

The Acadia Parish Police Jury

Grants Management RFP

26-26-08



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Section 1 – General Information

1.1 Required Submittals – Please label your Table of Contents in this Order

1. Cover Letter
2. Executive Summary
3. Technical Approach & Methodology
4. Background and Experience
5. References
6. Price Proposal
7. Three (3) References of Similar FEMA Projects
8. Certificate of Insurance
9. Suspension or Debarment Verification
10. Verification of SAM Registration – Core Data Page from sam.gov
11. Verification of Good Standing with the Louisiana Secretary of State
12. Litigation / Claims Disclosure (past 3–5 years, if applicable)
13. Federal Forms (debarment, lobbying, etc.)
14. Authorized Signature Page (signed by an authorized representative)
15. Addenda Acknowledgment

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Section 1 – General Information

1.2 – Purpose of the RFP

The Acadia Parish Police Jury invites qualified firms to respond to its Request for Proposals (“RFP”) by providing their qualifications and experience for consideration in providing grant management services for post and future disaster and non-disaster events during this contracted period.

This RFP is issued by the Acadia Parish Police Jury for the purpose of entering into a contract with a technical assistance contractor who shall provide qualified personnel familiar with all Federal Emergency Management Agency (FEMA) programs administered under the Stafford Act, including but not limited to Public Assistance and the Hazard Mitigation Grant Program, as well as recovery programs available under the U.S. Department of Housing and Urban Development (HUD), including CDBG-DR and CDBG-MIT, or any other federally funded grant program (e.g., Infrastructure Investment and Jobs Act (IIJA)) in which grant management services are required. The entity intends to issue task orders and notices to proceed with the selected consulting firm chosen from this solicitation on an as-needed basis.

The technical assistance provided by the Contractor’s personnel will assist the Acadia Parish Police Jury in expediting disaster recovery efforts and maximizing eligible federal and state grant funding opportunities.

Interested firms should submit one (1) original, three (3) additional copies, and one (1) USB flash drive of their Proposal to our physical location prior to 3:00 p.m. Central Standard Time (CST) on Monday, September 28, 2026 or electronically via www.centralbidding.com.

Please limit response to no more than twenty-five (25) pages, inclusive of resumes and cover page.

Please mail or hand deliver to:

Acadia Parish Police Jury
Attn: Kaitlyn Sonnier
505 NE Court Circle Crowley, LA 70526

Proposals must be sealed.

The outside of the envelope, box, or package must be marked with the Proposer’s Name, Address, the Proposal Name – **Grants Management RFP, RFP 26-26-08**, and the Proposal Opening Date – **September 28, 2026**.

Late Proposals will not be accepted.

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Section 2 - Administrative Information

2.1 Term of Contract

One (1) year agreement with an option for three (3), one (1) year renewals.

2.2 RFP Inquiries

Written questions regarding RFP requirements or scope of services must be emailed to:

Email: Acadiagrants@appj.org
Subject: Grants Management - RFP
RFP Contact: Kaitlyn Sonnier

The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential respondents. Written inquiries must be received by 3:00 p.m. CST on the date specified in the Schedule of Events below in Section 2.3 Schedule of Events. The Acadia Parish Police Jury reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda will be provided to interested proposers via appj.org and central bidding. Each proposer must provide a valid email address within the proposal.

Only the RFP Contact has the authority to officially respond to respondents' questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

Official responses to all questions submitted by potential respondents will be posted at <https://www.centralbidding.com> and www.appj.org.

2.3 Schedule of Events – (tentative)

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
Advertisement RFP	August 26, 2026	12:01 A.M.
Deadline for receipt of written inquiries	September 18, 2026	4:00 P.M.
Issue responses to written inquiries	September 23, 2026	4:00 P.M.
Deadline for receipt of Proposals	September 28, 2026	3:00 P.M.
Selection Committee Meeting	TBD	TBD
Recommendation to the Board	October 13, 2026	6:00 PM

Section 3 - Scope of Work

The consulting firm (the Consultant)/(Contractor) shall work closely and collaborate with the Acadia Parish Police Jury, FEMA, GOHSEP, State Legislatures, and various other agencies to obtain funds, ensure the proper use and application of federal and state funds while focusing on maximizing eligible and allocable dollars. The Consultant shall implement efficient processes that reduce the timeline for eligibility determinations to support project cash flow, sources, and uses. The Consultant will provide technical knowledge and experience, proven business processes, and procurement advisory and policy strategies.

