



Certified Local Government Grant Elements of a Request for Proposal

A Request for Proposal (RFP) is a vehicle for describing the proposed project and stating what is expected from the bidder. Using consultants/contractors successfully for a Certified Local Government project requires a clear understanding and agreement as to the goals, expected outcomes and deliverables, and responsibilities and timeframes before the project begins.

Prior to issuance and distribution, the Ohio Historic Preservation Office (OHPO) must approve the RFP to ensure compliance with the Secretary of Interior's Standards. Below is the OHPO checklist used in evaluating an RFP. Please check with your law department for any local government requirements that may be applicable.

Purpose of Project:

- Description, a clear statement of the proposed project or problem to be addressed. Pertinent background information about the community
- Purpose and authority for the project
- Anticipated results and benefits to the community
- Funding sources
- Amount of funding available for the project
- Project period (grant period)
- How public will be involved
- Role of consultant/contractor with the public

Scope of Work:

- Tasks/services for which the consultant will be responsible
- Meetings consultant is expected to participate (number, setting, type, etc.) Products or deliverables (drafts and final products)
- Schedule – submission dates of drafts, reports, etc. to CLG
- Formats of the deliverables
- Standards products must meet.
- Tasks/responsibilities of the grantee
- Tasks/responsibilities of other parties to the project (volunteers, CLG staff, etc.)

Personnel:

- Identification of Secretary of the Interior's Standards needed to be met by key personnel.
- Desired skills and prior experience in similar projects

RFP Response Submission Requirements:

- Format for response
- Required information in response
 - Name of consultant/firm
 - History of relevant experience
 - Qualifications of key staff assigned to project
 - Statement of understanding and approach to work tasks
 - Description of scope of work, schedule for deliverables
 - References for CLG projects or similar project type work
 - Cost services
- Where/when proposal should be submitted
- Contact for additional information/clarification
- Review Process
- Selection criteria to be used to evaluate proposals
- Timeframe for decision making
- Notification to successful/unsuccessful bidders