TAB I – TITLE PAGE

Tab I – Title Page

Part IA – Statement of Minimum Qualifications	
RFQ Title:	***Federal Grant Development and Management***
RFQ:	***3435***
Vendor Name:	***Gary Bess Associates, Inc.***
Address:	***6931 Skyway, Paradise, CA 95969***
Opening Date:	May 18, 2017
Opening Time:	2:00 PM

TAB II – TABLE OF CONTENTS

Tab II – Table of Contents

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TAB III – VENDOR INFORMATION SHEET

Tab III – Vendor Information Sheet

VENDOR INFORMATION SHEET FOR RFQ 3435

Vendor Must:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Tab III of the Technical SOQ response.

V1	Company Name	Gary Bess Associates, Inc.

V2	Street Address	6931 Skyway

V3	City, State, ZIP	Paradise, CA 95969

V4	Telephone Number		
	Area Code: 530	Number: 877-3426	Extension: 101

V5	Facsimile Number		
	Area Code: 530	Number: 877-0419	Extension:

V6	Toll Free Number		
	Area Code: 800	Number: 864 FUND (5683)	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Gary Bess, PhD
	Title: Principal and CEO
	Address: See above
	Email Address: gary@garybess.com

V8	Telephone Number for Contact Person		
	Area Code: 530	Number: 877-3426	Extension: 101

V9	Facsimile Number for Contact Person		
	Area Code: 530	Number: 877-0419	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Gary Bess	Title: Principal and CEO
V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature:	Date: 5-16-17

TAB IV – STATE DOCUMENTS

12. The recently published budget outlined a $211,000 item for grants management. Is this project what that money will be used for?

No, that is the limit on the category of work.

13. Is the State looking for an individual to take a lead role and really drive the implementation of these processes and procedures/ensure compliance? Or is the State looking for individuals to support these efforts, with State resources leading the effort?

The needs of the state program/agency determine the role of the contractor.

ALL ELSE REMAINS THE SAME FOR RFQ 3435.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR GARY BESS ASSOCIATES

AUTHORIZED SIGNATURE

TITLE Principal **DATE** 5-10-17

RFQ 3435 Amendment 1

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFQ, vendors are requested to submit confidential information in separate binders marked "**Part I B Confidential Technical**" and "**Part III Confidential Financial**".

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in ***Section 2 "ACRONYMS/DEFINITIONS."***

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	GB
Justification for Confidential Status			

A Public Records CD has been included for the Technical SOQ and Cost Proposal			
YES	GB	NO	

Part III – Confidential Financial Information			
YES	GB	NO	
Justification for Confidential Status			
Per RFQ Instructions			

Gary Bess Associates
Company Name

Gary Bess
Signature

GARY BESS
Print Name

5/12/17
Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

(6) All conditions and provisions of this RFQ are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.

(7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFQ, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Gary Bess Associates
Vendor Company Name

Vendor Signature

GARY BESS
Print Name

5-11-17
Date

This document must be submitted in Tab IV of vendor's technical proposal

TAB V – ATTACHMENT B: TECHNICAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFQ

ATTACHMENT B – TECHNICAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFQ

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Qualification.

YES ✓ I agree to comply with the terms and conditions specified in this RFQ.

NO _____ I do not agree to comply with the terms and conditions specified in this RFQ.

If the exception and/or assumption require a change in the terms in any section of the RFQ, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Gary Bess Associates
Company Name

Signature

GARY BESS
Print Name

5-11-17
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

TAB VI – SECTION 3.2: GENERAL MINIMUM QUALIFCATIONS

Tab VI – General Minimum Qualifications

3.2.1 Vendor information submitted in response to Section 4.1, Vendor Information will be scored on a pass/fail basis.

See Tab III.

3.2.2 Subcontractor information submitted in response to Section 4.2, Subcontractor Information will be scored on a pass/fail basis.

No subcontractors will be utilized. See Tab VIII.

3.2.3 References from Section 4.3, Business References will be scored on a pass/fail basis.

See Tab VIII.

TAB VII – SECTION 3.3: TECHNICAL MINIMUM QUALIFICATIONS

Tab VII Technical Minimum Qualifications

3.3.1 A detailed description of the approach to the performance of each of the tasks outlined in Section 1.2, Scope of Work

1.2.1 Task #1: Provide requesting state agencies with comprehensive funding research and the pre-application resource development to clearly define agency program/project objectives and match them with identified Federal funding opportunities and respective missions.

GBA is familiar with the priority setting process for identifying prospective Federal funders, which combines several factors that include (a) the potential funder's interests; (b) cycles in which funding opportunities are made available; (c) the likely number of awards to be made; (d) the award amount and cost to implement; (e) the amount of effort required to prepare a competitive proposal; (f) the concept's ranking among departmental leadership, and (g) the department's current grant portfolio and management capacity. GBA is familiar with the grant.gov funding research site and understands that some announcements are for one-time funding while others are on an annual or cyclical basis, which means that some submissions can be postponed until the next funding cycle if other priorities pre-empt.

As part of the funder research process, GBA prepares a summary of each funding opportunity, including funder interests and requirements, deadlines for submission, method of submission (e.g., grants.gov, Electronic Handbook, eRA Commons), and components of the application that require more time to complete. Upon the identification of one or more sources, GBA will report to department staff with information on each opportunity and with recommendations as to the fit between the funding agency and the applicant based on a written summary of the funding initiative and the proposed project. Where it is permissible, GBA communicates with a funder before submission and ensures that bidders' conferences are attended by either GBA or client staff.

Should the decision be made to proceed with the application, GBA prepares an application checklist that includes key proposal components, persons responsible for each component, deadlines by which drafts are due, and salient notes pertaining to the opportunity. The checklist, which is regularly updated, serves as a guide for application completion.

1.2.2 Task #2: Assist client state agencies in the development and construction of solid and persuasive application(s).

The following briefly describes our approach to preparing a Federal application for funding, whether submitted through an electronic portal or as a hardcopy or e-mailed submission. We begin by assigning a project manager who is responsible for oversight of the project and ensuring the project's completion, accuracy, and quality. The project manager identifies tasks for proposal team members, works with the state agency to identify in-house subject matter experts to assist in content development, maintains an up-to-date checklist and completion timeline, and collects information for form completion or works with client-staff to obtain required information. The project manager is also responsible for ensuring that attachments are available and in the correct format. This position also drafts the narrative, accepts and

incorporates feedback, and oversees the completion and submission of the application with client approval.

Upon assignment of a new application for funding, the project manager schedules a conference by phone, videotelephony, or in person with the client and develops a timeline for completion of the project. The checklist is introduced and task assignments are agreed upon by the project manager and the applicant organization, with anticipated dates for completion of each item. From experience, GBA has determined a logical order of tasks, and the checklist reflects this order in its internal deadlines. The time-framed project is entered into a GBA database for internal tracking.

Clients are advised to immediately start on tasks that are expected to be the most challenging and time-consuming, such as collecting letters of support, revising supporting documents, and developing performance measures, including baselines and goals. GBA provides support letter templates and can map the service area or research demographics and/or health and social disparities, if this is required. The client is also asked to provide GBA with background materials that will inform narrative sections, such as previous grant applications and other organizational/institutional documents, such as policies and procedures. The client is given responsibility for providing GBA with material for the application's required attachments or assisting with drafting attachments, such as position descriptions and key staff resumes, and budget, if required.

The project manager sends budget templates and forms to the client for the financial analyst, budget director, or other key staff member to complete. When a form or attachment has been completed and approved, the information is inputted, or uploaded, to the electronic portal and the project checklist is updated to reflect that component's completion. When all forms, attachments, and financial documents have been completed, the project manager will crosscheck that numbers and information are in agreement in all parts of the application. The project narrative is finalized well before the deadline, ensuring that it reflects the numbers and data submitted in the forms and attachments, such as the projected numbers of residents to be served, staffing projections, and financial projections. Subsequent to the submission of the application and once a decision on funding has been reached, GBA encourages a reflective review of the process, regardless of whether funded or not, to see how systems and processes can be improved.

1.2.3 Task #3: At the request of a using agency director, provide support in the post-award management of the grant—through training and mentoring of state staff—in quarterly reporting, compliance with applicable requirements as outlined in the Notice of Award/contract, Office of Management and Budget (OMB), Code of Federal Regulations (CFR) and Nevada State Administrative Manual (SAM).

