



The Able Trust is seeking proposals for **Grant Writing Consulting Services**

I. REQUEST FOR PROPOSAL (RFP)

The primary objective is to partner with a firm or consultant to research and identify potential grants for The Able Trust and provide general grant writing services associated with the completion and submission of grant applications, program administration and delivery. In addition, this consultant would be expected to provide training to a designated team member of The Able Trust on the grant writing and research process. This RFP will provide for services for a period of up to twelve (12) months with the possibility of an extension.

1. Purpose

The Able Trust is interested in advancing the employment for Floridians with disabilities through grants to grow and expand our work and reach across Florida. The Able Trust wishes to engage a firm or person to research and identify grants, as well as completion and submission of the grants, program administration and delivery which support our mission. The Able Trust is committed to pursuing grant opportunities that will focus on supporting Florida communities where interest has been generated among the business community for inclusive employment. In addition, we are seeking a firm or consultant who will seek grant opportunities (national, state, and local) that can support our High School High Tech (HSHT) program across Florida engaging students with disabilities as they prepare to graduate, enroll in post-secondary programs, or enter the workforce. Finally, we are seeking a firm or consultant who will provide grant writing training to a member of The Able Trust team.

2. Scope of Work

The selected firm or individual will be expected to research and identify potential grants and provide general grant writing services associated with the completion and submission of grant applications, program administration and delivery. The list below includes a sample of the required services.

- Subject matter expertise: consultants are expected to research and demonstrate knowledge of the most effective method researching and writing grants related to the successful implementation of The Able Trust's goals for disability inclusion in Florida's workforce, as well as the education of students with disabilities in Florida through our HSHT program.
- Incorporation of key stakeholders/resources including but not limited to Vocational Rehabilitation, CareerSource Florida, SHRM, The Able Trust HSHT programs, and other members of Florida's business community across various industries
- Provide grant writing and research training to a member of The Able Trust's team, allowing him/her to shadow and observe and then transitioning to instruction and guidance.
- Periodic status meetings with leadership of The Able Trust.

II. PERIOD OF AGREEMENT

The term of the agreement will be for a period of up to twelve (12) months with the possibility of an extension. Extension of the agreement will be based on satisfactory performance as determined by The Able Trust. This agreement is expected to commence by June 30, 2022 and end March 15, 2023, unless an extension(s) is approved by The Able Trust. Should the project need to end sooner The Able Trust would provide 30 days prior notice.

III. CONTRACT TERMS

The Able Trust will negotiate contract terms upon selection including terms, scope, budget and other necessary items. All training content, materials, resources, and supports produced from this project are the property of The Able Trust.

IV. EVALUATION OF CRITERIA

The Able Trust will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The Able Trust may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Additional information may be requested from firms at any time prior to final approval of a selected firm. The Able Trust reserves the right to select one, more, or none of the firms to provide services. Please note that The Able Trust is not required to accept the lowest bidder.

Proposal materials relating to this RFP must be received by The Able Trust on or before May 26, 2022, 4:00 PM. Proposals submitted after the due date will not be considered. Information provided will not be returned, do not send original or one-of-a-kind materials. Questions regarding the contents of this RFP can be submitted via email Donna@abletrust.org.

SUBMIT PROPOSALS TO:

The Able Trust

Attn: Donna Wright, Vice President of Development and Marketing

1709 Hermitage Blvd, Suite 100

Tallahassee, FL 32308

donna@abletrust.org