

# 33828

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
AUGUST 1, 2019

## BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS

### GRANT WRITING SERVICES VARIOUS VENDORS OFFICE OF INSTITUTIONAL ADVANCEMENT DISTRICT WIDE

#### THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon the final approval of the General Counsel as to the legal form of such agreements, to approve the listed pre-qualified grant writing services vendors that meets the District's evaluation criteria established to enable the vendors to respond to specific projects for the period from August 1, 2019 through July 31, 2022 at a total cost not to exceed \$150,000.

<b>VENDORS:</b>	AD-V Business Consulting, Inc. 1377 Lily Cache Lane Bolingbrook, Illinois 60490	Joseph H. Wycoff dba Historia/Research 1245 S. Michigan Avenue Chicago, Illinois 60605
	Marcella Consulting Corporation 6520 N. Campbell Avenue Chicago, Illinois 60645	David S. Rappoport 5423 W. Agatite Avenue Chicago, Illinois 60630
	VEGA Partners, LLC 1530 S. State Street Chicago, Illinois 60605	

**USERS:** Office of Institutional Advancement, District Wide

#### TERM:

The term of the agreement shall commence on August 1, 2019 and end on July 31, 2022, with an option to extend for an additional two (2) year period.

#### SCOPE OF SERVICES:

The consultants/firms will compose a pool of pre-approved vendors to provide the following proposal development/grant writing services as outlined below:

1. In a close partnership with our Vice Chancellor of Advancement, Director of Grants Management and/or Institutional Advancement team, the consultant will lead and/or

- support the writing and submission of highly technical and involved government, private and foundation grants.
2. Consultant will work closely with CCC and the College leadership/faculty/staff who are leading various grant initiatives. Work can be done in-person, via email, via teleconference or in a manner that is mutually agreed upon by both parties.
  3. The consultant will ensure the narrative is responsive to the RFP and the entire application package meets the rigorous standards laid out by the funding agency.
  4. Work with staff to interpret guidelines, draft narratives, and other required proposal components, as well as gather material and information necessary for a strong proposal.
  5. Write grant proposals as requested in time to meet deadlines, and prepare the proposal for submission.
  6. Create and edit proposal budgets.
  7. Must be able to work on and manage multiple proposals with Institutional Advancement Department team, with competing submission deadlines dates.
  8. The consultant will proofread each grant proposal before submission, making sure the proposal is clear and follows instructions provided by the grant maker. Vice Chancellor and/or Director of Grants Management will provide final edits and approval for grant submissions.
  9. Conduct prospect research based on the requirements of City Colleges of Chicago.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Institutional Advancement has reviewed this request for services and has determined that it would be in the best interest of the District to work with a pool of Board approved grant writers who will be invited to submit cost proposals for specific projects in their qualification area.

**VENDOR SELECTION:**

Specifications were prepared by District Procurement Services staff and a Request for Qualifications (RFQ) #MWJ1903 was publicly advertised on June 14, 2019 and issued to twenty (20) companies. Six (6) companies responded on July 1, 2019: 1) AD-V Business Consulting, Inc., 2) Joseph H. Wycoff dba Historia/Research; 3) Marcella Consulting Corporation; 4) David Steven Rappoport; 5) Tonia Humphrey dba Smarti Pantz Educational Services; and, 6) VEGA Partners, LLC. Two (2) No-bids were received from David Barta and Huron Consulting.

All qualifications were reviewed, evaluated and ranked by staff representing the Offices of Institutional Advancement, Academic and Student Affairs; Harold Washington College Office of Strategic Initiatives, and The LARC Group (consultant).

Each committee member independently reviewed and rated the six (6) proposals based on the criteria outlined in the RFQ:

1. Past performance of the firm with CCC or similar higher educational institutions and/or government entities.

2. Past experience within category(ies) and samples of work
  - Higher Education
  - Government Grants (Department of Education, National Science Foundation, etc.)
  - Private/Foundation Grants
3. Success rate/Individual dollars raised
4. Qualification of firms/consultants (resumes, certifications, other documents)
5. MBE/WBE Compliance Plan

Based on the evaluation scoring, the committee determined that the five (5) consultants/firms listed be recommended for the pool of pre-qualified Vendors to provide grant writing services.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has ensured the commitment of each proposed firm to comply with the Board Approved MBE/WBE Board Participation Plan upon subsequent contract awards.

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL**

**Total:** \$150,000

**Charge To:** Office of Institutional Advancement

**Source of Funds:** Education Fund

**FY20:** 530000-00003-0019020-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**August 1, 2019 – Office of Institutional Advancement**