GBA provides post-award training and sometimes, by contract, continues its involvement as program evaluators or as grants managers. Regardless of our continuing involvement, however, we provide grantees with an overview of the successful application, facilitating working sessions in which programmatic requirements are reviewed and deliverables discussed with an emphasis on ensuring that systems are in place at the time of grant

initiation. Comparable to the grant application development process, a checklist is again produced to identify key components ranging from the staffing plan, to methodology (i.e., use of evidence-based practices), to deliverable metrics and quarterly reporting. In most cases, the agenda for meetings is developed in partnership with the project coordinator if the position is filled, or with the agency director and/or designated staff responsible for implementation. A central component for training is reading and understanding the Notice of Award, and addressing conditions that may be present before grant funds can be accepted.

GBA welcomes the opportunity to mentor staff in grants management. Gary Bess, PhD, teaches in schools of social work macro classes on program planning, program evaluation, and grant writing, and he and other staff members are available to work with State staff providing workshops on grant management or vis-à-vis one-on-one consults related to individual improvement plans. For the past two years, Dr. Bess has taught grant writing and grant management for non-profit managers in China sponsored by Beijing Normal University and the Chinese government.

GBA also assists with reporting requirements to Federal agencies at intervals identified in the Notice of Award, which generally includes a programmatic report with an update on outcomes/deliverables/metrics, as well as a financial report on funds expended. To ensure that reports are compliant, it is essential that the grantee review deliverables at the point of award and ensure that systems are in place to capture the required information. GBA will work with State staff during proposal development and upon award to ensure that data capturing occurs as proposed in the application and in accordance with the Office of Management and Budget (OMB), Code of Federal Regulations (CFR), and Nevada State Administrative Manual (SAM).

3.3.2 Prove general ability in securing competitive and non-competitive Federal grant awards:

3.3.2.1 List the total number and value of Federal grant awards secured;

Since its founding in 1991, Gary Bess Associates has successfully provided funding development services to help organizations and institutions achieve their mission. In the last three calendar years alone, the firm has secured 144 Federal grant awards for our clients, totaling $93,820,856. These amounts are a reflection of GBA's expertise in obtaining competitive Federal Health Resources and Services Administration grants on behalf of community health centers, which is an area of specialization

Year	***Total Federal Grant Awards***	***Total Federal Grant Value***
2014	***37***	***$25,052,223***
2015	***36***	***$15,730,824***
2016	***68***	***$40,284,888***
2017 (YtD)	***3***	***$12,752,921***
3+ Year Total:	***144***	***$93,820,856***

3.3.2.2 Illustrate successes with specific examples, including the type of Federal funding, opportunity name, and awarding agency information; and

GBA has had significant success in securing grants for community health centers, including a new Federally Qualified Health Center (FQHC) in Las Vegas, which is operated by All for Health, Health for All, one of the three references provided in this application. In neighboring California, GBA is the sought-after grant writer for health centers. During the last round of funding, GBA wrote seven New Access Point (NAP) applications to the Federal Health Resources Services Administration's (HRSA) for FQHC designation, and four of its proposals were funded. This was a national competition with only 75 awards made across the United States.

Additionally, within the last 30 days, GBA has prepared for submission applications to the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) on behalf of two agencies for funding under its Grants for the Benefit of Homeless Individuals initiative for $2 million each over five years, and to SAMHSA for Targeted Capacity Expansion-HIV Program: Substance Use Disorder Treatment for Racial/Ethnic Minority Populations at High Risk for HIV/AIDS. Additionally, during the same 30-day period, GBA submitted two applications to the Federal Department of Labor for YouthBuild programs designed to provide education, skill training, and employment for low-income youth. While the results are not known, it is important to note that each of the client organizations that engaged GBA sought us out to prepare these new submissions based on our track record of successful past proposals.

3.3.2.3 Provide expanded narrative on three (3) applications.

Coinciding with the three reference entities associated with this application, GBA is pleased to provide an expanded narrative pertaining to our work on behalf of these agencies. With regard to All for Health, Health for All (AFH), GBA has been its grant writing resource for approximately 20 years, and over this period GBA has secured millions of dollars in grants and contracts from Federal, State, County, local municipality, and private donors on behalf of the agency. GBA serves as AFH's development office and regularly submits public and private applications for funding, successfully securing grants for integrated care services, equipment and facility improvements, and school-based services.

GBA secured two initial grants for $650,000 each to qualify AFH for FQHC designation in Glendale, California and Las Vegas, Nevada, after having previously secured its designation as an FQHC Look-Alike, which provides enhanced Medicaid billing but does not award grant funds. The two FQHC grant awards are renewable each year at the same level, if not higher, and GBA has been responsible for grant management and compliance reporting, including providing annual summative reports on patients, patient visits, and clinical outcomes.

Secondly, GBA has a long-standing relationship with the Butte County Sheriff's Office (BCSO) in California, and has written grants on behalf of BCSO, the Probation Department, the Behavioral Health Department, and the Chief Administrative Officer in addition to taking on other critical writing projects for the agency. This includes the AB 109 Realignment Plan for the County, whereby inmates were transferred from state prison to county jails or released in combination with community-based services. GBA attended deliberative meetings at which

department directors collaboratively developed a county-wide response. GBA was tasked with writing the plan that was submitted to the State for approval, which it was.

GBA is presently playing a key role in grant management, responsible for tracking outcomes as part of a Federally-funded Edward Byrne Memorial Justice Assistance Grant (JAG) to California, of which the BCSO is a sub-recipient. The initiative is a diversion program for young felons. We are tasked with meeting regularly with the workgroup composed of BCSO officers, Probation Officers, local police departments, educational agencies, and nonprofit services providers and reporting on outcomes compiled from multiple sources in tandem with a process report on implementation of the County's JAG model. Reportable metrics include rates of recidivism, school / GED completion, employment of participants, and reductions in substance use. For the process report, GBA facilitates a quarterly conventional Situational Analysis where participants assess the project's current strengths, weaknesses, opportunities and threats, whereby GBA charts the group's input over time to describe how the initiative changes and matures. These findings are reported to local stakeholders and the State.

Lastly, GBA has worked on several applications for Family Health Care Centers of Greater Los Angeles since 2002. GBA has secured on behalf of the agency Federal grants for services, including dental care and primary health care, as well as a multimillion dollar grant for facility improvements of its main site in Bell Gardens, California. GBA is its virtual development department, continuously submitting a stream of applications to public and private agencies, and ensuring that reports on expenditures and programs are submitted when due and that the proper systems are in place to document activity and outcomes.

GBA has successfully submitted two New Access Point applications, creating an inflow of $1.3 million in funds on an annual basis for Family Health Care Centers that will continue for as long as the agency remains compliant with requirements and Congress renews funding. Among requirements for renewals are reporting on data from the agency's practice management system into the Federal Uniform Data System portal, as well as renewal applications, some 200 pages in length, submitted every third year of the grant award. Since 2014, GBA has secured for Family Health Care Centers more than $5,100,000 in grants.

3.3.3 Describe your grant knowledge, skills, and applicable abilities that will be used to perform grant development tasks.

3.3.3.1 Referring to the grants identified in Section 3.3.2.1, elaborate on what knowledge/skills were utilized to develop the successful Federal application(s).

We strongly believe in having a rhetorical sense in grant writing, which is based on an understanding that the grant making process is an exchange between two parties. This approach transcends all grant writing undertakings, including the grant amounts referenced in 3.3.2.1. Knowing what the grant-making entity wishes to receive is key to a successful proposal. This requires a thorough reading of the Request for Assistance (RFA) with the goal of fully understanding the funding opportunities' intent by noting manifest content (i.e., clear statements of expectations) and latent content (i.e., reading between the lines to understand underlying intent). This is coupled with having or acquiring familiarity with the content area

on which the proposal is based and ensuring that where there are gaps in writer knowledge and applicant capacity, they are filled with sufficient information from subject matter experts necessary to make a decision on whether to go forward with an application.

On a practical level, GBA is interested in knowing the applicant's (State unit's) interest for expansion or sustainment at a sufficient level of detail so as to determine a match between funder offerings and applicant's ability to respond with a competitive application. This is a bidirectional approach, which means that GBA conducts a thorough assessment of potential applicants' interests in terms of breadth or depth of services, as well as other programmatic and service needs, so that funder searches are targeted. Concurrently, GBA is also on the lookout for Federal funding opportunities and will explore with clients their interest in specific initiatives which may or may not have been conceptualized prior to the release of the RFA.