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Section 3 - Scope of Work - continued

To develop and implement the framework of grant activities, the Consultant will be asked to perform services necessary to complete the following objectives and tasks as requested by Acadia Parish Police Jury. This list is not all inclusive. Other assistance may be required that falls within the scope of a grant's management firm.

Grants Management:

- Familiarity with federal grant regulations, including 2 CFR 200, and related compliance requirements.
- Identify State or Federal grant opportunities as requested by entity and prepare application packet(s)
- Submittal and maintenance of all Monthly, Quarterly, Annual, and ad hoc reports on all assigned grants as well as monthly reimbursement statuses.
- Conduct damage assessments and reporting as required following a disaster event.
- Educate and advise on Recovery Programs and the Recovery Process
- Provide Eligibility Guidance
- Assist in obtaining cost information and backup documentation to meet thresholds.
- Compile and summarize cost information and justifications
- Develop, review, and submit expedited Project Worksheets (PW's) and grant applications, including subsequent revisions, on behalf of the entity to Federal and State agencies for successful approval, obligation, and reimbursement. This includes project identification, development, formulation, and processing as required for small and large projects.
- Perform insurance reconciliation, as well as other funding source coordination to avoid duplication of benefits (DOB).
- Ensure compliance with applicable State or Federal regulations and requirements, including, but not limited to, the Stafford Act, Environmental and Historic Preservation Management, Davis-Bacon, and Section 3 as necessary.
- Advocate on behalf of the Acadia Parish Police Jury for maximum benefits
- Resolve and eliminate recovery impairment.
- Assist with requests for time extensions to State, FEMA and other Federal agencies.
- Prepare hazard mitigation proposals, grant applications, benefit-cost analysis and other services related to the Hazard Mitigation Grant Program and other mitigation programs when applicable.
- Attend meetings with Acadia Parish Police Jury, Federal agencies, and State agencies to negotiate and present Project Worksheets and the obligation of eligible amounts.
- Prepare for and respond to inspections and audits for on-going and completed projects as requested.
- Prepare and conduct the final cost reconciliation and close-out packaging, ensuring maximum recovery and retention of all eligible funding.
- Coordinate with other consultants and vendors for related services such as accounting, legal, architecture, engineering, environmental, restoration, and construction contractors as needed.
- Track, monitor, and report time and activities performed by Consulting Firm staff by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and costs reimbursement
- **Provide other duties reasonably related to grant identification and management.**

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Section 4 – Proposal Expectations

4.1 Cover Letter – Concise, one-page introduction

4.2 Executive Summary – Why you?

This section should introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name, email address, phone number, and the stipulation that the proposal is valid for a time period of at least ninety (90) days from the date of submission.

This section should also include a summary of the Proposer's qualifications and ability to meet the Acadia Parish Police Jury's overall requirements. Experience must include relevant experience of the overall firm and possible staff to be assigned to the Police Jury.

Please ensure that all required and relevant information is fully included in the written proposal submission.

4.3 Technical Approach & Methodology

Proposer should outline their understanding of the nature of the project, scope of work, and how they can add benefit to the Policy Jury.

If subcontractors are employed, provide the same information regarding the subcontractor(s) as is requested for Proposer as well as how they will be utilized.

4.4 Background and Experience

Submit resumes for the individuals to be assigned to project and identify the staff positions that the individual will be assigned. Provide detailed information addressing the experience and qualifications of assigned personnel. The information should include all education, training, and experience specific to the scope of work.

4.5 References

Please provide **three** (3) references including the company name, contact name, email address, and phone number for clients in which similar FEMA projects were managed by your firm.

4.6 Price Proposal

Proposers shall provide a detailed cost proposal using Exhibit A: Staff and Rates. The cost proposal shall include, at a minimum, hourly rates by job classification, as well as any applicable costs such as mileage and per diem, as appropriate to each task. A total price per task shall also be included.

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4.6 Price Proposal - continued

All costs proposed are to be inclusive of labor, materials, equipment, incidentals, and costs necessary to provide the Scope of Services outlined in this RFP. All non-labor costs, such as travel cost, if required, will be billed at cost without markup upon Acadia Parish Police Jury approval.

Proposals shall be structured as fixed sum or cost reimbursement basis. The fee shall be inclusive of costs and expenses for which items may not be billed.

For evaluation purposes, cost reasonableness will be determined based on the overall proposed rates and total price per task. A detailed breakdown of fringe benefits, overhead, or profit is not required and should not be included.

