



## **SOLICITATION PROCESS**

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications from qualified grant writing professionals to provide Coalition for Clean Air (CCA) with services in the following areas:

- Developing foundation proposals and grant reports, including coordinating with CCA partner organizations
- Supporting CCA in the identification and capture of foundation grant opportunities
- Supporting knowledge and information management around foundation and government grants (i.e. EPA, Cal/EPA)

The qualified RFQ respondent(s) may be asked to enter into a consulting contract with CCA to provide one or more of the above services (on an on-going as-needed basis), with specific emphasis on the development of government grant/contract proposals on an as needed basis by CCA.

## **SCOPE OF WORK**

In accordance with the to-be-agreed upon engagement terms outlined in the next section, qualified RFQ respondents may be contracted by CCA to provide services in one or more of the following areas:

Developing proposals and grant reports, including coordinating with CCA partner organizations:

- Outlining and determining proposal content based on proposal requirements
- Drafting of CCA's proposals, leveraging past proposals and CCA content knowledge
- Coordinating proposal input (when appropriate) from partnering organizations and staff
- Comparing draft proposals to scoring rubric to ensure all required elements are addressed
- Performing final proposal editing for length, readability, and cohesiveness
- Providing responses to questions
- Writing grant reports

Supporting CCA in the identification and capture of grant opportunities

- Working with CCA to identify future foundation and government grant/contract opportunities
- Guiding CCA to source government and foundation LOIs, proposals and RFPs
- Working with CCA staff pre-solicitation to gain a deep understanding of client needs and concerns, assess and strengthen CCA's competitive positioning

Supporting knowledge and information management around government grants/contracts:

- Assisting in developing systems for tracking and assessing government grants/contracts opportunities
- Assisting in devising strategies for quickly finding examples of standard content for general areas of proposals (e.g., past project/government advisory experience, evaluation experience, etc.)

## **BUDGET & ENGAGEMENT TERMS**

CCA is looking to engage one or more qualified respondents under an on-going consulting contract to provide as-needed services under the aforementioned scope of work. As such, responses to this RFQ should describe the following items:

- On-going, as-needed availability for the aforementioned scope of work tasks (hours per month)
- Proposed contracted rate per hour
- Other budgetary considerations or terms for engagement
- Advanced notice required prior to commencing work

Following the initial notification of qualified respondents, CCA may elect to conduct interviews or may proceed directly into contracting discussions. CCA will continue to keep the RFQ open and maintain a live list of qualified respondents.

## **Qualifications**

- 3+ years of relevant work experience in grant/contract proposal writing preferred
- A track record of success in winning or assisting others to win competitive grant proposals
- Exceptional verbal and written communications with strong research skills
- Knowledge and familiarity with air pollution and climate change, the mission of CCA, and the health and social issues it addresses
- Rigorous attention to detail and ability to synthesize large amounts of information succinctly
- Strong project management and demonstrated ability to manage multi-person teams, juggle multiple priorities and tight time frames and produce exceptional deliverables
- Excellent interpersonal skills, ability to work well with others, and commitment to giving and receiving honest individual and team feedback
- Bachelor's Degree required; relevant advanced degree preferred

## **About Coalition for Clean Air**

Established in 1971, the nonprofit Coalition for Clean Air (CCA) is California's only statewide organization exclusively advocating for healthy air. CCA is known for spearheading innovative air quality policies, such as the Smog Check program, ban on toxic dry cleaning chemicals, and incentive funding for alternative fuels. CCA has offices in Sacramento and Los Angeles. CCA protects public health, improves air quality, and prevents climate change through policy advocacy, outreach, and educational activities.

Interested candidates should submit Statement of Qualifications or Resume, writing sample and applicable rates to Brian Sheridan, Development Director at [brian@ccair.org](mailto:brian@ccair.org).