



ADMINISTRATION

1355 Third Avenue, Chula Vista, CA 91911 (619) 426-3595, Fax (619) 426-2173

REQUEST FOR QUALIFICATIONS

ISSUE DATE:

OCTOBER 24, 2011

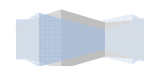
RESPOND BY:

NOVEMBER 14, 2011

2011

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1. Statement of Purpose

The MAAC Project is seeking “Request for Qualifications” (RFQ) from highly qualified vendors with expertise in providing **grant writing services** through a competitive sealed bid process.

2. Background Information

a. MAAC Project

The MAAC Project is a 501(c)(3), multi-purpose, social service agency with a successful 45 year history of serving various communities throughout San Diego County. In 1965, MAAC Project opened its doors to serve San Diego's disadvantaged. One million clients later, MAAC Project is still acting as a catalyst to help individuals and families become self-sufficient. MAAC Project provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes. The programs strive to improve clients' economic standing as well as their ability to access resources available to them.

As one of the most successful social service agencies in the county, MAAC Project has continuously assisted low-income clients in achieving a higher level of self-sufficiency. Our clients want what everyone wants, a sense of security, viability and self-reliance. MAAC Project exists to help them achieve it.

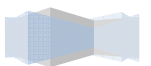
Employing over 400 personnel, MAAC staffs 35 sites bringing to its constituents empowering social services, health components, a state of the art charter school, technology centers, economic development, affordable housing and community building. MAAC Project maintains and continues to instill in every program under its umbrella the object of its mission: the achievement of self-esteem and self-sufficiency.

For more information regarding MAAC Project please visit our website: www.maacproject.org

3. Scope of Work

a. General Descriptions

MAAC Project is seeking to pre-qualify experienced, competent grant writers with a local presence, to provide overall research and grant writing services. Pre-qualified vendors will be placed on a Qualified Vendor List (QVL) from which MAAC Project will select entities to provide research and



grant writing services. The services will enable MAAC Project to identify, apply and secure funds to sustain its current programs, develop new ones and help further its mission. **The QVL will remain in effect through approximately June 2012.**

Areas of interest are in workforce and economic development, education, asset-building, housing & real estate development, and affordable housing.

4. Term of Contract

Contracts resulting from this RFQ shall be developed on an as-needed basis and will begin upon execution of the contract, and shall terminate with the delivery of a final grant submitted.

a. Billing Address & Payments

Billing address:

**MAAC Project, Administration
ATTN: Accounts Payable
1355 Third Avenue
Chula Vista, CA 91911**

In order for payments to be made for services purchased, MAAC Project requires an invoice and payments will be made by the invoice due date.

5. RFQ Process, Schedule of Events & Evaluation

a. RFQ Process

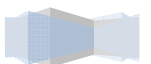
The process for awarding this contract will be through a countywide sealed-bid competitive process.

Step 1: Register on-line at www.maacproject.org

Step 2: Download Request for Qualifications

Step 3: Question & Answer Process

To ensure a competitive and fair process, questions regarding the RFQ will only be allowed via email and by the deadline – **no phone calls**. The Purchasing Supervisor will post all questions and responses on our website.



Step 4: Mail your Qualifications

Please send your qualifications via US Mail to:

MAAC Project - Administration
c/o Kristina Muñoz
1355 Third Avenue
Chula Vista, CA 91911

b. Schedule of Events

No.	Schedule of Events	Key Dates
1	Open Registration	October 24, 2011
2	RFQ Available	October 24, 2011
3	Deadline for Questions & Clarifications	October 31, 2011
4	Questions & Answers Posted	November 4, 2011
5	Qualifications Due Date & Time	November 10, 2011, 5:00 PM (PST)
6	Qualifications Review Period	November 10 – November 30
7	Notice of selected QVL	December 1, 2011
8	Start of Work	As needed, beginning December 1, 2011

6. Evaluation Elements

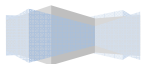
Incomplete RFQ's will not be considered. The elements that will be used to evaluate each RFQ include the following:

a. Qualifications

- Send us your resume and cover letter indicating your area of expertise per the requirements laid out in Section 3. "Scope of Work"
- Submit two writing samples.
- Proven track record: provide a list of all of your successful grants.

b. In-Kind Services, General Donations, & Financial Contributions

Explain in your cover letter any desire to participate in MAAC's fund development initiatives such as in-kind services, general donations, financial contributions, sponsorship in our annual gala, or sponsorship of one of our many programs.



c. Quality and Deadline Accuracy

Quality will be determined through professional references. Please submit three professional references that could respond to the quality of your services and the ability to meet deadlines stated within your contracted agreements.

d. Women/Minority Business Enterprise

Please indicate whether you are a Women/Minority Business Enterprise.

6. Contact Information

For clarifications regarding the bid process or the scope of services please **email your questions** by November 4, 2011 to kmunoz@maacproject.org.

Thank you for your participation!

Sincerely,

Kristina Muñoz
Purchasing Supervisor