The challenge in preparing competitive Federal applications is never the writing, but the conceptualization. Utilizing state agency's subject matter experts for assistance in content development, we can draft several pages of narrative within a few hours if the project being proposed has been conceptualized well, i.e., we know what we want to accomplish and what it will take to do so. As we begin to develop proposals, we encourage early development of the budget, which includes the staffing plan, for in this way we are assured that our programmatic response is in keeping with resources required for implementation. The checklist described above is an important tool for keeping proposal development on track. Regular meetings between our writing staff and client representatives provide opportunities to review the project status relative to the timeline and to troubleshoot unexpected challenges in obtaining information or completing forms. A rushed proposal up against a deadline means that there is likelihood that an error will occur, and thus we are diligent in avoiding this situation.

3.3.4 The State of Nevada responds to Federal funding opportunities which require the participation of multiple stakeholders which result in memoranda of understanding and letters of financial support.

3.3.4.1 What is your knowledge and experience in conducting research relevant to grant development, capacity in the area of group facilitation, and program planning related to preparing a proposal?

Proposal writing is not a solo activity as it requires the involvement of several players, though upon submission, the proposal should have one voice and be consistent throughout. We are accustomed to working with teams that bring varied expertise on which the proposal will be based, from finance to program concept to knowledge of models. For some clients, GBA has provided training on grant writing – sometimes from a 30,000-foot level – so that staff are aware of key aspects and have an understanding of why certain information is requested as part of the proposal development process.

Our proposal team members come from a wide background of fields, from sociology and psychology to business management and law. In addition, their professional experience is vast and varied, including newspaper journalism, nursing, geographical information systems,

survey design, executive management, and environmental engineering. This expertise is harnessed to bring the most recent and relevant data to bear on our projects, resulting in thoroughly researched, cutting edge information on which to propose new programs, launch innovative initiatives, or to adopt best practices in state services.

For some clients, we regularly develop a work plan of proposals to be written or tracked, and use this research as a guide for our activities. These documents are continuously updated as information changes or due dates draw closer. Remaining current on funding opportunities is a central piece of what we do in service for our clients.

Our approach to group facilitation is as convener where we prepare for meetings by summarizing funding opportunities, if this is the purpose, and preparing a checklist which will guide application development. An agenda is also prepared to guide discussion and to ensure that key points are covered. Our staff is experienced in leading meetings and in teaching grant writing and program development, and some have served as reviewers for Federal applications. We bring these experiences and insights to our work and share with participants mindful that they have a range of other responsibilities that are often primary relative to grant writing.

In terms of program planning, we often use logic models as a tool for conceptualizing the program. This approach allows us to align resources (i.e., staff, materials, facilities) with activities that will occur and the anticipated outputs and outcomes, including metrics and measurement indicators. The logic model is sometimes required by funders as part of the application or can be inserted within the program development section of the application as a graphic to explain the relationship among program components. Logic model development can also be a group process for obtaining consensus on the model to be proposed using a white board to layout key aspects of the program. We are also familiar with theory of change models, which are somewhat comparable to logic modeling, though the latter is more explicit in assumptions that undergird the program's development.

3.3.5 Federal funding opportunities are highly specific and require knowledge of Federal program regulations, state agency programs, and in-state service providers.

3.3.5.1 Do you have an area of program expertise—such as health, education, energy, or economic development?

GBA's grant writing experience is clearly in the health and human services field, including substantial development of proposals to the Federal government for health centers, though we are also conversant in behavioral health services (mental health and substance use), homeless services, education applications, criminal justice, workforce development, integrated care models, special population focused grants (such as for Native Americans or low-income families), as well as for a diverse group of racial and ethnic populations ranging from Cambodian and Hmong immigrants to inner-city and rural African-American and Latino residents.

Conceptually, we approach grant writing as a skill that is transferable to several diverse content areas and projects. Our approach is that we are writers first and foremost and, where we lack expertise, we can benefit from others with knowledge but perhaps not with the same level of writing ability. This flexible approach to proposal development has allowed us to be successful with several unique writing assignments. For example, GBA has written the 10-year plan to end homelessness for Los Angeles County (Bring LA Home), a resource directory of substance use services for rural Butte County, and a recent proposal to redevelop city-owned land in the San Francisco Bay area.

3.3.5.2 What established relationships do you currently have that will leverage the development of successful Federal grant applications?

We understand the Federal grant making process, having worked in this arena for several years, and we know how to obtain information that may arise from a review of funding announcements and how to benefit from bidder's conferences. We also have worked with clients that have representatives in Washington, DC, and have written white papers for presentation to elected and appointed officials in connection with a proposed project.

If this question is whether we have specific ties to government agency staff persons, the answer is no, and we hasten to add that, from experience, relationships are transitory and do not lead to successful applications. In addition, federal agencies are bound to use objective review processes in making grant award decisions for all open and competitive applications, which bars any influence on the selection of awardees outside of the objective review criteria established in the application. We do, however, believe in working through officials in government, apprising them of our work, having them suggest possible funding opportunities, and letting them know when we have submitted a proposal. In our experience, Federal program officers identified on most grant opportunities are eager to provide guidance to applicants to ensure the best interests of the Federal agency are served by having the most competitive and well-designed proposals submitted for consideration.

3.3.6 What experience do you have in assisting state government agencies to develop master plans for securing support, identifying new resource strategies, and securing federal grant awards?

3.3.6.1 Provide narrative examples which correlate to your letters of reference. State of Nevada agency experience is preferred; however, all grant development experience with governmental agencies will be considered.

Over the years, GBA has worked with public agencies at the state and county level, including large quasi-public organizations such as the California Institute for Mental Health, the California Mental Health Services Authority, and the California Department Public Health Institute. At county levels, we have extensive experience with large systems including the Los Angeles County Departments of Health Services and Public Health, Los Angeles County Department of Mental Health, and Los Angeles County Department of Children and Family Services, as well as several county behavioral health agencies, public health departments, school districts, and law enforcement agencies.

Planning is a key part of grant research and writing. Our preference is to be proactive in terms of opportunities to be pursued based on a plan that identifies priorities for expansion. While we are also responsive to new funding announcements, preference is always to find opportunities that coincide with priorities. To this end, GBA works with clients through a process of interviewing directors and managers, as well as part of our facilitation of planning meetings, to develop a rank-order list of projects for funding by category (i.e., capital and equipment, services expansion, policy/model development).

A letter of reference has been provided by a California public county agency, Butte County Sheriff's Office. GBA has provided grant writing services for Butte County for several years, working closely with the respective county teams assigned to proposal development to facilitate discussion of the funding opportunity and our analysis of what it will take to prepare a competitive proposal. This includes information that will be needed –data, partners, or methods – and from where and by when is it anticipated.

Also included are letters of reference from two large community-based multi-service agencies, All for Health/Health for All and Family Health Care Centers of Greater Los Angeles. In all of our work, GBA obtains agreement from agency representatives as to a regular schedule of meetings counting down to the due date of the proposals, which will include dates by when drafts of the narrative will be prepared and circulated, and by when edits are due. We generally work through three iterations of a narrative, benefiting from feedback. We recommend that one agency person consolidate feedback from reviewers as sometimes edits conflict with one another and experience has shown that it is better for this to be arbitrated by agency representatives prior to version re-drafting.

The timeline also includes a review by the chief officer of the department whose signature is often required.

3.3.7 Vendors selected under this RFQ might have the opportunity to work with multiple divisions of state government concurrently.

3.3.7.1 What is your process for the development and management of concurrent projects?

GBA currently has eight salaried grant writers and our model is to assign one writer to a proposal as the primary person responsible for grant writing and submission management. Other staff are available to provide support, such as a data analytics manager, Warren Jensen, who compiles statistical, descriptive, and disparity data when needed for proposals, and Jim Myers, who heads the program evaluation unit and can advise on metrics and tools for assessment. In addition, we maintain a full-time proposal coordinator to assist with proposal formatting, template design, required forms and attachments, and checklists for tracking project completion.

We also have a policy of a second review of drafts and thus other writers are enlisted in support of the application. Thus, concurrent projects will be assigned to a different writer

with a match being made between her or his expertise and the funding opportunity. The primary writer assigned will similarly benefit from support systems in place at GBA.

