

Request for Proposal (“RFP”)

Grant Writing Services

RFP No. 22-07-01



RFP Contact:

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Table of Contents

Table of Contents

1.	Brief Project Overview	3
2.	Background on Seminole Electric Cooperative, Inc.	3
3.	Project Goals & Target Audience.....	4
4.	Scope of Work and Deliverables.....	5
5.	Requirements Grant Writing Services.....	5
6.	Proposal Format.....	5
7.	Bidding Procedure and Instructions	7
8.	Principal Point of Contact	9
9.	Evaluation of Criteria for Selection.....	10
10.	Bidder Qualification Questionnaire.....	10
11.	Timeline for Submittal	10

1. Brief Project Overview

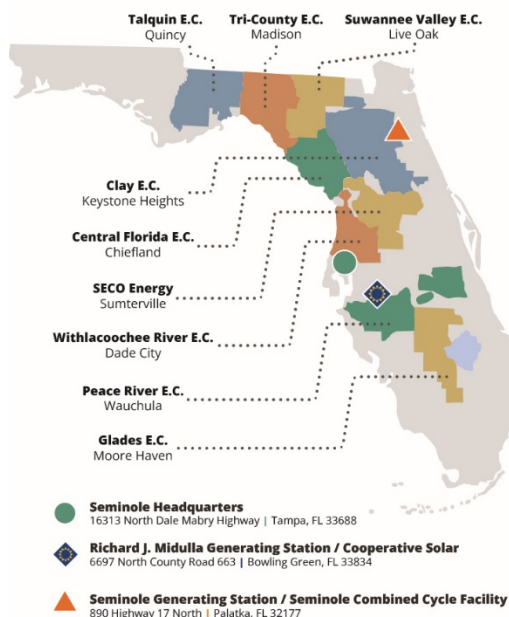
Seminole seeks to retain a grant writing and management agency on behalf of both Seminole and its Members. This agency should research, develop, pursue, and manage funding opportunities.

2. Background on Seminole Electric Cooperative, Inc.

Seminole is an electric generation and transmission (“G&T”) cooperative headquartered in Tampa Florida. Seminole provides wholesale electric service to nine (9) Member electric distribution cooperatives (“Members”). The Members are located throughout peninsular Florida, serving loads located in 42 counties. More than 1.9 million consumers and businesses rely on Seminole and its Members for electric service. Seminole has a current peak demand of approximately 3,500 MWs and continues to experience growth in its system. Traditionally, the Seminole system experiences its peak in the winter.

As a generation and transmission electric cooperative, Seminole does not directly interface with retail consumers – rather – it works hand-in-hand with its nine Member distribution cooperatives that serve retail consumers.

SEMINOLE’S MEMBER COOPERATIVES



Seminole maintains excellent credit ratings of A- (with S&P) and A3 (with Moody's). For additional information about Seminole, please see our website at <http://www.seminole-electric.com>.

3. Project Goals & Target Audience

The primary goal of this RFP will be to provide Seminole with options to retain an individual or a firm to support grant writing (or other government requests for funding) on behalf of Seminole and its Members. These requests for government funding could be with federal, state, or local governments, and would primarily be focused on electric infrastructure, and electrification technology.

As a G&T, Seminole does not interface directly with electric cooperative retail consumer owners – we work through our nine-Member distribution cooperatives. Therefore, these infrastructure grants could have different recipients – Seminole itself, Seminole's Member distribution cooperatives, governmental entities in the communities that we serve, or possibly individual member consumers (residential, commercial, or industrial accounts) that we serve. Accordingly, awarded grants will have impacts on Seminole, the distribution cooperatives, the communities that we serve, or member-consumers.

Some government grants or programs require that the recipient be a state or local government. As such, a successful respondent will also show the ability to facilitate and coordinate coalitions looking to apply for government assistance in conjunction with an electric cooperative.

A successful response to this RFP should also contain a plan and method for successfully working with electric cooperatives to identify possible sources of government funding, apply for the funding, receive it, and manage grant compliance. Examples of past success will be highly persuasive.

The Respondent can offer one or all of the following functions:

1. Identification of possible government funding for Rural Electric Cooperatives in Florida
2. Coordinating Grants among multiple entities, including leveraging cities, counties, or other local governments for collaborative applications
 - a. Some grants require that the primary applicant be a governmental entity
3. Grant writing, submittal, and support services at the Federal Level
4. Grant writing, submittal, and support services at the State and Local Levels

5. Compliance filings and other work related to receipt of government grants and assistance
6. Grant writing, submittal, and support services for the following topics:
 - a. Storm Hardening, Resilience, and Reliability
 - b. Innovative Smart Grid Technologies
 - c. Battery Storage Pilot Projects
 - d. Connected Community / Smart home project deployments
 - e. Rural Broadband
 - f. Electric Vehicle Adoption and Infrastructure
 - g. Community Emissions Reduction / Decarbonization
 - h. Economic Development
 - i. Indoor Agriculture
 - j. USDA Rural Business Development
 - k. Other items of interest to rural electric cooperatives

4. Scope of Work and Deliverables

The respondent(s) that is awarded this contract, will work closely with Seminole staff and Seminole's Members, to formulate a comprehensive, strategic implementation plan, including timeline, roles and responsibilities, for the successful submission of grant and other funding requests, including but not limited to, Florida EV Infrastructure monies to support rural cooperatives.

