



101 NE FIRST STREET SUITE 100
ENTERPRISE, OR 97828
541-426-3598

REQUEST FOR QUALIFICATIONS

Grant Writing & Resource Development

Northeast Oregon Economic Development District (NEOEDD) is soliciting responses to qualify one or more Contractors to serve as a Shared Grant Writer to extend NEOEDD's capacity to help communities secure funding for community infrastructure. The Shared Grant Writer will work with a team at NEOEDD to provide grant writing services and research the resource needs and opportunities as requested for local governments and other stakeholder organizations in Northeast Oregon.

NEOEDD anticipates establishing a no-dollar contractual agreement with one or more Contractors with future work to be specifically identified and priced on a project-by-project basis. This will allow NEOEDD to move quickly when a project is ready to proceed or when potential funding opportunities are anticipated for projects that are ready to proceed.

Responses must be submitted by email to NEOEDD by 06/13/2025 at 5:00 p.m.

Date Posted on Website: 05/15/2025

Response Contact: Chantal Ivenso, chantalivenso@neoedd.org

Late responses will be unopened. Responses will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements and final decisions will be made no later than **07/16/2025**. At the discretion of selection review members, respondents may be asked to interview as part of the selection process. NEOEDD supports Equal Opportunity Employment, Fair Housing, and Disability Accessibility. Please notify Chantal Ivenso, chantalivenso@neoedd.org, if any accommodations are necessary.

GENERAL SCOPE OF WORK

NEOEDD serves the Northeast Oregon region, which is defined as Baker, Union, and Wallowa counties, the 19 incorporated cities therein, and unincorporated rural communities. Federal and state resources are often available to finance community infrastructure projects, but many communities are not aware of funding opportunities. Even where these partners are aware of opportunities, they often lack staff capacity or expertise to pursue them. This severely curtails our region's ability to take advantage of these resources and use them to build the infrastructure necessary to address current needs and improve resilience to future shocks. To

address these needs, NEOEDD is seeking a Shared Grant Writer to assist with providing grant-writing services.

- NEOEDD seeks the assistance of a contracted Shared Grant Writer (the subject of this RFQ) to provide grant writing services and additional staff capacity for high-workload periods.
- NEOEDD will meet with Northeast Oregon communities to outline the program and services, including:
 - Project development – assisting communities in identifying viable projects and shaping them up to be ready for investment;
 - Resource prospecting – matching viable projects with appropriate resources, and defining and managing grant requirements;
 - Grant writing – providing grant writing services for priority projects;
 - Grant administration – Providing grant administration services for funded projects; and
 - Project Delivery – Providing project implementation services.

The above list is a menu of options - no two communities will need the same types of services and services provided will also vary from project to project. The selected consultant(s) may provide resource identification and grant writing services, depending on the skills of the selected consultant, NEOEDD staff capacity during any period, and the needs of NEOEDD and our client communities. The Shared Grant Writing Program will be largely focused on grant programs related to water infrastructure, sewer infrastructure, housing infrastructure, street and road infrastructure, and parks and recreation. Over time, we anticipate working proactively with our communities on an ongoing basis, serving as an extension of their staff and ensuring that the communities are high capacity and prepared in terms of project development, resource identification, and securing and administering funding.

PROJECT EVALUATION & DEFINITION OF SUCCESS

The following are the definitions of success for the overall Shared Grant Writing program. Each task assigned to the selected consultant(s) will have specific outcomes and deliverables defined.

- Local governments and other stakeholder organizations have clearly identified community priorities and are able to match them to available funding opportunities.
- Local governments and other stakeholder organizations have the capacity required to submit successful grant proposals to any appropriate funding sources, including but not limited to federal programs.



101 NE FIRST STREET SUITE 100
ENTERPRISE, OR 97828
541-426-3598

- Local governments and other stakeholder organizations have the capacity to administer awarded grants to the full satisfaction of the client and the funder.
- NEOEDD delivers a full complement of services – from project conceptualization to resource prospecting/matchmaking, to grant writing, through to grant administration – as appropriate to the needs of each local government or other partner.

REQUIRED SKILLS & EXPERIENCE

Following are required skills and experiences:

- Familiarity with federal, state and private foundation funding programs and opportunities, and a demonstrated track record of supporting clients to secure federal grants, especially as they relate to housing programs and projects that support delivery of housing such as infrastructure, community facilities and planning programs;
- Experience working with local governments and an understanding and knowledge of community development generally and community infrastructure specifically;
- Excellent communication, organization, and relationship-building skills;
- Ability to work with a team in a highly collaborative environment;
- Strong research skills;
- Experience with successful grant prospecting, grant proposal development and writing, and grant administration, including preparing clear project budgets and logic models for implementation; and
- Cultural competency.

RFQ REQUIREMENTS

Applicants shall provide materials in the order below:

- Cover letter/statement of interest
- Resume, if appropriate, or demonstration of overall firm competence and experience
- Outline of your experience with resource development and grant prospecting, writing, and administration services:
 - Number of years in business;
 - Experience or familiarity with local resources and examples of successful grant writing efforts; and,

- Three references from past clients, public agencies preferred, for whom you have provided similar services.
- Your proposed means of providing these services with NEOEDD – for instance, desired frequency of meetings, payment structure, etc.
- Statement of capacity to take on this work – ability to take on contracted work on a project-by-project basis from **8/01/2025 through 06/30/2028**.
- Statement of how much advance notice is needed to add specific grant writing tasks to contract with NEOEDD.
- Proposed approach for pricing services such as fixed cost for a specific scope of work, hourly, etc.
- Responses may not exceed 20 pages. Respondents must include all required materials for consideration. The selection committee will evaluate the responses and may require respondents to interview.