



## **CORPORATION FOR PUBLIC BROADCASTING**

### **Request for Proposal For Local Service Grant Program Administrator**

The Corporation for Public Broadcasting is hereby announcing a Request for Proposal (“RFP”) to administer a grant program entitled “Local Service Grant Project” (the “Grant Project”). The winner of the RFP will be responsible for the design, management and oversight of a large-scale, multi-year grant program for public television stations.

CPB expects the Grant Project to be between \$3 and \$10 million (or possibly larger), with grants of approximately \$200,000 to qualifying stations over a period of 3 years. The precise amount of the funds available and the term of the Grant Project is expected to be established in July 2006 or early August.

#### **I. Description of the Grant Project**

Public television stations will apply for the grants to engage in an activity to strengthen the aspects of the station’s local service in order to make it unique and more valuable in the communities the station serves. Unlike the CPB sponsored Community Service Grants, the grants awarded hereunder may not be used to support current on-going general operating expenses. Instead, it is targeted at initiating and/or expanding specific local services to advance the core mission and public service positioning of the station in its community.

#### **II. Responsibilities for the Grant Project Administrator**

The primary responsibilities of the entity that is awarded this RFP are set forth below.

- Work with CPB to develop the RFP for the Grant Program;
- Work with CPB to review the responses to the RFP;
- Participate in the development of the criteria upon which to evaluate the responses to the RFP;
- Work with CPB in the selection process for picking the stations to receive grants and the grant amounts;

- Oversee the contracting process and ensure that the stations awarded grants execute the grant agreements in a timely fashion; CPB will provide the Administrator the form grant agreement that the stations will sign;
- The grant awards may involve making 2 - 3 payments with the station providing evidence that the project undertaken was completed; the entity will review the provided evidence, ensure that it conforms with the grant agreement and issue the corresponding payment;
- Ensure grantees comply with the terms of the grant agreement and provide CPB with periodic reports of those stations not in compliance, as well as periodic reports on the grant awards and payments; CPB and the entity will work together to determine if and what corrective steps should be undertaken;
- Upon completion of the project, draft a report approximately 2-4 pages in length identifying the successes of the project, suggestions on how to improve the project if undertaken in the future. The report should be written in a format and style so that CPB (if it deems appropriate) may publish and distribute the same;
- CPB anticipates traveling to meet each station receiving a grant and expects the entity to participate in the meetings. In addition to traveling to the stations, the entity will be requested to travel to CPB's offices periodically to discuss the status of the Grant Project and perhaps make a short presentation to CPB management on the status of the Grant Project. CPB will reimburse the entity for these travel costs, in addition to the fees for managing the Grant Project; and
- General project management of all awarded grants.

CPB will review the entities performance on an annual basis.

CPB would maintain a significant oversight and advisory role in each of these areas and would dedicate a full-time employee to oversee and advise the entity on the payment of the grant awards.

Because this is a multi-year Grant Project, each calendar year CPB expects there to be one or two rounds of grant solicitation, review, and management that the entity will oversee. This issue will be reviewed during the Grant Project and may change even as this RFP is distributed.

### **III. Eligibility Requirements for the RFP Applicant:**

CPB is seeking a Grant Project Administrator with the following qualifications. Each applicant responding to the RFP must respond specifically to the following qualifications.

- Existing administrative and project staff and capacity to manage 10-20 grants annually for the length of the Grant Project, or the ability to staff up the organization to manage this workload;

- Established legal and fiscal support to execute, oversee, and review 10-20 contracts and the associated deliverables annually for the length of the Grant Project, or the ability to staff up the organization to manage this workload;
- Existing management capacity and skills to oversee all aspects of the Local Service Grant Fund; and
- Evidence the entity is a sound organization, financially secure and has the appropriate procedures and resources in place to administer a fund of between \$3 and \$10 million United States dollars.
- Prior experience managing a grant fund or other funds the skills and experience of which would be beneficial as the Grant Project Administrator;
- Knowledge of and experience with the public television system is a plus; and
- Knowledge of and experience with new media trends and technology (e.g., online, on-demand) is a plus;
- Evidence of any bonding or insurance providing security for holding and disbursing the grant funds is a plus.