Finally, GBA has in place standard systems for logging new projects, making and tracking assignments, creating and naming client files and folders, and version control policies (such as naming and document date-stamping conventions). All data are backed up on an outside server as part of our disaster preparedness plan. These standard practices are important for concurrently managing multiple projects, and also because they ensure that even staff not familiar with a specific project can locate the most recent files with the most recent versions of documents.

3.3.7.2 Provide examples from other comparable engagements.

GBA is currently involved in grant writing for a few large systems. These include Adventist Health-West, which operates 20 hospitals across four western states, where GBA works with each hospital developing proposals for funding to public and private agencies. This requires knowledge of each hospital system's priorities and methods for application development. GBA has been successful on behalf of Adventist Health-West in securing multi-year Federal grants for population health, rural health networks, and new models of service delivery. Funding has come from the Federal Health Resources and Services Administration (HRSA) for the three initiatives

GBA has also worked extensively with Yolo County preparing complex state and federal applications for funding in housing, juvenile justice, and diversion programs for the probation department. For example, a funding application to the California Department of Finance is in development for that will support community-based transitional housing and treatment services for justice-involved individuals in reentry programs living in Yolo County, California. GBA is also currently engaged by the University of California, Irvine for grant writing services, and Stanislaus County Sheriff's Office and Butte County Sheriff's Office for program evaluation and grant management for the Edward Byrne Memorial Justice Assistance Grant (JAG) to California.

3.3.8 Discuss your working knowledge of state government's operational and financial systems surrounding the development and administration of a grant application.

We are aware that the Nevada State Controller is the Chief Fiscal Officer (CFO) and is responsible for administering the state's accounting system, which includes conducting internal audits and ensuring compliance with the Nevada constitution, federal laws, and state statutes. We know, too, that units of government are subject to internal as well as external audits by funding agencies, and thus it is important that at the time of submission of proposals that we are assured that systems are in place for tracking and reporting on expenditures. We believe too that units of government have separate operating budgets that they manage, and that funded proposals will be incorporated into the unit master budget using fund accounting so that a subledger is maintained for audit.

GBA recognizes that final approval for submissions will be the responsibility of the unit director, or her or his designee, and thus time will need to be incorporated into proposal development process to ensure sufficient time for director review and feedback. Keenly aware of the connection between audits (programmatic and financial) and accountability, GBA will work closely with units of government to develop realistic goals and objectives, and will ensure that systems are in place to document measures.

3.3.8.1 Your discussion may comprise any of the following, but does not have to include all of the following:

A. state budgeting processes;

B. approving bodies;

GBA understands the State of Nevada's budget is developed biennially with budget preparation occurring during even numbered years. The State's fiscal year begins on July 1 and ends on June 30 each year, and State agencies are expected to forecast their needs three and one- half years ahead of the end of each biennial cycle. The State's economic forum provides the official forecast of State revenue to the Governor's office; the forecast is required to be used by all State agencies, the Governor's office, and the State Legislature. Ultimately, the Governor utilizes the submitted agency budgets and the official revenue forecast to generate the Governor's executive budget, which is provided to the State legislature for revision and approval. Once the State legislature has approved the budget, it is provided to the Governor for final signature.

C. encumbering of match funds;

D. complying with Executive Order 12372; and

Under Nevada law, procedures for compliance with Executive Order 12372, Intergovernmental Review, goes beyond the Federal designation and requires all Nevada state agencies to report Federal dollar application and receipt of award to the Nevada's Single Point of Contact (SPOC). The Intergovernmental Review must be completed before an application or a request for funds is submitted to the Federal agency regardless of whether the Federal program is covered under the Presidential Executive Order (E.O.).

E. adhering to state laws such as the open meeting law and state policies with regard to the administration of federal grants.

GBA is familiar with compliance to Open Meeting Laws (OML) as regulated by state and county governments. Generally, OML ensure that the actions and deliberations of public bodies are openly conducted. OML specifically require that a written notice of the meeting be prepared that includes the time, place, and location of the meeting, a list of places where the notice was posted, a statement regarding assistance and accommodations for physically handicapped people, and an agenda of the meeting. In addition, Nevada's OML requires that the agenda for the meeting includes of a clear and complete statement of the topics to be

considered during the meeting. The agenda must include a list describing the items on which action may be taken and clearly denotes that action may be taken on those items. The agenda also includes other provisions such as a period devoted to public comment.

3.3.9 Who will be assigned to oversee grant development and manage the account relationship? Where will that person be based?

3.3.9.1 List:

A. name(s);
B. position(s);
C. work location(s); and
D. proposed percentage of time dedicated to account.

Name: Gary Bess

Position: President and CEO

Work Location: Paradise, California

Proposed percentage of time dedicated to account: 25%

3.3.9.2 Include resume(s) on the form in Attachment G, Proposed Staff Resume.

Resumes are included under Tab IX, Proposed Staff Resumes.

3.3.9.3 Vendor and key staff member(s) must be able to read, write, and compose business and grant-related correspondence in English appropriate to the state and Federal agencies with which they interact.

All staff members are able to read, write, and compose business and grant-related correspondence in English appropriate to the state and Federal agencies with which they interact.

3.3.10 Indicate if key personnel have state service:

3.3.10.1 Provide dates of service, positions held and agencies. (Per Assembly Bill 240, policies enacted October 11, 2011: There is a two-step Board of Examiner approval process for contracts with current state employees or former employees with state service any time within 24 months preceding the commencement date of a proposed contract.)

Key personnel from Gary Bess Associates have not provided state service within the State of Nevada.

3.3.11 Business Structure:

3.3.11.1 Vendor must have an established business in marketing, consulting and development, writing, training, and administering or other areas that provide services to secure federal grant awards. Describe the attributes of the firm, length of time in business, its services, and number of staff.

GBA (www.garybess.com), founded in 1991, is a 14-member S-Corporation that includes eight writers with eclectic backgrounds that range from university-level literature and composition instruction to political science and journalism and from social sciences and business/finance to public health and social work. In addition to grant writing services, which are a centerpiece of what GBA has to offer, the firm also provides complementary services that enhance grant submissions, including program evaluation, strategic planning, data analytics, and GIS mapping services. Our writing expertise is applied to the development of high-quality proposals for funding on behalf of a range of public and private agencies. Always cognizant of deadlines by which proposals are due, GBA has, over the years, demonstrated its flexibility in responding on behalf of organizational clients to unanticipated impending deadlines, providing a quality product.

As described, GBA is involved in all phases of grant writing consultation that includes (a) assisting organizational clients in conceptualizing the program to be proposed and the need to be addressed; (b) identifying funders or adjusting proposal concepts to meet the needs of funder organizations; (c) determining the sources and process by which data are collected that support the need to be addressed; (d) advising clients on measures and standards, including evidence-based practices, that will support the chosen intervention (program design) and anticipated outcomes; and (e) drafting iterations of proposals for review, and, when requested, uploading applications for submissions through an Internet interface.

3.3.12 Describe the primary business resources.

3.3.12.1 The office(s) should be equipped with the necessary communications equipment:

A. video conferencing;
B. webinar;
C. phone(s);
D. copy machine(s);
E. computers; and
F. other business support equipment.

3.3.12.2 Vendors must have the ability to communicate via:

A. e-mail;
B. phone; and
C. to send and receive attachments with large amounts of data.

3.3.12.3 If alternative work and data sharing (sFTP sites or other secure online workspaces) are available to enhance the project development, please discuss.

GBA is equipped with the standard office equipment listed in section 3.3.12 of the RFQ, including but not limited to video conferencing capabilities, webinar capabilities, telephones, copy machines, computers, and other business support equipment. GBA is also able to communicate via email, telephone, and electronic submittal of large attachments requiring large amounts of data to transmit. In addition, GBA utilizes Dropbox for larger documents, and can arrange for encrypted transfers of documents when necessary.

