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REQUEST FOR PROPOSAL

GRANT CONSULTATION SERVICES

RFP-FP-03-2526

December 4, 2025

The Forest Preserve District of Kane County (District) and Kane Forest Preserve Foundation (Foundation) is seeking qualified firms for the professional management of the District and Foundation grant writing and reporting processes. A maximum of four (4) firms will be interviewed. Selection will be determined based on initial and post-interview evaluation scores.

HOW TO SUBMIT:	www.kaneforest.bonfirehub.com
QUESTIONS:	Via Bonfire by December 16, 2025 at 2:00pm CST
ADDENDUM (if needed):	December 18, 2025 at 2:00 pm CST
SUBMISSION DEADLINE:	December 30, 2025 at 2:00 pm CST (must submit online)
PROPOSAL OPENING:	December 30, 2025 at 2:30 pm CST
INTERVIEWS CONDUCTED:	January 7, 8, or 9, 2026
CONTRACT AWARD DATE:	February 10, 2026
PROPOSAL REQUIREMENTS:	12 pages maximum in PDF format via Bonfire (no paper submissions accepted)
REQUIRED DOCUMENTS:	Contact & Affidavit/Certification of Corporation
	Formatted Proposal (per Section IV of RFP)
	Addendum Acknowledgement (if issued)
	References
INITIAL EVALUATION CRITERIA:	Related Experience (45%)
	Qualifications of Firm & Staff (30%)
	Cost (15%)
	References (10%)
POST-INTERVIEW EVALUATION	Firm Approach (50%)
	Experience & Qualifications (50%)

PROJECT MANAGER: Ashley Monroe, Deputy Executive Director