#### **IV. Responding to the RFP**

Each response to the RFP must include the following information:

- A response to the Eligibility Requirements set forth above;
- The fee the entity would charge to undertake the role as the Grant Project Administrator, and a detailed budget that shows a breakdown of the costs for the fee, (e.g. the costs for each staff person, the cost of maintaining an office, the cost of supplies and etc.);
- A proposed timeline, for the time required for the entity to be fully operational; and
- A proposed time to implement the project from design of the RFP for the Grant Project, establishing guidelines for evaluating responses to the RFP for the Grant project, the timeframe for the RFP review and selection process, completing the process of signing the grant agreements for each station and managing the grant agreements once signed.

If you are interested in proceeding toward the possibility of submitting a formal proposal, CPB may meet with you and may share materials, data, other information and analyses (collectively, “Information”) with you. As a condition of receiving such Information, your expression of interest in proceeding shall be deemed to constitute your agreement to

protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to CPB upon its request all tangible copies of such Information in your possession.

CPB is not responsible for loss or damage to the material submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Any submission to CPB shall become the property of CPB (not including any intellectual property rights contained in such submission), and CPB is not required to return any submitted materials to any applicant.

Solicitation by CPB of proposals does not constitute an agreement by CPB to extend funding to any party for the project under consideration. CPB may, in its sole discretion, elect not to pursue this project in any manner.

By submitting a proposal, each applicant grants to CPB the right to duplicate, use, disclose, and distribute all of the materials submitted for purposes of evaluation, review, and research. In addition, each applicant guarantees that the applicant has full and complete rights to all of the information and materials included in the proposal. Each applicant also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

## **V. Summary of Required Contracting Provisions**

If a proposal is selected for funding, applicant will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Applicants are not authorized to commence work until the agreement is fully executed. If applicants opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

The winner of the RFP must be able to comply with a number of requirements that will be included in the operative agreement between the applicant and CPB. These requirements include but are not limited to:

- Applicants must guarantee that, among other things, any work they undertake on behalf of CPB is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party;
- Applicants must agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.
- A demonstration of adequate financial support to complete the work for which applicant has agreed to perform and to deliver reports and/or other intellectual property created pursuant to the agreement;
- Maintenance, for three (3) years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to CPB, and to the U.S.

Comptroller General or other representatives for examination and audit purposes; *(Contractors will additionally ensure that any subcontractors or consultants under the agreement shall also maintain such records for the period specified and under the same terms);*

- Maintenance, for three (3) years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to CPB on request;
- Submission to CPB of a copy of any U.S. Comptroller General final audit report in connection with the project;
- Compliance with equal employment opportunity and nondiscrimination laws and policies;
- Applicants who plan to engage sub-contractors will be expected to obtain competitive bids, and to provide assurances that the prices obtained for any such services are fair and reasonable;
- Applicants will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken; and
- All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by CPB as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the applicant will be required to assign all right, title and interest in and to such research and materials to CPB. Applicants further agree that neither they, nor any of their subcontractors, will have any copyrights whatsoever in any research and/or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project; and
- The agreement will be governed by construed in accordance with the laws of the District of Columbia without regard to its conflict of law provisions.

Other material terms and provisions will be set forth in the documents provided to the applicant that successfully completes the selection process.

CPB will have sole and exclusive rights to the reports created as deliverables for this project.

## **VI. Filing Deadline**

Please submit your proposal by July 7, 2006. All proposals should be sent via email to [lmayor@cpb.org](mailto:lmayor@cpb.org). We will then contact respondents to schedule a Q&A session by phone. If there is any information that would be useful to you as you prepare your proposal, please submit the same in writing to **Loren Mayor** at the email address above.