TAB VIII – SECTION 4: COMPANY BACKGROUND AND REFERENCES

Tab VIII Company Background and References

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	***Gary Bess Associates, Inc.***
Ownership (sole proprietor, partnership, etc.):	***S-Corporation***
State of incorporation:	***California***
Date of incorporation:	***1991***
# of years in business:	***26***
List of top officers:	***Gary Bess, Principal and CEO***
Location of company headquarters:	***Paradise, CA***
Location(s) of the company offices:	***Paradise, CA***
Location(s) of the office that will provide the services described in this RFQ:	***Paradise, CA***
Number of employees locally with the expertise to support the requirements identified in this RFQ:	***1***
Number of employees nationally with the expertise to support the requirements in this RFQ:	***0***
Location(s) from which employees will be assigned for this project:	***Paradise, CA; Sacramento, CA; Las Vegas, NV***

4.1.2 Please be advised, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

Upon notice of award, GBA will register with the State of Nevada Secretary of State's Office as a foreign corporation.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	***Pending***
Legal Entity Name:	***Gary Bess Associates, Inc.***

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	***X***	No	

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	***X***

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	***X***

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFQ must also be disclosed. Does any of the above apply to your company?

Yes		No	***X***

4.1.8 Vendors must review the insurance requirements specified in *Attachment E, Insurance Schedule for RFQ 3435.* Does your organization currently have or will your organization be able to provide the insurance requirements as specified in *Attachment E.*

Yes	***X***	No	

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFQ. Limit response to no more than five (5) pages.

Gary Bess Associates, founded in 1991, provides consultation services in the areas of grant writing, program evaluation, needs assessment, economic analysis, strategic planning, GIS mapping analysis, and applied research. We support grant development efforts in any way we can, from reviewing and providing feedback on grant applications to writing full grant

proposals designed to fund a range of services. At present, GBA has eight grant writers employed full-time plus support staff in addition to program evaluation and data analytics specialists. Over the years, GBA has secured millions of dollars in grant on behalf of public and private agencies. In 2016, all totaled, GBA raised approximately $68 million.

GBA begins by researching funding opportunities, linking organizational clients with the best leads, and helping to strategically approach potential funders. Given its in-house expertise, GBA can design qualitative and/or quantitative analyses of programs, including process and outcome evaluations, conduct agency-specific formative reviews on capacity, support applicants in quality improvement activities, and document past performance and outcomes attained. While many funders require in-depth analysis of our clients, GBA's goal is not solely to satisfy funders, but also to provide insight into the services that are being offered and proposed as part of our commitment to quality improvement.

As part of the application process, GBA can also prepare a rigorous, representative assessment of needs in a community, neighborhoods, or jurisdictions. Our methods include a combination of secondary data collection, survey development and dissemination, and focus groups and interviews. The analyses include resource mapping, subpopulation analysis, and perceptions of need.

GBA also will facilitate strategic planning processes and help develop a written strategic document that will form the basis of proposals for funding. Meetings are held with key staff and stakeholders to solicit their ideas from which GBA will draft and produce a final written document with metrics that guides development activities.

4.1.10 Length of time vendor has been providing services described in this RFQ to the public and/or private sector. Please provide a brief description.

GBA has been providing grant writing and grant management services for public and private organizational clients for 26 years.

4.1.11 Financial information and documentation to be included in Part III, Confidential Financial Information of vendor's response in accordance with Section 9.5, Part III – Confidential Financial Information.

4.1.11.1 Dun and Bradstreet Number

See Part III, Confidential Financial Information

4.1.11.2 Federal Tax Identification Number

See Part III, Confidential Financial Information

4.2 SUBCONTRACTOR INFORMATION

Does this RFQ response include the use of subcontractors?

Yes		No	*X*

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

4.3.2 Vendors must provide the following information for *every* business reference provided by the vendor and/or subcontractor:

Business References are provided on the following pages.

Reference #:	***1: Family Health Care Centers of Greater Los Angeles***		
Company Name:	***Gary Bess Associates, Inc.***		
Identify role company will have for this RFQ project (Check appropriate role below):			
✓	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***General Grant Writing***		
Primary Contact Information			
Name:	***Raquel Villa***		
Street Address:	***6513 S. Garfield Avenue***		
City, State, Zip	***Bell Gardens, CA 90201***		
Phone, including area code:	***(562) 776-5014***		
Facsimile, including area code:	***(562) 927-6974***		
Email address:	***rvilla@fhccgla.org***		
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	***Contract for more than 10 years providing grant writing and grant management services.***		
Original Project/Contract Start Date:	***April 2008***		
Original Project/Contract End Date:	***Ongoing***		
Original Project/Contract Value:	***$50,000***		
Final Project/Contract Date:	***Ongoing***		
Was project/contract completed in time originally allotted, and if not, why not?	***Completed on time***		
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	***Completed within cost proposal***		

Reference #:	***2: Butte County Sheriff's Office***		
Company Name:	***Gary Bess Associates, Inc.***		
Identify role company will have for this RFQ project (Check appropriate role below):			
✓	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Grant Writing and Program Evaluation***		
Primary Contact Information			
Name:	***Jeff Darlington***		
Street Address:	***33 County Center Drive***		
City, State, Zip	***Oroville, CA 95965***		
Phone, including area code:	***(530) 538-6755***		
Facsimile, including area code:	***N/A***		
Email address:	***jdarlington@buttecounty.net***		
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	***Grant Writing and Program Evaluation***		
Original Project/Contract Start Date:	***June 2011***		
Original Project/Contract End Date:	***September 2011***		
Original Project/Contract Value:	***$6,500***		
Final Project/Contract Date:	***$48,000***		
Was project/contract completed in time originally allotted, and if not, why not?	***Completed on time***		
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	***Yes***		

Reference #:	***3: All for Health, Health for All***		
Company Name:	***Gary Bess Associates, Inc.***		
Identify role company will have for this RFQ project (Check appropriate role below):			
✓	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Grant Writing and Strategic Planning***		
Primary Contact Information			
Name:			***Adrineh Ebrahimian***
Street Address:			***519 E. Broadway***
City, State, Zip			***Glendale, CA 91205***
Phone, including area code:			***(818) 409-3020***
Facsimile, including area code:			***(818) 243-2713***
Email address:			***Adrineh.ebrahimian@gmail.com***
Alternate Contact Information			
Name:			
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:			***Grant Writing and Strategic Planning***
Original Project/Contract Start Date:			***3/2008***
Original Project/Contract End Date:			***7/2008***
Original Project/Contract Value:			***$1,800***
Final Project/Contract Date:			***$30,000***
Was project/contract completed in time originally allotted, and if not, why not?			***Completed on time***
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?			***Yes***

4.3.3 Vendors must also submit *Attachment F, Reference Questionnaire* to the business references that are identified in *Section 4.3.2*.

Reference Questionnaires have been submitted to the business references identified herein and those references have returned the questionnaires to the State of Nevada Purchasing Division via email.

TAB IX – ATTACHMENT G: PROPOSED STAFF RESUMES

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Gary Bess*	✓ **Key Personnel**	
Classification:	*Principal and CEO*	**# of Years in Classification:**	*30*
Brief Summary of Experience:	*Founder of GBA and having been engaged in grant writing for more than 30 years.*		
# of Years with Firm:	*26*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*6/2011 to Present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Kedren Mental Health*
Client Contact Name:	*John Griffith, PhD*
Client Address, Phone Number, Email:	*4211 S. Avalon Blvd.* *Los Angeles, CA 90011* *(323) 233-0425* *johngriffith0425@gmail.com*
Role in Contract/Project:	*Grant writer for Federal applications*
Details and Duration of Contract/Project:	*Ongoing*
MMYYYY to Present:	*5/2009 to Present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Yolo County Probation Department*
Client Contact Name:	*Nate Palmer*
Client Address, Phone Number, Email:	*780 E. Gibson Rd* *Woodland, CA 95776* *(530) 406-4757* *Nate.Palmer@yolocounty.org*
Role in Contract/Project:	*Grant writer*
Details and Duration of Contract/Project:	*Ongoing*
MMYYYY to Present:	*6/2016 to Present*
Vendor Name: *Gary Bess Associates*	*Gary Bess Associates*
Client Name:	*University of California at Irvine Medical Center*
Client Contact Name:	*Ivan Coziahr*
Client Address, Phone Number, Email:	*1331 S. State Col* *Fullerton, CA 92831-5338* *(714) 480-2441* *icoziahr@uci.edu*
Role in Contract/Project:	*Grant writing*
Details and Duration of Contract/Project:	*Ongoing*

EDUCATION		
Description		***# of Years Experience***
Institution Name:	*University of Southern California*	*N/A*
City:	*Los Angeles*	
State:	*California*	
Degree/Achievement:	*PhD*	
Certifications:		

