

**WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC. (WestCOP)
2 Westchester Plaza, Elmsford, NY 10523**

REQUEST FOR PROPOSAL

Head Start

Grant Writer

Issue date: February 27, 2020

Proposal Due Date: March 27, 2020 at 4:00PM

Information Session Conference Call: March 13, 2020 at 1:00pm

Conference Dial in #: (605) 313-5111 Access code: 536421

Need

In response to an anticipated Federal Opportunity Announcement (FOA) for a Head Start Program; WestCOP is conducting a search for a grant writer to assist in its re-competition and to pilot WestCOP through FOA process. In addition, a conference call to discuss this RFP will be held on March 13, 2020 at 1:00 pm.

WestCOP

WestCOP is a private not-for-profit, multipurpose social service agency operating community programs to combat poverty and its adverse effects in Westchester and the Lower Hudson Valley Region. Chartered in 1965, the organization each year receives more than 60 grants from corporations, government, foundations and individuals to sponsor numerous programs essential to the well-being of the community's residents. These programs include 21 Day Care Head Start centers, 9 Community Action Programs (CAPs), Family living program, Homeless prevention and Assistance programs, Emergency food pantries, Surplus food distribution, Energy conservation and Weatherization programs and numerous employment and training programs. WestCOP services include a variety of special projects, such as the Foster Grandparents Programs, an Emergency Homeless Men's Shelter, Seniors in Community Services, Victims Assistance Services, Rape Crisis Services, a Rape Hotline, Adolescent Pregnancy Prevention and Community Services to the Elderly.

Scope of Work

A. Develop Schedule of Activities needed to support a successful submission of the Grant Application

- a. Grant writing plan
- b. Data Collection
- c. Partnerships/Delegates
- d. Program development and description
- e. Draft Proposal
- f. Budget

B. Develop Delegates and or Partnerships

- Identify Partners/Delegate and their respective roles & budgets
- Convene partners by Centers/Communities and together
- Develop partnership MOUs and required letters in respective communities

C. Identify communities and locations for proposed Head Start centers

D. Collect and aggregate data needed to support proposal

- a. External; federal, state, local
- b. Internal: WestCOP's Early Childhood Programs information
- c. Review WestCOP's Community Needs Assessment & Strategic Plan and modify as needed based on new information that becomes available.
- d. Access and gather information from other data sources to support application.

E. Program Design

- a. Work with Agency staff, partners and consultants to develop the WestCOP program design to meet Head Start Act, Head Start Performance Standards and related regulations & requirements to develop:
 - 1. Dynamic Learning Program
 - 2. Staff Training & Development
 - 3. Health & Safety
 - 4. Policies and Procedures to govern the operation of the program

Minimum Qualifications

Respondents to this solicitation may be an individual or corporation that meets the following minimum requirements:

- MUST have at least five years' successful track record in grant writing that includes preparing HHS Head Start grant applications.
- MUST have at least two Head Start Applications that were successfully funded by HHS. This will require references and complete disclosure of the successful applicant agencies.
- MUST be available for at least nine months on an agreed upon schedule to work on this grant application.
- MUST have adequate and qualified staff to assist in the development of the grant as outlined in the scope of services.

Proposal Requirements

- 1. Respondent's Grant Writing Experience **(10 Points)**
Respondent must provide adequate information that explain its experience in grant writing.
- 2. Respondent's Knowledge of Head Start and understanding of Head Start Act and the Head Start Performance Standards and other related regulations and requirements. **(20 Points)**
Respondent must provide adequate information that explain understanding of the Head Start Act, head Start Performance Standards and other related Head Start regulations and requirements
- 3. Respondent's Proposed Grant Writing Process for WestCOP's Head Start Proposal **(25 Points)**
Respondent must provide a detail plan for its approach for developing the WestCOP proposal. This must include activities, description of each activity, timeline and the individual responsible for each activity and related outcomes.
- 4. Respondent's identification of at least two previous successful Head Start proposals that resulted in grant award. **(15 Points)**

Respondent must identify at least two successful Head Start Grant applications. Secure authorization for the grant recipient to share their respective information. WestCOP reserves the right to contact each grant recipient identified to certify the grant writing work done by the respondent on its behalf and that is was successful. **(20 Points)**

5. Respondent's Budget that identify the related costs including personnel and other than personnel cost. **(10 Points)**

Respondents must identify all cost related to the planning, development and submission of this proposal. This should include personnel cost, other than personnel and other necessary resources.

6. Supplemental qualification information – please include additional information that supports your application **(10 points)**

Proposal Submission Requirements

- Qualified Proposal must be received no later than Friday, March 27, 2020 at 4:00 pm
- Proposal must not be more than five (5) pages (not including budget and the grant writing plan)
- Respondent must submit five (5) bounded copies of its proposal
- Proposals will only be considered if received by United States Postal Service or hand-delivered to 2 Westchester Plaza, Elmsford, NY 10553 on or before the due date and time
- Information session conference call is scheduled for Friday, March 13, 2020 at 1:00 pm

For more information regarding this RFP, please contact Janet Savage via email only at janetsavage@westcop.org