



## **Request for Proposal - Federal Grant Procurement Specialist**

January 22, 2024

Mississippi Main Street Association  
P.O. Box 55747  
Jackson, MS 39296

### About

The Mississippi Main Street Association, a coordinating program of Main Street America and generously funded in part by the Mississippi Legislature through the Mississippi Development Authority, is seeking a qualified and experienced Federal Grant Procurement Specialist to provide guidance and support for the American Rescue Plan Act (ARPA) purchases and reporting for 48 local Main Street organizations across Mississippi.

### Scope of Work

The selected contractor or firm will be responsible for offering assistance and guidance to local Mississippi Main Street organizations for federal grants procurement processes related to ARPA. The primary focuses will be on ensuring compliance with federal regulations and reporting requirements outlined by the Mississippi Department of Finance and Administration and providing guidance on the Request for Proposal (RFP)/procurement process. Of note, this contract is not being funded through ARPA dollars.

The scope of work includes:

1. Offering initial training and procurement workshops to local Main Street organizations, including virtual and in-person options
2. Providing templates and guides for development of RFPs/RFQs or bid requests
3. Providing procurement guidance, including compliance with affirmative action outreach as outlined by federal grant guidelines
4. Ensuring proper documentation and reporting are maintained through the creation of checklists and/or routine monitoring
5. Being available for consultation and support to individual Program Directors during outlined hours

### Contract Details

The contract for the Federal Grant Procurement Specialist is for a period of up to 12 months,

commencing on the date of contract awarded. The total contract value is not to exceed \$50,000, including any travel expenses incurred.

Responses to this Request for Proposal should include:

1. A detailed proposal outlining experience in federal grant procurement, particularly in ARPA-related matters
2. A clear breakdown of hourly rates for services
3. A proposed timeline for delivering the outlined services, including a detailed draft of scheduled monthly trainings and schedule of weekly individual consultation timeslots for Program Directors (up to 48 programs).
4. Relevant references or past clients for whom you have provided similar services
5. Terms for contract extension once the 12-month period has concluded or the cap of \$50,000 has been reached (whichever may be met first) to include hourly or monthly retainer rates

Responses

Responses should be emailed to Beth Raney at [beth@msmainstreet.com](mailto:beth@msmainstreet.com).

The deadline for submission of proposals is Friday, February 9, 2024, at 5 p.m.

Evaluation and Selection

The Mississippi Main Street Association will evaluate all proposals based on experience, qualifications, proposed approach, and cost. We reserve the right to request additional information or interviews with prospective contractors before making a final selection.

The Mississippi Main Street Association is committed to fostering a diverse and inclusive environment. We encourage proposals from contractors of all backgrounds and experiences. Preference will be given to those responses based in Mississippi.

For any questions or inquiries regarding this Request for Proposal, please contact Beth Raney at [beth@msmainstreet.com](mailto:beth@msmainstreet.com). No phone calls please.

We look forward to receiving your proposals and working together to support the local Main Street organizations across Mississippi in their ARPA-related procurement efforts.