

**MEMORANDUM**

**TO:** Interested Parties

**FROM:** Workforce Development Council of Seattle-King County

**DATE:** July 30, 2010

**SUBJECT: Request for Qualification (RFQ) #10-08 for grant writers**

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit workforce “think tank” and grant-making organization charged with overseeing a large system of employment and training in Seattle and King County. The WDC’s mission is to ensure a strong economy as well as a path to self-sufficiency for every resident.

**PURPOSE**

The purpose of this RFQ is to identify and procure grant writing experts to work on behalf of the Workforce Development Council of Seattle-King County on an as needed basis. Applicants selected through this RFQ will be placed on a list of procured grant writing vendors. WDC staff will reference this list on an as-needed basis to select assistance when working on a variety of public and private funding proposals.

Grant writing vendors selected through this RFQ will write public and private grants on behalf of the WDC and its system partners. Resources and investments procured by vendors identified through this RFQ will help the WDC increase its ability to serve workforce development needs in Seattle and King County. The WDC seeks grant writers with experience and measurable success in the following areas:

- Successful grant applications for receipt of federal funding from agencies such as: the Department of Labor, the Department of Education, and the Department of Justice
- Proven effectiveness in securing philanthropic investments from both foundations and individuals; either through events, direct asks, or successful grant applications

Additionally, the WDC is seeking individuals with:

- A familiarity with the needs of WDC’s primary stakeholders, including: low-income adults and youth, employers, and system partners (including education, community based agencies, governmental agencies, organized labor, etc.)
- Knowledge of and experience with program evaluation, and demonstrated ability to articulate evaluation components in grant applications

If you are interested in being considered as a potential grant writer, please submit the following materials to the WDC by the close of business on **Friday, August 20, 2010**.

- Cover letter explaining your experience and suitability of fit with the WDC mission

- Resume
- Sample of a grant you have written that best demonstrates your abilities
- Information regarding the last three successful grants you have written (funder, recipient organization, amount, description of services funded through grant),
- Two professional references
- Proposed hourly rates or other reimbursement expectations

**The WDC makes no commitment to contract with grant writers procured through this RFQ, but will consider utilizing individuals and organizations selected through this RFQ for future grant writing and fundraising needs on an as-needed basis.**

The selection process for this RFQ will be based upon quality of information provided, expertise in the subject matter, cost effectiveness, and review of references. No one area is weighted more than the others.

#### **PROPOSAL SUBMISSION**

**Please send three (3) copies of your response in a sealed envelope to arrive no later than 5:00 pm, Friday, August 20, 2010 addressed to:**

Tess Suarez RFQ #10-08  
Workforce Development Council of Seattle-King County  
2003 Western Avenue, Suite 250  
Seattle, WA 98121-2162

**Late responses will not be considered and will be returned unopened.**

**Faxed or emailed proposals will not be accepted.**

Questions may be emailed to [operations@seakingwdc.org](mailto:operations@seakingwdc.org) through August 18, 2010; please note "RFQ #10-08" in the subject line. No phone calls please. Responses will be posted on the WDC website ([www.seakingwdc.org](http://www.seakingwdc.org)).

#### **ADDITIONAL INFORMATION**

**The WDC reserves the right to accept or reject any or all proposals received.**

**The WDC reserves the right to waive informalities and minor irregularities in offers received.**

All solicitations are contingent upon availability of funds.

No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under the Workforce Investment Act.

Proposers are advised that most documents in the possession of the WDC are considered public records and subject to disclosure under federal and state public records laws.

**The Workforce Development Council of Seattle-King County  
is an Equal Opportunity Employer and Provider of Employment And Training  
Services**

Auxiliary aids and services are available upon request to individuals with disabilities.  
**TDD/Washington Telecommunications Relay Service 1-800-833-6384**