

**(INSERT NAME OF TOWN OR COUNTY)**

## REQUEST FOR PROPOSALS

### FOR GRANT ADMINISTRATION SERVICES

**(Insert name of town or county)** is seeking professional services for the administration of a Rural Transformation Grant Fund (RTGF) program award offered by the Department of Commerce.

[NC Session Law 2021-180](#) and the associated appropriation committee report allocated \$50 million of Coronavirus State Fiscal Recovery Funds (SFRF) from the American Rescue Plan Act (ARPA) of 2021 to the North Carolina Department of Commerce, Rural Economic Development Division (REDD), to administer a new Rural Transformation Grant program. Accordingly, the REDD has established the Rural Transformation Grant Fund as part of its Rural Engagement and Investment (RE&I) Program. The RTGF (\$50 million in ARPA funding) is providing grant resources, training, technical assistance, and education programs to local governments to help communities acquire critical resources, advance project implementation, build local capacity, and respond to critical issues relating to COVID-19 pandemic and recovery. The RTGF will help rural communities revitalize main street and downtown districts, seed and advance initiatives that build local capacity, revitalize, and strengthen neighborhoods, foster small business recovery/sustainability, and support economic growth. **(Insert name of town or county)** is soliciting proposals for grant administration services to assist in the administration and management of this project in compliance with all applicable requirements under the RTGF Program. The fee for grant application and administration services will be paid with RTGF funds.

#### **Scope of Services:**

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following [Code of Federal Regulations \(CFR\) Part 200](#) compliance areas as applicable to the program:

1. Environment Review and Release of Funds and other Funding Conditions to include:
  - a. [Uniform Guidance Policies and Procedures](#)
    - i. Code of Conduct
    - ii. Records Retention
    - iii. Procurement Standards
    - iv. Nondiscrimination Policy
2. Citizen Participation;
3. Completion of all required reports and documentation;
4. Assistance with Financial Reimbursements Forms; and

5. Setting up and managing official records;

**Proposal Submission:**

Submissions provided to the (insert name for submissions) shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Federal Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to RTGF grant administration, description of firm's prior experience, including any similar projects (in particular those funded by RTGF), and name of local official knowledgeable regarding the firm's performance. Include at least three references;
3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects RTGF related activities, and firm's anticipated availability during the term of the project;
4. Schedule of fees;
5. Documentation of compliance with state and federal debarment/ eligibility requirements;

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant ..... 20 points
2. Prior RTGF Experience of Firm or Individual Consultant .....20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)..... 25 points
4. Ability to Address Local Needs ..... 15 points
5. Availability ..... 10 points
6. Schedule of Fees .....10 points

Upon completion of the review, the Committee will make its recommendation to the (insert name) for approval. The above information should be submitted no later than (insert day), (insert date) at (insert time), to (insert address). For more information, contact (insert contact information).

(Insert name of town or county) is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. (Insert name of town or county) invites the submission of proposals from a certified Section 3 business.

This information is available in Spanish or any other language upon request. Please contact **(insert contact information)** for accommodations for this request. “Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **(insert contact information)** de alojamiento para esta solicitud.

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