



Request for Proposals (RFP) for Grant Writing Services with Federal Grant Expertise

Questions and Answers

Question 1: What is the total budget available under this RFP?

Response: As the contract for this project will be in the form of a time and materials agreement, the overall budget will be determined by the hours spent by the vendor on tasks such as writing, proofreading, and consulting for grant applications, as well as the number of grants US Ignite decides to apply for. The range could be between \$20,000 to \$100,000 per year.

Question 2: Is there any specific formatting that should be followed for the response?

Response: Yes, there are often specific formatting requirements that should be followed for grant applications. These requirements can vary depending on the grant provider or funding agency. Some common formatting guidelines include:

- Page Limits
 - Font and Font Size
 - Sections and Headings
 - File Format
 - Attachments
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Question 3: Can you clarify more on the kind of “Previous Work Samples” requested?

Response: Vendors must provide examples of grants they have previously handled, including references to successfully awarded grants. Such samples demonstrate their capabilities and expertise. Alternatively, vendors can provide a grant proposal sample that illustrates their contribution to securing the funding.

Question 4: In terms of Multiple Awards, if a vendor specializes in one area of US Ignite, for example, clean transportation solutions, can they specify this specialization in their response, or are they expected to indicate their ability to handle all aspects of work across different sectors?

Response: A vendor with expertise in a specific area should clearly mention this in their response to the RFP. US Ignite will award a contract and leverage their expertise for grants related to that area. It's important to note that the vendor must demonstrate the ability to manage all aspects of grant writing related to their expertise.

Question 5: Will this partnership be engaged in on an “as needed” basis? If so, how many grant proposals quarterly or annually do you estimate you will need support with? What is your anticipated volume of need?



Response: Yes, that's correct. The partnership will operate on a per-need basis. US Ignite anticipates leveraging the vendor's expertise for approximately 3 to 4 grants per quarter.

Question 6: Will US Ignite staff source all grant opportunities or is there an expectation that provider will also assist in sourcing?

Response: US Ignite will handle sourcing all grant opportunities. However, if vendors have the ability to identify grants related to US Ignite's areas of expertise, US Ignite is open to considering such opportunities as well.

Question 7: Could you comment on the proposal experience for state and local governments and foundations and CSRs? Are there targeted governmental entities and foundations?

Response: Respondents should list proposal experience with any federal agencies, state and local governments, and foundations or other private funders. Our goal is to select grant writers with prior experience with the agency and/or with the topic and subject matter of the proposal. Previous funding and support has come from the National Science Foundation, the Department of Commerce, the Department of Energy, the Department of Defense, and other agencies and funders who support technology-enabled solutions.

Question 8: If there is an evaluation requirement in the grant proposal, is provider also responsible?

Response: No, if there is an evaluation requirement in the grant proposal the service provider will not be responsible for that.

Question 9: With the labor cost proposal, the provider will include hourly rates and then is time allocated negotiated per proposal?

Response: Yes, the service provider is required to submit their proposed hourly rate. Details regarding the number of hours necessary to draft and finalize a grant application will be addressed in a subsequent Task Order discussion.

Question 10: Can you comment on "make awards to multiple Proposers?" Would that be specific to expertise with certain federal agencies, state and local governments, or foundations? Would US Ignite consider a provider, for example, for only state and local governments, and foundations?

Response: Certainly, depending on the Service Provider's expertise, US Ignite might decide to contract with multiple vendors. As for the second part, if a service provider specializes solely in grants for state and local governments and foundations, US Ignite will also consider that.