REFERENCES	
Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	*Joe Griffith* *President and CEO* *Kedren Community Mental Health* *4211 S. Avalon Blvd.* *Los Angeles, CA 90011* *(323) 233-0425* *johngriffith0425@gmail.com*
	Nate Palmer *Senior Probation Officer* *Yolo County Probation Department* *780 E. Gibson Rd* *Woodland, CA 95776* *(530) 406-4757* *(530) 661-1211 Fax* *Nate.Palmer@yolocounty.org*
	Ivan Coziahr *CEO, FQHC Health Center* *UC Irvine Medical School* *1331 S. State Col* *Fullerton, CA 92831-5338* *(714) 480-2441* *icoziahr@uci.edu*

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Randall B. Yates*	✓ **Key Personnel**	
Classification:	*Senior Grant Writer / Consultant*	**# of Years in Classification:**	*30*
Brief Summary of Experience:	*Lead client's proposal team in the preparation of complex government Funding Opportunity Announcements (FOA); conduct research and analysis; write narrative responses to meet FOA requirements; consult on technical details such as continuous quality improvement processes, project evaluation, and budget; assist clients in grants management and compliance. Research sources of private funding and write and submit funding proposals.*		
# of Years with Firm:	*1*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*May 2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*New Directions for Veterans*
Client Contact Name:	*Ms. Molly Ann Mroczynski, Chief Development Officer*
Client Address, Phone Number, Email:	*11303 Wilshire Blvd., VA Bldg. 116* *Los Angeles CA 90073* *Phone: 310-696-5662* *Email: Mollyann@ndvets.org*
Role in Contract/Project:	*Prepare various governmental and private foundation grant submissions*
Details and Duration of Contract/Project:	*Client since 2016*
MMYYYY to Present:	*May 2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Yolo County (CA)*
Client Contact Name:	*Carolyn West, Senior Management Analyst*
Client Address, Phone Number, Email:	*Yolo County Administrator's Office* *625 Court Street, Suite 202* *Woodland, CA 95695* *Phone: (530)406-5775* *Email: carolyn.west@yolocounty.org*
Role in Contract/Project:	*Prepare various governmental grant submissions*
Details and Duration of Contract/Project:	*Client since 2011*
MMYYYY to Present:	*May 2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*The Men's Health Foundation*
Client Contact Name:	*Anthony Mills, M.D., Executive Director*
Client Address, Phone Number, Email:	*9201 W Sunset Blvd, Suite 812* *Los Angeles, CA 90069* *Phone: (310) 550-1014* *Email: tony.mills@mhfoundation.org*

Role in Contract/Project:	*Prepare various governmental grant submissions*
Details and Duration of Contract/Project:	*Client since 2016*

EDUCATION		
Description		***# of Years Experience***
Institution Name:	*Harvard University*	*3*
City:	*Cambridge*	
State:	*Massachusetts*	
Degree/Achievement:	*A.L.M. (Master's in Liberal Arts) – Social and Experimental Psychology*	
Certifications:	*N/A*	
Institution Name:	*University of California*	*4*
City:	*Riverside*	
State:	*California*	
Degree/Achievement:	*A.B. (Bachelor of Arts) – Psychology/Education*	
Certifications:	*N/A*	

REFERENCES	
Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	*Stewart Landers* *Senior Consultant and U.S. Health Services Director* *John Snow Inc., Boston MA* *Phone: 617-482-9485* *Fax: N/A* *landers@jsi.com*
	Gil Gerald (ret.) *President, Gil Gerald & Associates, Inc.* *New York, NY* *Phone (415) 627-9139* *Fax: N/A* *grgerald@sbcglobal.net*
	Kevin Hutchcrof *Senior Analyst* *San Francisco Department of Public Health,* *Phone: 415-437-6000* *Fax: N/A* *KevinHutchcroft@live.com*

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Michael Nichols*	✓ **Key Personnel**	
Classification:	*Grant Writer*	**# of Years in Classification:**	*17*
Brief Summary of Experience:	*Nearly two decades of experience in grants and nonprofit operations management, budget planning and execution, marketing and communications. Prior to joining Gary Bess Associates, served as Director of Development & Outreach for California Shock Trauma Air Rescue (CALSTAR), a nonprofit community-based air medical service, from 2008-2016, and as Foundation & Corporate Relations Manager for CALSTAR from 2005-2008.*		
# of Years with Firm:	*7 months*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*10/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Adventist Health*
Client Contact Name:	*Kendace O'Donnell*
Client Address, Phone Number, Email:	*2100 Douglas Blvd, Roseville, CA 95661* *(916) 781-2000* *odonnekm@ah.org*
Role in Contract/Project:	*Client account manager*
Details and Duration of Contract/Project:	*Ongoing grant proposal development and management*
MMYYYY to Present:	*10/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Share Our Selves (SOS)*
Client Contact Name:	*Kathleen Bruski*
Client Address, Phone Number, Email:	*1550 Superior Ave, Costa Mesa, CA 92627* *(949) 270-2132* *kbruski@shareourselves.org*
Role in Contract/Project:	*Client account manager*
Details and Duration of Contract/Project:	*Ongoing grant proposal development and management*
MMYYYY to Present:	*10/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Benevolence Health Center*
Client Contact Name:	*Philipa Osafo-Ampadu*
Client Address, Phone Number, Email:	*1010 Crenshaw Blvd, Torrance, CA 90501* *(310) 617-6305* *posafo-ampadu@bhchealth.org*
Role in Contract/Project:	*Client account manager*
Details and Duration of Contract/Project:	*Ongoing grant proposal development and management*

EDUCATION

Description		***# of Years Experience***
Institution Name:	*University of Chicago*	
City:	*Chicago*	
State:	*IL*	
Degree/Achievement:	*Master of Arts in International Relations*	
Certifications:	*GPCI Grant Professional Certification (GPC)*	*10*

REFERENCES	
Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	*Kendace O'Donnell, Philanthropy Coordinator* *Adventist Health* *Tel: (916) 781-2000* *Fax: n/a* *odonnekm@ah.org*
	Kathleen Bruski, Federal Grants & Programs Manager *Tel: (949) 270-2132* *Fax: (949) 515-5804* *kbruski@shareourselves.org*
	Philipa Osafo-Ampadu, Director of Compliance and Quality Improvement *Benevolence Health Center* *Tel: (310) 617-6305* *Fax: (424) 558-8100* *posafo-ampadu@bhchealth.org*

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Alan Sheckter*	✓ **Key Personnel**	
Classification:	*Grant writer / consultant*	**# of Years in Classification:**	*Nine*
Brief Summary of Experience:	*Senior grant writer / consultant / project manager with Gary Bess Associates since March 2008.*		
# of Years with Firm:	*Nine*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*08/01/2013*
Vendor Name:	*Gary Bess Associates*
Client Name:	*All For Health, Health For All*
Client Contact Name:	*Adrineh Ebrahimian, President*
Client Address, Phone Number, Email:	*519 E. Broadway Blvd., Glendale, CA 91205; (818) 409-3020; aebrahimian@all4health.org*
Role in Contract/Project:	*Grant Writer, Consultant, Project Manager*
Details and Duration of Contract/Project:	*Ongoing, retainer-based grant management services for this nine-site Federally Qualified Health Center (FQHC), in a fast-paced deadline-driven setting. Work includes applications and reports, from concept through submission, for new and continuing funding, as well as managing required grant and organizational reporting and other FQHC-related activities. Many of these complex applications are in reply to public Requests for Proposal or Statements of Qualifications.* *Such applications and submission services include interviews with key staff and other stakeholders, narrative building, data analysis, form and attachment gathering, budgets and strategic planning.* *Much of the work is submitted a) through many facets of the federal Health Resources and Services Administration (HRSA), part of the U.S. Department of Health & Human Services; b) other funding sources such as private foundations and public funders.* *Large successful grants in the past 12 months include federal funding for a new health center in Las Vegas ($758,333 annually for three years – with a potential for perpetuity), and $1,456,253 for an annual HRSA Budget Period Renewal.*