Successful grant services will include controlling the grant submission process from start to finish, including researching, developing, coordinating, and submitting the grant or other application for funds assistance as well as providing regular updates on relevant developments.

A successful respondent will be expected to communicate expected pricing for services and receiving confirmation on work before starting. Respondents are welcome to present a retainer, fee-for-service, contingency, or other pricing structure.

5. Requirements Grant Writing Services

Respondent shall provide a statement of compliance with each element of the Requirements as stated in the Proposal Format. Please note any cases where requirements cannot be met and identify proposed alternatives and options, as applicable.

6. Proposal Format

A complete proposal will include a thorough written discussion about how the respondent will support Seminole's grant writing efforts, assembled in the following format:

Tab 1 – Executive Summary

Tab 2 –Description and Requirements

Tab 3 – High-level program implementation schedule

Tab 4 –Costs

Tab 5 – Respondent Experience and Qualifications (including the completed Seminole Bidders Qualification Questionnaire (BQQ))

Tab 6 – Financial Information

Proposals should be limited to 15 pages, exclusive of examples and resumes, which can be included in an Appendix.

Tab 1-Executive Summary

The Executive Summary should provide an overall description of the proposal. The description should include details about experience with grant writing for governmental entities and the support being proposed as well as key quantitative and qualitative benefits to Seminole and its Members.

Tab 2-Program Description

Program Description – an in-depth discussion of how the respondent envisions working with Seminole and its Members to receive government grants, funding, and assistance, and a full proposed statement of work

Tab 3-Project Schedule

- All proposals must provide a detailed schedule of project development activities and target completion dates. Dates that are currently unknown or in development should be estimated. Describe the overall project development strategy and work breakdown structure that will ensure grants are submitted on time in compliance with governmental standards and regulations.
- Respondents must provide a high-level project development and completion schedule along with key milestone dates for grant submittals. Dates that are currently unknown or in development should be estimated.

Tab 4-Project Cost

Proposals must clearly state all components of the proposed solution. Respondents must provide a breakout of the costs including your professional services rate sheet.

Tab 5-Experience and Qualifications

The capability and experience of any Respondent must be demonstrated to provide assurance that the Respondent, and any other party involved in the proposal, has adequate

competence, resources and skills. Each proposal must include the following information as a minimum:

- Description of technical and project management experience, specifically with respect to the implementation of grant writing programs similar to those proposed, and previous collaboration efforts with electric utilities, if any;
- Identify what conflicts (if any) Respondent may have with other utilities or other interested parties;
- List of references;
- Extensive examples of past successful grant applications, including programs applied for and amounts of assistance received;
- Demonstrated experience with federal grant writing
- Ability to follow all federal grant writing procedures
- A demonstrated ability to steward government funds and resources from receipt through expense.
- Staff resources available to work on projects for Seminole and its Members;
- Provide a completed Seminole Bidder Qualification Questionnaire as an attachment.

Tab 7-Financial Information

The financial viability of any proposal must be demonstrated to provide assurance that the Respondent, and any other party involved in the proposal, has adequate financial capability. Each proposal must include the following information at a minimum:

- Dun & Bradstreet (DUNs) number, if applicable;
- Most recent financial reports for the Respondent and any other parties involved, or most recent copy of certified public accountant ("CPA") audited (or reviewed) income statements, balance sheets and cash flow statements for the past three years;
- Investment rating of Respondent or its parent company by Moody's and/or Standard & Poor's as applicable;
- Description of any current credit issues raised by rating agencies, banks, or accounting firms;
- A list of all lawsuits, regulatory proceedings, or arbitration in which the Respondent or its affiliates or predecessors have been, or are engaged in, that could affect Respondent's performance of its bid;
- Identify the parties involved in such lawsuits, proceedings, or arbitration, and the final resolution or present status of such matters.

7. Bidding Procedure and Instructions

Confidentiality: All Information provided by Seminole to Respondents is to be considered **confidential and proprietary information** and is to be used solely for responding to this RFP. Such information is not to be disclosed or released outside the respondent's organization without written permission from Seminole.

