



Request for Proposals (RFP) for Grant Writing

Albuquerque Health Care for the Homeless Federally Qualified Health Center

Albuquerque Health Care for the Homeless requests proposals for a grant writer to provide ongoing grant writing services and proposal/application support to AHCH on a contractual basis. Applications will be considered from both firms and individuals.

Organizational Overview

Albuquerque Health Care for the Homeless, Inc. (AHCH) addresses the health-related causes and consequences of homelessness through extensive outreach and free site-based services that reduce or eliminate barriers to care. Since 1985, AHCH has reached homeless men, women, and children in Bernalillo County with services that include: primary medical, dental, and specialty care, including psychiatric services; targeted and integrated medical/social/behavioral health outreach; a community-based arts and art therapy studio project; harm reduction street outreach, including syringe exchange, acupuncture, overdose prevention and response, and peer education groups; social and behavioral health services including client advocacy, brief and intensive case management, individual and group counseling and therapy, a drop-in center, and targeted programs for housing placement and assistance in obtaining disability income and benefits. The vision of AHCH is to live in a world that is just and without homelessness. The mission is to provide caring and comprehensive health and integrated supportive services, linking people experiencing homelessness to individual and collective solutions, and be a leader in implementing innovative service models and a catalyst for solutions to homelessness and uphold a commitment to diversity and equality.

Scope of Work

The Albuquerque Health Care for the Homeless (AHCH) Board of Directors recently adopted a multi-year resource development and diversification plan, which includes a focus on growing and diversifying the organization's grants portfolio. The AHCH grant portfolio currently includes grant funds from governments (local/state/federal), corporate entities, private charitable foundations, and family foundations. The contracted work will include grant proposal/application for renewals of our existing grants and the identification and proposal development for new sources of funding.

AHCH is seeking a grant writer or firm with a proven track record in writing successful complex proposals from diverse funding sources; skills in demographic data collection and analysis; and an entrepreneurial approach to fund development. Previous experience working in the philanthropic landscape of the Albuquerque metropolitan area and for Federally Qualified Health Centers is preferred. Previous personal or professional experiences with people who have experienced homelessness or communities of color are a plus. The Grant Writer will work closely with the Chief Advancement Officer, who is charged with the implementation of the resource development plan.

AHCH seeks a qualified individual, group of professionals, or organization to produce the following deliverables:



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1. Understanding and actively engaging in the successful implementation of AHCH's grants management calendar
 2. Management of annual renewal grant process (currently – approximately 30 grants) and grants calendar
 3. Ongoing Grant prospect research (grant writer will receive support from management and programs)
 4. Consistent and clear communication with management about grant prospects, proposal and reporting requirements, and deadlines
 5. Regular collection and analysis of demographic and other important program-related data to enhance and advance the AHCH needs statement and proposals
 6. Development and maintenance of grant templates and materials
 7. Professional and confidential management of grant records, organizational documents, and data
 8. Must use and adhere to philosophical and ethical standards

Hours dedicated to the project can range between 25-40 hours per month, depending on the grant cycle.

RFP Schedule

The Project is expected to proceed as indicated below:

Request for Proposals Posted	Wednesday, January 24, 2019
Proposals Due	Monday, February 18, 2019
Interviews & Selection	Fourth week of February 2019
Project Begins	March 2019 (or earlier)

Submission Requirements

All Proposals are limited to ten (10) pages total and must include:

1. A cover letter to the attention of Anita Córdova, Chief Advancement Officer
2. A narrative explaining the experience and qualifications of the firm (if applicable) or individual applicant, including the resume of the principal grant writer providing direct service for this project. The narrative and resume should detail the applicant's experience in writing and submitting government, corporate, private foundation grants. The narrative should include at a minimum the following:
 - a. Types of organizations to which the applicant has provided services and examples of programs supported by grant writing services
 - b. Examples of grant sources from which the applicant has successfully obtained funding (provide specific examples of grant programs, government agencies, or foundations, amounts, and purposes of grants)
 - c. Clear demonstration of applicant's knowledge of and experience with demographic data
 - d. Some metrics regarding success rates or dollar amounts raised
 - e. If relevant, clear demonstration of applicant's knowledge of and experience with federally qualified health centers
3. An excerpt from a successful grant written by the applicant that is representative of his/her writing style. The excerpt should not exceed 5 pages and should not contain any confidential or



proprietary information.

4. An outline of proposed fees
5. A minimum of two (2) references from clients where the applicant has successfully performed similar work
6. Proposals must be submitted by 4:00 p.m. on Friday, February 7, 2019 in one PDF file to Anita (AnitaCordova@abqhch.org). Proposals not meeting the criteria outlined in the RFP will not be considered.

Compensation and Contract Award

Fees outline should be an all-inclusive and structured as an hourly fee. Applicant must provide a detailed price breakdown. The cost will be based on the projected hours of work provided. Contractor will invoice and be paid on a monthly basis. Further terms of compensation will be negotiated with the selected application.

RFP Questions and Responses

All questions pertaining to this proposal must be made in writing by emailing Anita Córdova, Chief Advancement Officer at Albuquerque Health Care for the Homeless. AnitaCordova@abqhch.org or PO Box 25445, Albuquerque, NM 87125. 505-767-1172.

Statement of Non-Commitment

Issuance of this RFP does not commit AHCH to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.

AHCH is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number H80CS00036 Health Center Cluster grant amount \$2,838,974.00 (31.3%), other governmental funding at 35.4% and non-governmental and private funds at 33.3%.