

# Request for Proposals (RFP)

## Professional Consulting Services – Contract Grant Writing

Town of Oliver, British Columbia

### 1. Introduction and Purpose

The Town of Oliver (the "Town") is requesting Proposals from qualified and experienced grant writing consultants or firms to provide professional grant writing services on an as-needed basis.

The purpose of this Request for Proposals (the "RFP") is to identify a Proponent with the qualifications, experience, and fee structure best suited to support the Town in identifying funding opportunities and preparing high-quality grant applications that align with municipal priorities, capital projects, infrastructure, and community initiatives.

This RFP is issued in accordance with the Town's procurement policies and applicable legislation governing the acquisition of professional services.

### 2. Nature of the Engagement

The successful Proponent will be engaged as an independent contractor providing professional consulting services. Nothing in this RFP or any resulting agreement creates an employer-employee relationship.

There is no guarantee of a minimum volume or value of work. Services will be requested at the sole discretion of the Town.

### 3. Scope of Services

- Identify and evaluate federal, provincial, regional, and foundation funding opportunities
- Advise on grant eligibility, readiness, and strategic alignment
- Prepare, write, edit, and submit grant applications on behalf of the Town
- Assist with supporting documentation including project descriptions, budgets, and timelines
- Coordinate with Town staff to gather required technical and financial information
- Assist with post-award reporting and compliance when requested
- Maintain a grant tracking system including deadlines and outcomes

### 4. Proponent Qualifications

- Proven experience delivering successful grant applications
- Knowledge of relevant federal and provincial funding programs
- Strong written communication, analytical, and organizational skills
- Ability to manage multiple assignments and deadlines
- Municipal or public-sector experience is considered an asset

## **5. Contract Term and Compensation**

The contract term will be for up to one (1) year, with an option to renew at the discretion of the Town. Compensation will be on a fee-for-service or hourly basis, as proposed by the Proponent, with all fees stated in Canadian dollars and exclusive of applicable taxes.

## **6. Proposal Submission Requirements**

1. Proponent profile and relevant experience
2. Examples of grant work and funding successes
3. Proposed fee structure
4. Professional resume or profile of proposed personnel
5. Two references from recent or relevant clients

## **7. Evaluation and Selection**

Proposals will be evaluated based on experience, demonstrated expertise, understanding of municipal funding environments, quality and completeness of the Proposal, references, and proposed fees. The Town is not obligated to accept the lowest-priced Proposal.

## **8. Submission Deadline**

Proposals must be received no later than 4:30 p.m. (Pacific Time) on April 30, 2026.

Forward responses or questions to: [admin@oliver.ca](mailto:admin@oliver.ca)

## **9. Confidentiality and Freedom of Information**

All Proposals submitted become the property of the Town and are subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). Proponents should identify any information considered confidential.

## **10. General Conditions**

The Town reserves the right to reject any or all Proposals, cancel or modify the RFP process, waive minor non-compliance, and negotiate final terms and fees with the successful Proponent. Issuance of this RFP does not constitute a commitment to award a contract.