MMYYYY to Present:	*06/15/2014 to 08/25/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Elica Health Centers*
Client Contact Name:	*Elizabeth Cassin, CEO*
Client Address, Phone Number, Email:	*1860 Howe Ave., Suite 440, Sacramento, CA 95825; (916) 569-8484 x 309; ecassin@elicahealth.org*
Role in Contract/Project:	*Grant Writer, Consultant, Project Manager*
Details and Duration of Contract/Project:	*Ongoing, retainer-based grant management services for this four-site Federally Qualified Health Center (FQHC), in a fast-paced deadline-driven setting. Work includes applications and reports, from concept through submission, for new and continuing funding, as well as managing required grant and organizational reporting and other FQHC-related activities. Many of these complex applications were in reply to public Requests for Proposal or Statements of Qualifications.* *Such applications and submission services include interviews with key staff and other stakeholders, narrative building, data analysis, form and attachment gathering, budgets and strategic planning.* *Much of the work was submitted a) through many facets of the federal Health Resources and Services Administration (HRSA), part of the U.S. Department of Health & Human Services; b) other funding sources such as private foundations and public funders.* *Large successful grants included federal funding for a new (70% homeless-based, 30% general-community-based health center in Sacramento, Calif. ($704,167 annually for three years – with a potential for perpetuity); a $1,560,129 for an annual HRSA Budget Period Renewal; and a $211,280 HRSA grant for staff expansion, specifically for a full-time physician and a full-time medical assistant.*
MMYYYY to Present:	*01/14/2016 to 02/04/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Santa Barbara Neighborhood Clinics*
Client Contact Name:	*Melissa McDermott, Director of Special Projects*
Client Address, Phone Number, Email:	*915 N. Milpas, 2nd Fl., Santa Barbara, CA 93103; (805) 617-7852; Melissa.McDermott@sbclinics.org*
Role in Contract/Project:	*Grant Writer, Consultant, Project Manager*
Details and Duration of Contract/Project:	*Successful single Oral Health Services Expansion project, through which this FQHC received a two-year grant of $700,000 for dental equipment, salaries, and supplies.*

EDUCATION		
Description		***# of Years Experience***
Institution Name:	*California State University, Chico*	
City:	*Chico*	
State:	*California*	
Degree/Achievement:	*Public Administration*	
Certifications:		

REFERENCES	
Nik Gupta, Chief Executive Officer, *Mission City Community Network (FQHC)* *(818) 895-3100* *nikg@mccn.org*	
Ellen Silver, Chief Executive Officer, *Pomona Community Health Center (FQHC)* *(909) 630-7939* *Ellen.Silver@pomonachc.org*	
John Pazirandeh, Chief Financial Officer, *All For Health, Health For All (FQHC)* *(818) 409-3020* *jpazirandeh@all4health.org*	
Phillip Solomon, Chief Executive Officer, *Samuel Dixon Family Health Center (FQHC)* *(661) 257-2339 x 3071* *philip@sdfhc.org*	

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Becky Martinez-Bindernagel*	✓ **Key Personnel**	
Classification:	*Grant Writer/Consultant*	**# of Years in Classification:**	*4*
Brief Summary of Experience:	*Joined Gary Bess Associates in 2014. I hold a BSN in Nursing from Walla Walla University and a BBA and MBA in Business Administration from Northwest Nazarene University, Idaho. I've worked for eleven years as a nurse at Glendale Adventist Medical Center in Southern California, and I began a second career in Sales & Marketing at Pacific Press Publishing Association located in Nampa, Idaho. There, I wrote "blurbs" for Spanish book line-ups and wrote proposals, strategic plans, contracts, and estimates for outside clients. At GBA I've worked on numerous projects such as, NAP's, Service Area Competitions, Budget Progress Reviews, FTCA application and more recently helping health centers with compliance in their policies and procedures.*		
# of Years with Firm:	*4 years*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*2014 - Present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Benevolence Health Industries*
Client Contact Name:	*Kwabena Obeng, CEO*
Client Address, Phone Number, Email:	*3533 W. Pico Blvd., Los Angeles, CA 90019* *(323) 734-1600* *kobeng@bhchealth.org*
Role in Contract/Project:	*Grant Writer/ Consultant*
Details and Duration of Contract/Project:	*Worked on 2016 NAP application* *Worked on Service Area Completion application* *Added four additional sites (Anaheim, Compton, Long Beach, and Orange county) to scope* *Completed FTCA application* *Worked on Budget Period Reviews (BPR)* *Worked on Site Visit preparations* *Worked on compliance polices & procedures*
MMYYYY to Present:	*2016 - Present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Tri-State Community Health Center*
Client Contact Name:	*Aram Manoukian, CEO*
Client Address, Phone Number, Email:	*1402 Bailey Avenue* *Needles, CA 92363* *(760) 326-0222)* *arammanoukian@yahoo.com*
Role in Contract/Project:	*Grant Writer/ Consultant*
Details and Duration of Contract/Project:	*Worked on Site Visit preparations* *Worked on compliance polices & procedures*
MMYYYY to Present:	*2014 - Present*
Vendor Name:	*Gary Bess Associates*

Client Name:	*Center for Family Health & Education*
Client Contact Name:	*Steven Sanzo, Chief Administrative Officer*
Client Address, Phone Number, Email:	*8727 Van Nuys Blvd.* *Panorama City, CA 91402* *(818) 588-4659* *ssanzo@cffhae.org*
Role in Contract/Project:	*Grant Writer/ Consultant*
Details and Duration of Contract/Project:	*Completed FTCA application* *Worked on two Budget Period Reviews (BPR)*

EDUCATION

Description		***# of Years' Experience***
Institution Name:	*Northwest Nazarene University*	
City:	*Nampa*	
State:	*Idaho*	
Degree/Achievement:	*Masters of Business Administration*	
Certifications:	*Bachelor of Arts, Business Administration*	

REFERENCES

Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	*Kwabena Obeng, CEO* *Benevolence Health Industries* *3533 W. Pico Blvd., Los Angeles, CA 90019* *(323) 734-1600* *kobeng@bhchealth.org*
	Steven Sanzo, Chief Administrative Officer *Center for Family Health & Education* *8727 Van Nuys Blvd.* *Panorama City, CA 91402* *(818) 588-4659* *ssanzo@cffhae.org*
	Aram Manoukian, CEO *Tri-State Community Health Center* *1402 Bailey Avenue* *Needles, CA 92363* *(760) 326-0222* *arammanoukian@yahoo.com*

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Marlene T. Mueller*	✓ **Key Personnel**	
Classification:	*Grant Writer*	**# of Years in Classification:**	
Brief Summary of Experience:	*Experienced grant writer with legal background.*		
# of Years with Firm:	*.5*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*03/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Corning Adult School – Corning Union High School District*
Client Contact Name:	*Jason Armstrong*
Client Address, Phone Number, Email:	*250 E. Fig Lane* *Corning, CA 96021* *Ph: 530 824-7414* *jarmstrong@corningh.org*
Role in Contract/Project:	*Lead Grant Writer*
Details and Duration of Contract/Project:	*Workforce Innovation and Opportunity Act*
MMYYYY to Present:	*12/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Nebraska Urban Indian Health Coalition Inc.*
Client Contact Name:	*Donna Polk*
Client Address, Phone Number, Email:	*2240 Landon Court* *Omaha, NE. 68102* *Ph 402-346-0902* *dpolk@nuihc.com*
Role in Contract/Project:	*Lead Grant Writer*
Details and Duration of Contract/Project:	*SAMHSA – Circles of Care*
MMYYYY to Present:	*11/2016 – 12/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Stars Behavioral Group*
Client Contact Name:	*Deborah Tobias Gatewood*
Client Address, Phone Number, Email:	*Central Star Community Services* *2140 Merced St, Suite 101* *Fresno, CA. 93721* *Ph. 559-731-7482* *dgarewood@starsinc.com*
Role in Contract/Project:	*Lead Grant Writer*
Details and Duration of Contract/Project:	*Fresno County RFP – Differential Services*

EDUCATION		
Description		***# of Years Experience***
Institution Name:	*University of West Los Angeles School of Law*	*3*
City:	*Los Angeles*	
State:	*California*	
Degree/Achievement:	*Juris Doctorate*	
Certifications:		
	Description	***# of Years Experience***
Institution Name:	*University of California, Davis*	*4*
City:	*Davis*	
State:	*California*	
Degree/Achievement:	*BA in Rhetoric & Communications*	
Certifications:		

