**Contact: Missy Danforth, City Recorder**

**541-783-2717**

**e-mail:chicityhall@gmail.com**

**Request For Qualifications**

**For Grant Coordinator**

**For the City of Chiloquin**

City of Chiloquin

127 S. First St

Chiloquin, Oregon

97624

The City of Chiloquin is an Equal Opportunity Employer/Provider

**Introduction**

This is a Request for Qualifications (RFQ) for selecting a Grant Coordinator to research grant funding sources, write grant applications, monitor the work being done from beginning to end, and prepares reports for funders and City Council.

**Services To Be Performed By The Grant Coordinator**

* Researches various types of grants available and the criteria to qualify for each.
* Discusses available sources of funding with administrative staff.
* Compiles necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.
* Drafts and completes grant applications according to application requirements.
* Ensures grant is submitted on time and within application parameters.
* Completes all documents, forms, or reports required by the grant.
* Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
* Develops and maintains master files on grants and paperwork connected to programs funded by grants.
* Performs other related duties as assigned.

**Qualifications and Evaluation Criteria**

* Previous grant administration experience on Grant projects within the state of Oregon including past performance history. (45 points)
* Method of approach proposed to be used on the project by the Grant Coordinator (20 points)
* A list of references including addresses and telephone numbers of the contact person. (20 points)

**The Evaluation Procedure**

* At the close of the submittal period, an appointed review committee will review and rank all RFQ’s
* The City of Chiloquin City Council will review the committee’s recommendations and select a Grant Coordinator from the ranked list provided to them

**Contract Price**

A fixed sum to be negotiated in an amount not to exceed the sum allocation. Payment arrangements shall be determined by mutual agreement between the City of Chiloquin and the Grant Administrator. Costs for legal notices, accounting and auditing, and project closeout will be the responsibility of the City of Chiloquin.

**Contract**

The Grant Coordinator will be required to enter into a separate Personal Services contract for the grant coordinator services to be provided.

**Response Requirements**

All submitted RFQs shall include a resume and supplemental information addressing the “Qualifications and Evaluation Criteria” and also work experience demonstrating the ability to complete the services to be performed. Examples of previous grant management experience should include, at a minimum, the date, size of grant, scope of the project, name of the grantee and an associated professional reference from the grantee’s organization.

All RFQs must be received by the City of Chiloquin by 4:30pm, May 5th, 2023.

RFQs may be mailed to:

**The City of Chiloquin**

**RFQ – Grant Coordinator**

**PO Box 196**

**Chiloquin, Oregon 97918**

or hand delivered:

**The City of Chiloquin**

**RFQ – Grant Coordinator**

**127 S. First Av.**

**Chiloquin, Oregon 97918**

The City of Chiloquin reserves the right to reject any and all responses.

**Time Line For The Evaluation Process**

Responses Received: (date)

Committee Review: (date)

City Council Award: (date)

Contract Signed: At the earliest convenience of both parties after award

Please direct requests for more information to:

**Missy Danforth, City Recorder**

**Telephone #: 541-783-2717**

**Email:** [**chicityhall@gmail.com**](mailto:chicityhall@gmail.com)

**Protest Procedures**

1. Solicitation. Written protests or requests for the change of a particular solicitation provision, specification or contract term shall be submitted to the City of Chiloquin seven (7) calendar days prior to the close of this solicitation period.

2. Selection Protest. Everyone who submits a RFQ will be notified in writing of his or her selection status. Anyone claiming to be adversely affected or aggrieved by the selection process shall have seven (7) calendar days after the receipt of selection notification to submit a written protest.

3. The City of Chiloquin Mayor shall have the authority to settle or resolve all written protests. Late protests will not receive any consideration.