4.7 Certificate of Insurance

Please include a copy of your Certificate of Insurance.

4.8 Verification of SAM Registration

Please print the Core Data Page from Sam.gov showing a current registration.

4.9 Verification of Good Standing with the Louisiana Secretary of State

Please perform a search of your company at www.sos.la.gov and print the Detailed Record showing the status. Status must be current and “In Good Standing”.

4.10 Litigation / Claims Disclosure

Please provide a list of all litigation/claims against the firm in the last three to five (3-5) years involving contract disputes, financial mismanagement and non-compliances, professional negligence, or failure to perform claims.

4.11 Federal Forms

Please print the “Reps and Certs (Financial Assistance) page from Sam.gov which shows the certification of federal requirements i.e. debarment, lobbying, etc. To get there, log into sam.gov. Go to renew or update, click on view. On the left side of the menu, select “Reps and Certs (Financial Assistance). Print the page and include with proposal.

4.12 Authorized Signature Page

Complete form at Exhibit B, and have an authorized representative sign.

4.13 Addenda Acknowledgment (if applicable)

For any addendums issued, please print, sign, and place in RFP packet.

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5 Evaluation and Selection

5.1 Evaluation Team

The evaluation of proposals will be performed by an evaluation team of three (3) parish employees or those of nature who look over contacts, which will determine the proposal most advantageous to the entity, taking into consideration price and the evaluation factors set forth herein. In the evaluation of proposals, consideration will be given to the size of the project, the defined scope of work, and the prior experience and demonstrated capabilities of the firm.

5.2 Evaluation and Review

Responsive proposals will be evaluated based on information provided in the proposal. Entity reserves the right to validate the claims made in the proposals through outside third parties.

The evaluation will be conducted according to the following:

5.3 Evaluation Criteria

<u>Criteria</u>	<u>Description</u>	<u>Weight</u>
Background and Experience	Demonstrated experience with FEMA Public Assistance (PA), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), and disaster recovery grant management, including project formulation, PW development, and closeout.	35%
	Familiarity with federal grant regulations, including 2 CFR Part 200.	
Technical Approach & Methodology	Documented performance on similar federally declared disaster projects, including audit outcomes, timeliness, and client satisfaction	35%
	Understanding of federal processes, proposed execution plan, staffing strategy, and project management approach Ability to mobilize quickly, scale staffing, and manage multiple concurrent disaster recovery efforts	
Key Personnel Qualifications	Experience, certifications, and FEMA-specific expertise of assigned staff	15%
Price Proposal	Fair, competitive pricing	15%
Total:		100%

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6 CONTRACTS

The contents of this RFP and all provisions of the successful proposal deemed pertinent by the Police Jury may be incorporated into a contract and become legally binding when approved and executed by both parties. Contents of the Contract may contain changes from the Police Jury's perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful Contractor's submittal and any additions or deletions made at the discretion of the Police Jury as a result of this RFP process. Work related to the Contract shall commence upon issuance of a Notice to Proceed. The Police Jury may terminate the contract for cause or convenience at any time. Upon award a sample contract including applicable federal contract provisions should be provided to the entity within seven days of award.

7 OTHER

7.1 Award

The Police Jury reserves the right to award a contract or contracts to the Contractor(s) that the Police Jury deems to offer the best overall proposal. The Police Jury is therefore not bound to accept a proposal on the basis of lowest price.

7.2 Performance

The selected Contractor shall perform the resulting contract in a timely fashion. If the disaster is such that it may reasonably be predicted in advance, Contractor may have Management personnel within the Emergency Operations Center (EOC) 24-48 hours prior to the arrival of the disaster, upon request of the Police Jury. If the disaster is such that the disaster could not be predicted, the Contractor may have Management personnel within the EOC within 24 hours after the event. Contractor shall describe its mobilization program and past experience with such mobilization.

7.3 Cost of Preparing Proposals

Costs associated with developing the proposal and any other expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer, and shall not be reimbursed by Acadia Parish Police Jury.

7.4 Waiver of Administrative Informalities

Acadia Parish Police Jury reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal. Acadia Parish Police Jury has the right to request clarification or additional information from the proposers.

7.5 Errors and Omissions in Proposal

Acadia Parish Police Jury will not be liable for any errors in proposals. The Police Jury reserves the right to make corrections or amendments due to errors identified in proposals by the Police Jury or Proposer.