REFERENCES	
Minimum of three (3) required, including name, title, organization, phone number, fax number and email address	*Janet Stegman* *Stegman Law Group* *310-995-9636* *janetstegman@gmail.com*
	John Fowlkes, CEO *MailControl* *650-269-9125* *Fowlkes@gmail.com*
	Ariel King Lovett, Deputy Director *Community Recovery Resources* *530-273-1370,* *alovett@corr.us*

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Rosali Delgado*	✓ **Key Personnel**	
Classification:	*Grant Writer/ Consultant*	**# of Years in Classification:**	*2.5*
Brief Summary of Experience:	*My role in the position of Grant Writer/ Consultant includes writing proposals for non-profit organizations to government, state, and local public agencies as well as private foundations; assisting Federally Qualified Health Centers (FQHCs) and FQHC Look-Alikes in continuously meeting compliance requirements set by the Health Resources and Services Administration (HRSA); supporting clients with program development; and incorporating non-profits in the state of California among other duties. Prior to this position, I specialized in research and data collection for FQHCs and FQHC Look-Alikes for two years.*		
# of Years with Firm:	*2.5*		

RELEVANT PROFESSIONAL EXPERIENCE

MMYYYY to Present:	*07/2014 to present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Complete Care Community Health Center*
Client Contact Name:	*Yury Akopyan*
Client Address, Phone Number, Email:	*2928 East Cesar E Chavez Avenue, Los Angeles, CA 90033* *323-266-6700* *yuryako@yahoo.com*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*Gary Bess Associates (GBA) was hired in July 2014 by Complete Care Community Health Center (CCCHC) to develop a competitive New Access Point (NAP) application that would secure $650,000 in funding per year along with supplemental financial opportunities. In August 2015, CCCHC's application was approved, making them a first-time FQHC. Shortly after, GBA assisted in the addition of a second site into their FQHC scope of work in order to expand CCCHC's reach into the community. During the last competition of NAP applications in 2016, GBA successfully completed a proposal for CCCHC, which was funded in January of 2017 thereby adding a third FQHC site under CCCHC's name and an additional $650,000 annually. Our latest success for CCCHC has been the renewal of a three-year grant period for their first NAP by demonstrating satisfactory compliance with HRSA requirements and a firm plan to provide services for the next three years. This assures $704,594 per year in funding until June of 2020.*

	Additionally, GBA has secured more than $138,000 for CCCHC in additional federal opportunities alone. These opportunities include funds for outreach and enrollment, health information technology improvements, and support in receiving Patient-Centered Medical Home accreditation. Aside from grant writing, we continuously assist in compliance with HRSA requirements.
MMYYYY to Present:	*09/2014 to present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Tri-State Community Health Center*
Client Contact Name:	*Aram Manoukian*
Client Address, Phone Number, Email:	*1402 Bailey Avenue, Needles, CA 92363* *760-326-0222* *arammanoukian@yahoo.com*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*Tri-State Community Health Center (TSCHC) hired GBA in September of 2014 to develop a New Access Point application which if approved would grant the health center $650,000 annually and access to additional benefits. The competitive application was approved in May 2015, thereby converting TSCHC from a private clinic to a federally-funded health center. Located in the isolated community of Needles, we were able to capture the need for services through a federal application to add oral health services in 2016. This proposal secured $700,000 over two years to bring dental services to the community. Most recently, GBA successfully wrote a proposal to demonstrate the health center's compliance with HRSA requirements and their plans to provide services for the next three years. This guarantees the health center $1.02 million for each of three years through mid-2020.* *In addition, GBA has secured more than $137,002 for TSCHC in supplemental federal opportunities alone. These opportunities include funds for outreach and enrollment, health information technology improvements, and support in receiving Patient-Centered Medical Home accreditation. Aside from grant writing, we continuously assist in compliance with HRSA requirements.*
MMYYYY to Present:	*05/2016 to present*
Vendor Name:	*Gary Bess Associates*
Client Name:	*University of California, Irvine*
Client Contact Name:	*Ivan Coziahr*

Client Address, Phone Number, Email:	*800 Main Street, Santa Ana, CA 92701* *714-480-2441* *icoziahr@uci.edu*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*The University of California, Irvine Family Health Centers (UCI FHC) contacted GBA to write their Service Area Competition (SAC) which would renew their project period for the next three years. The application was approved in early 2017, thereby granting the health center more than $1.5 million through May 2020.* *Currently, we are working with the executive team to correct their scope of services. This will require a minimum of seven submissions.*

EDUCATION

	Description	***# of Years Experience***
Institution Name:	*California State University, Chico*	*4*
City:	*Chico*	*N/A*
State:	*CA*	*N/A*
Degree/Achievement:	*B.A. in Sociology with honors, awards, and Magna Cum Laude*	*N/A*
Certifications:		

REFERENCES

John Pazirandeh, Chief Executive Officer *Tri-State Community Health Center* *T: 760-326-0222* *johnpazirandeh@gmail.com*	
Dominga Pardo, Director *Robert F. Kennedy Institute of Community and Family Medicine* *T:310-834-3484* *rfkinst@sbcglocal.net*	
Diana Crook, Administrative Analyst *UC Irvine Family Health Centers* *T: 714-480-3518; F: 714-560-0640* *dvcrook@uci.edu*	
**Please feel free to contact the clients listed under professional experience as well.*	

PROPOSED STAFF RESUME

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:	*Gary Bess Associates, Inc.*		
✓ **Contractor**		☐ **Subcontractor**	
Name:	*Kate C. Brice*	✓ **Key Personnel**	
Classification:	*Consultant/ Grant Writer*	**# of Years in Classification:**	*1.5*
Brief Summary of Experience:	*Since joining GBA Kate has expanded her experience to include Federal and other public municipality funding opportunities, including FQHC applications and reporting compliance. As a grant writer consultant, she writes grant proposals for public and private funding institutions, assists in program activity reports and other correspondence to funders; as well as researched new potential grant opportunities.*		
# of Years with Firm:	*1.5 years*		

RELEVANT PROFESSIONAL EXPERIENCE	
MMYYYY to Present:	*07/01/2016*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Family Health Care Centers of Greater Los Angeles*
Client Contact Name:	*Raquel Villa*
Client Address, Phone Number, Email:	*6501 S Garfield Avenue, Bell Gardens CA, 90201* *(562)776-5014* *rvilla@fhccgla.org*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*2008 – Constant grant writing for agency to public and private sources, including more than $10,000 in public grants and contracts.*
MMYYYY to Present:	*11/2015*
Vendor Name: *Gary Bess Associates*	*Gary Bess Associates*
Client Name:	*Central City Community Health Center*
Client Contact Name:	*Franklin Gonzalez, CEO*
Client Address, Phone Number, Email:	*1000 San Gabriel Blvd. Suite 200* *Rosemead, CA 91770* *(323)724-0019* *franklin.gonzalez@centralcityhealth.org*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*2007 - Constant grant writing for agency to public and private sources, including more than $10,000 in public grants and contracts.*
MMYYYY to Present:	*06/2015*
Vendor Name:	*Gary Bess Associates*
Client Name:	*Southern California Medical Center (SCMC)*
Client Contact Name:	*Sheila Busheri, CEO*

Client Address, Phone Number, Email:	*8825 Whittier Blvd. Pico Rivera, CA 90660* *(818)324-3780* *sbusheri@scmedcenter.org*
Role in Contract/Project:	*Grant Writer/ Compliance Consultant*
Details and Duration of Contract/Project:	*2013 - Constant grant writing for agency to public and private sources, including more than $1.300,000 in public grants and contracts.*

EDUCATION

	Description	***# of Years Experience***
Institution Name:	*Marquette University*	*3*
City:	*Milwaukee*	
State:	*Wisconsin*	
Degree/Achievement:	*B.A. Political Science; Student Leadership award for Community Service; Partial Academic scholarship*	
Certifications:		

REFERENCES

Luis Pardo, Executive Director *Worksite Wellness L.A.* *Ph: 323-758-9480* *F: 323-758-8348* *pardowwla@gmail.com*	
Omar Kader, Chief Financial Officer *Southern California Medical Center* *Ph: 213-304-4472* *F: 818-933-3927* *okader@scmedcenter.org*	
Bahram Bahremand, CEO *Friends of Family Health Center* *Ph: 562-501-1170* *F: 562-501-1198* *BBahremand@fofhealthcenter.org*	
****Please feel free to contact the clients listed under professional experience as well.***	