel having a legitimate interest in them or persons assisting in the evaluation.

Late proposals will not be considered. Any Offeror submitting a late proposal shall be so notified.

3.5 VALIDITY OF PROPOSALS

All proposals shall be valid for a period of sixty (60) days from the closing date of the solicitation unless another timeframe is agreed to by all parties. Submission of proposals does not afford rights to the Offeror nor obligate SENIOR SERVICES in any manner.

3.6 PROPOSAL AND PRESENTATION COSTS

SENIOR SERVICES will not be liable for any costs incurred by an Offeror in the preparation of its response to a

solicitation, nor for the presentation of its proposal and/or participation in any clarifications, discussions, negotiations, or protests.

3.7 AMBIGUITY, CONFLICT, OR IRREGULARITIES IN SOLICITATION OR PROPOSAL

Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in this solicitation prior to submitting their offer, or it shall be waived. Claims of ambiguity after submission of the offer shall not serve as grounds for a protest.

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, they shall immediately request modification or clarification in writing via email to the address of the person identified on the cover page. Required modifications or clarifications will be issued by solicitation amendment.

SENIOR SERVICES reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of SENIOR SERVICES. Any such waiver shall not modify any remaining solicitation requirements or excuse the Offeror from full compliance with the solicitation specifications and other contract requirements if the Offeror is awarded a contract.

3.8 SOLICITATION ACCEPTANCE AND ACCEPTANCE PERIOD

Offeror must indicate acceptance of the final version of this solicitation as amended. A response to a Request for Proposal is an offer to contract SENIOR SERVICES based upon the terms, conditions, scope of services and specifications contained in this Request for Proposal. Proposals are an irrevocable offer for ninety (90) days after the proposal opening time and date.

3.9 OFFEROR'S RIGHTS

All materials submitted in response to this RFP become the property of SENIOR SERVICES upon delivery and are to be appended to any formal documentation, which would further define or expand the contractual relationship between SENIOR SERVICES and the Offeror.

4.0 EVALUATION OF PROPOSALS

4.1 CRITERIA FOR PROPOSAL EVALUATION

Proposals shall be evaluated on three separate criteria. The maximum score is 100 points.

WEIGHT	CRITERION
40 points	Ability to Meet Scheduled Requirements
55 points	Qualifications and Experience
5 points	MWBE Participation

4.2 PROPOSAL INTERVIEWS

Based upon the evaluation of the written proposals, SENIOR SERVICES may request teams to participate in an in-person or virtual interview in order to answer questions.

4.3 AWARD OF CONTRACT

Notwithstanding any other provision of this RFP, SENIOR SERVICES expressly reserves the right to:

1. Waive any immaterial defect or informality, or
2. Reject any or all proposals, or portions thereof, or
3. Select a vendor already under contract for similar services, or
4. Cancel or reissue the solicitation.

Attachment 1..... Contractor Information & Certifications

Attachment 2..... Bid Form

Attachment 1

Contractor Information & Certifications

(If this proposal is submitted by a joint venture, each business shall provide the information requested below)

Senior Services of Southeastern Virginia
Attention: Jane Constantineau
2551 Eltham Ave, Ste Q
Norfolk, VA 23513

Or via email to Jane Constantineau at jconstantineau@ssseva.org

A. ACKNOWLEDGEMENT OF RFP & ADDENDA

Respondent has received the RFP and the Following Addenda (if any), receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Do you take any exception or have any objections to the terms and conditions to this RFP? Yes ☐ No ☐

If "yes" please attach a separate page titled "Objections to the RFP" stating the specific paragraphs and why you are taking exception or objecting.

B. CONTRACTORS INFORMATION

Legal Business Name	
DBA (if used)	
Mailing Address	
Physical Address (if different)	
Federal Tax ID	
Fax	
Email	
Legal Structure	<u>Sole Proprietor</u> <u>Partnership Corp.</u> <u>LLC</u> <u>JV</u>
Years in Business Under this Name:	
Are you a Small, Women-owned, and Minority-owned Business (SWaM)?	No <input type="checkbox"/> Yes <input type="checkbox"/> SWaM #: _____

1. Do you intend to subcontract any part of the Work: Yes No
 - a. If “yes,” attach a listing of contractors and the work they will perform.
2. Number of staff in your firm qualified to perform the services in this proposal: _____
3. Has your firm been disqualified, removed, or otherwise declared in material breach or default of any public works contract by a public agency; or debarred from participating in bidding for any public works contracts? Yes No

C. REFERENCES

1	Company:	
	Contact:	
	Email:	
	Phone:	
2	Company:	
	Contact:	
	Email:	
	Phone:	
3	Company:	
	Contact:	
	Email:	
	Phone:	

D. CERTIFICATIONS

Equal Employment Opportunity: By submitting its proposal, the respondent certifies that it complies fully with all government regulations regarding nondiscriminatory employment practices.

Non-collusive Affidavit: The party making the proposal, that such proposal is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to retain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against SSSEVA or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Under penalties of perjury, as prescribed in 18 U.S.C 1001, the undersigned certifies that the statements set forth in its proposal are true and correct.

(If a Corporation, President or CEO should sign; if a Partnership, a partner should sign' and if LLC, managing member should sign. If some other employee signs, evidence of authority m must be submitted)

Submitted by:

Signature

Date

Printed Name

Title

Attachment 2 Bid Form

To: Senior Services of Southeastern
Virginia Attention: Jane Constantineau
2551 Eltham Ave,
Ste Q Norfolk, VA
23513

Or via email to Jane Constantineau, jconstantineau@ssseva.org

We, _____, the undersigned, having examined the RFP, hereby propose and agree to furnish all services, labor, materials and equipment necessary to complete the Work, as required by said RFP, including any Addenda (if any thereto), at the following lump-sum fixed-fee prices:

Grant Administration	\$ _____ month retainer for maximum duration of 12 months. 60-day advance notice assurance for either party required to terminate contract within this 12-month period. Option for monthly renewal at same rate.
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Additional Services:	
Hourly rate for additional services requested by SSSEVA	\$

Submitted by:

(Signature)

Date

(Printed Name)

Date