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7.6 Conflict of Interest

The Contractor shall promptly notify the RFP Contact, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such person may undertake, and request an opinion of the Police Jury as to whether the association, interest, or circumstance would, in the opinion of the Police Jury, constitute a conflict of interest. The Police Jury shall respond to such notification by certified mail within thirty (30) days.

By submitting this proposal, the contractor certifies that they have no conflict with any employee, agent, elected official or officer of Police Jury, nor any other conflict as may be set forth herein.

7.7 Insurance

Contractor should carry a professional liability (Errors & Omissions) insurance policy with \$1,000,000 per occurrence and \$1,000,000 in aggregate limits.

7.8 Suspension or Debarment

Include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.sam.gov). Enclose a printout of the search results that includes the record date.

7.9 Records and Right to Audit

The Contractor shall maintain adequate records, documents, and information to justify all charges, expenses and costs incurred in performing the work for at least five (5) years after completion of this contract. The Police Jury shall have access to such books, records, and documents as required in this section for the purpose of inspection, reproduction, audit, and/or during normal business hours, at the Police Jury's expense, upon five (5) days prior written notice.

In addition to the terms and conditions set forth in this RFP, the successful proposer shall be required to include in the final executed contract all applicable federally required provisions, including but not limited to those set forth in 2 C.F.R. Part 200, Appendix II, as well as any other requirements imposed by 2 C.F.R. § 200.327, as applicable.

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7.10 Protest Procedure

Proposal Protests - Any actual or prospective bidder/proposer, who is allegedly aggrieved in connection with the issuance of a proposal package or pending award of a contract, may protest to the Police Jury.

Requirements to Protest -

- a) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 4:00 pm on the fifth (5th) full business day after issuance of the proposal package.
- b) If the protest relates to the award of a contract, a formal written protest must be filed no later than 4:00 pm on the fifth (5th) business day after the posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
- c) A formal written protest is considered filed with the Police Jury when the RFP Contact receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the proposer.

Sole Remedy - These procedures shall be the sole remedy for challenging the content of this RFP or the award of a contract. Prospective Contractors are prohibited from attempts to influence, persuade, or promote a proposal protest through any other channels or means. Such attempts shall be cause for suspension of the offending party's proposal and protest.

Authority to Resolve - The RFP Contact shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 4:00 pm on the fifth business day after the filing thereof.

Review of RFP Decision - The protesting party may request a review of the RFP Contact's decision by delivering a written request by 4:00 p.m. on the fifth full business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the proposer deems relevant to the issues raised in the request for review. If it is determined that the solicitation or award is in violation of law or the regulations and internal procedures of the purchasing department, the RFP Contact shall immediately cancel or revise the solicitation or award as the RFP Contact may deem appropriate. If it is determined that the solicitation or award should be upheld, the RFP Contact shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons or businesses no later than 4:00 p.m. on the fifth full business day after the protest. The decision shall be final and conclusive as to the Police Jury unless any further action is taken by the party making the original protest.

Stay of Procurement During Protests - There shall be no stay of procurement during protests.

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Exhibit A: Staff and Rates

All costs proposed are to be inclusive of labor, materials, equipment, incidentals, and costs necessary to provide the Scope of Services outlined in this RFP. All non-labor costs, such as travel cost, if required, will be billed at cost without markup upon Acadia Parish Police Jury approval.

POSITION	HOURLY RATE
Program Director	
Subject Matter Expert	
Senior Grant Manager	
Grant Manager	
Senior Project Manager	
Project Manager	
Grant Writer	
Cost Estimator	
Appeals Specialist	
Senior Damage Assessor	
Damage Assessor	
Administrative Support Specialist	

The costs for the documentation and recovery process shall be included in the items in the pricing. Proposers shall have proven experience with overall management and FEMA requirements, rules, and regulations to qualify for this scope.

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Exhibit B: Authorized Signature

Date: _____

To: Acadia Parish Police Jury

Re: Request for Proposals

1. The undersigned, having carefully and to our full satisfaction examined the RFP Documents for:

Consulting Services, hereby proposes to furnish the required services in accordance with this Proposal.

2. By submission of this Proposal, the undersigned certifies, and in the case of a joint Proposal, each party hereto certifies as to his own organization and the joint venture, that this Proposal is made in good faith and has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer.

Submitted by: _____

Title: _____

Authorized Signature: _____

Company Name (Print): _____

Phone: _____

Company Address (Print): _____

City, State, Zip Code (Print): _____

Federal Tax I.D. Number: _____

Phone/Fax Number (include area code): _____

(Corporate Seal)