**Request for Proposals (RFP)**

**Grant Consulting Services-**   
**Application assistance and Management and Administration (M&A) services**

**Organization: [organization name]**  
**Organization Address: [organization address]**  
**RFP Date Issued:** [Insert Date]  
**Proposal Submission Deadline:** [Insert Deadline]

### **1. Overview**

[Organization name] is looking to procure grant consulting services specifically for assistance with grant application and the management and administration of the grant, should an award be given. This RFP is specifically for services with the [grant year, and grant name].

### **2. Scope of Services**

Consultant shall provide assistance with the grant application and help ensure [organization name] becomes and remains compliant with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

Consultant shall provide expert advice and guidance throughout the grant lifecycle to include the labor necessary to perform/execute to the greatest extent practicable, or when not practicable assist [organization name] with the various tasks required.

### **3. Evaluation Criteria**

Proposals shall be evaluated against the following criteria:

* Relevant experience and past performance.
* Proposed approach and methodology.
* Cost and value for money.

### **4. Submission Requirements**

1) Background

2) Past Performance

3) Services to be rendered

4) Timeline of milestones

5) Pricing

6) Additional information for consideration, if applicable

### **5. Submission Process**

Please submit proposals as follows:

* **Submission Deadline:** [Insert Date and Time]
* **Submission Method:** Email submissions to [Insert Email Address]. Confirmation of receipt will be provided. If you do not receive one, follow up after 2 business days.
* **Contact Person:** [Insert Name, Title, Contact Information]

### **6. Terms and Conditions**

This is an acknowledgement that Government funding may be used to fund all or a portion of the resulting contract. The contractor/consultant will comply with all applicable federal and state law, regulations, executive orders, policies, procedures, and directives.

This RFP does not guarantee a contract to be awarded. Contractors/consultants will not be paid for the costs to prepare or submit a response to this RFP.

[organization name] agrees to hold proposal information in confidence and to not distribute, share, sell, rent or make known to others in any manner, the content of the proposal, except as required by Government: law, regulation, executive order, policy, procedures, or directives.

If you have any questions, reach out to the contact person listed in section 5, above.

We look forward to receiving your proposal.

Sincerely,

[Your Name], [Your Title]

[Your Organization]