Seminole will take reasonable precautions, as determined in its sole discretion, to protect information provided by the Respondent in response to this RFP that is conspicuously labeled “confidential” or “proprietary” from disclosure to persons not employed by Seminole, Seminole’s Member Cooperatives, or contractors. Seminole and Respondents will execute a Confidentiality Agreement prior to the exchange of any confidential or proprietary information at the award of a contract.

Your proposal must be received no later than close of business on August 26, 2022

- Questions about this RFP will be answered in such a manner that all Respondents will be provided any substantive clarifications given to any one respondent.
- Seminole is not obligated to accept any proposal, and may reject, without consideration, proposals submitted incomplete or late.
- Seminole also reserves the right to modify the Respondents’ proposals by adding to or deleting from specifications after the receipt and prior to the signing of the contract with the successful respondent.
- Seminole expressly reserves the right to reject any and all proposals and to pursue whatever alternative arrangements it desires.
- There is no guarantee, either expressed or implied, that an award for any or all of the services described in the RFP will be made to any firm. The Respondent’s expenses for preparing and submitting its initial proposal shall be the Respondent’s responsibility.
- Seminole encourages all Respondents to provide their professional recommendations or any other information they believe may reflect favorably for their consideration in the selection process.
- Preference will be given to the Respondent(s) that can best demonstrate that the service provided will match or exceed the specifications set forth in this RFP.
- The Successful Respondent(s) shall be solely responsible for meeting all requirements specified in the RFP, its proposal, and any resulting contract. Any Subcontractor to be used by the successful Respondent in the performance of the services described in the RFP shall be subject to approval by Seminole.
- Any written statement made as a part of the proposal may become a part of the contract. Any addenda to the original bid proposal, such as letters or verbal comments, may also become a part of that same contract.

- Seminole reserves the right to request that several or all of the Respondents responding to this RFP give oral presentations and/or answer questions about their proposals after the Proposal Due Date. After Seminole has reviewed all proposals and interviewed respondents (if applicable), it is expected Seminole will negotiate and contract with respondents in any matter it deems fit. No respondent shall have any rights against Seminole arising at any state of the RFP process from any negotiations that occur.
- A Respondent selected to enter into contract negotiations will be expected to enter into a formal written contract with Seminole. The contract shall contain Seminole's standard terms and conditions (see General Services Agreement for Seminole attached hereto). Utilizing the General Services Agreement, the chosen Respondent will submit a task order detailing all costs to be incurred for the work performed. Seminole will utilize the Respondents' submitted professional services rate sheet as a basis for all work performed under this contract. As part of the contract, a successful respondent will be expected to provide evidence of adequate insurance(see Exhibit 2).
- It is anticipated that the contract with the successful Respondent will run for an initial 1-year term beginning on September 23, 2022, with extensions available as warranted or desired. Conditions for payment will be set forth in the final contract. Seminole reserves the right to extend contracts on a month-to-month basis.
- Proposals should be prepared simply and concisely with clear presentations. In addition, it is required that Respondents submit a copy of the proposal in MS Word format via e-mail.

8. **Principal Point of Contact**

Copies of the RFP submissions, additional materials, and questions should be e-mailed to Haley Grandon, the primary contact for this RFP at Seminole Electric Cooperative.

RFP Contact:

Haley Grandon
Contract Administrator
Seminole Electric Cooperative, Inc.
16313 North Dale Mabry Highway
Tampa, FL 33618

9. Evaluation of Criteria for Selection

Seminole will evaluate the criteria put forth in the RFP for grant writing and submittal services. Selection will be based on the following parameters:

- a) Cost-effectiveness of the proposed services and statement of work;
- b) Track-record of demonstrated success;
- c) Project management capabilities;
- d) Completeness and Responsiveness – Proposals must meet all criteria set forth in the RFP. A thorough explanation of all aspects of the proposal should be included. A detailed implementation plan should be provided, describing how the Scope of Work and Deliverable elements would be accomplished, including operations, communications and tracking/reporting.
- e) Financial Viability and Creditworthiness – Success of the project relies on the financial capabilities of all parties involved; Respondents should have a proven financial track record and be able to provide documentation that demonstrates access to financial resources required to complete the project;
- f) Experience – Seminole seeks proposals from Respondents that possess extensive technical, grant-writing, and advocacy experience, and a history of successful government grant and assistance submissions;
- g) Scalability-Seminole seeks proposals that will allow future expansion.

10. Bidder Qualification Questionnaire (attached hereto as Exhibit 1)

11. General Services Agreement template (attached hereto as Exhibit 2)

12. Timeline for Submittal

Issuance Date: August 1, 2022

Submission of Respondent Questions: August 12, 2022

Proposal Due Date: August 26, 2022

Contract negotiations/execution: September 9, 2022

Services implementation: September 23, 2022