

How to Read and Respond to an RFP

Is the RFP a Good Fit For Your Organization?

- Are you eligible?
 - Experience
 - Organizational Capacity
 - Licenses

RFP Is It For You?

- How much is the total contract award
- What is the term of the contract
- How much is the investment versus reward?
- What will be your proposed approach?

Requirements

- What documentation is required
 - 501 c 3 status or C Corp; LLC; LLP; PLLC
 - Proper liability insurance or bond
 - Certified Financial Audit Statement
 - Letters of Reference/Support
 - Timeline
 - Organizational Chart
 - Sample Material

Parts of the Proposal

- What do you need to complete to respond to an RFP?
 - Budget, Budget Justification
 - Experience
 - Organizational Capacity
 - Proposed Approach
 - Needs & Goals
 - Objectives & Method of Evaluation
 - Activities

How Do You Begin?

- Print the RFP/RFB
- Place it in a loose-leaf binder
- Read it through
- Use sticky notes, a highlighter and a pencil
- Read it again
- Create the budget page in an excel format
- Review the evaluation criteria
- Create a Word doc using the RFP headings

How To Write an Objective

S.M.A.R.T.

Specific, Measurable, Attainable, Realistic, & Time-bound.

According to Mim Carlson and Tori O'Neal-McElrath, in *Winning Grants*:

- State your objectives in quantifiable terms.
- State your objectives in terms of outcomes, not process.
- Objectives should specify the result of an activity.
- Objectives should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period. Exercise to reinforce learning

You are not finished until you have.....

- Proofread your proposal
- Reviewed your budget
- Numbered your attachments
- Followed the packaging list
- Met the mailing or delivery deadline

Presentation

- How to present in the best possible way
 - Quality not length – stay focused
 - Make sure backup docs are attached
 - Answer every single question
 - Restate the question in your answer
 - Keep responses in order of the questions
 - Explain in detail your response
 - Follow all instructions Exactly!!

Where to Get More Information

- <http://GrantWatch.com>
- libby@grantwatch.com
- Phone: 347 210-5815