

*Request for Proposal for Wise County Grant Management System (WCO021-001)*



County of Wise, Virginia  
P.O. Box 570  
Wise, Virginia 24293  
276-328-2321

January 11, 2020

Request for Proposals (WCO21-001):  
Grant Management Solution for Wise County, Virginia

Proposals should be submitted via e-mail to [procurement@wisecounty.org](mailto:procurement@wisecounty.org) by the closing date and time detailed in the document below. Similarly, all inquiries concerning this RFP and request for complete packet should be directed to in writing via email to the same address.

## **Request for Proposal for Wise County Grant Management System (WCO021-001)**

### **Purpose of RFP Solicitation**

The County seeks Proposals (Proposals or RFP) from qualified vendors to provide a Grants Management Solution capable of supporting tracking, application, evaluation, award management, and administration for (1) grant funds to the County and (2) funds originating from the County and disseminated to sub-grantees.

### **Scope of Work**

- Establish a common grant application and management platform to support the County's role as both Grantee and Grantor
- Ability to establish departmental level projects to be accomplished via grant funding
- Identify grants available to fund projects
- Increase grant win rates
- Track the County's success rate in obtaining grants
- Improve comprehensive grant reporting by the County
- Track expenses on a grant and department level basis
- Monitor grant deadlines and deliverables
- Establish an audit trail for all grant activities including internal self-performed project activities
- Connect the County's Financial Management System (Keystone) with grant management system software

### **Important Dates**

The County will adhere to the following anticipated timeline when collecting and evaluating RFP responses. This timeline is subject to change. Any changes made to this timeline will be posted at <http://www.wisecounty.org/procurement/bids.html>

RFP Released:	January 11, 2021
Bidder Questions Due:	January 22, 2021
Answers to Questions Provided by County:	January 27, 2021
Proposals Due:	February 5, 2021 at 4:30 PM
Anticipated Product Demonstrations:	February 8-12, 2021
Notification of Selected Vendor:	February 15, 2021
Contract Negotiation:	February 15-17, 2021
Project Kickoff:	February 22, 2021
Training Completed:	April 16, 2021
System Go-Live:	April 19, 2021

### **Instructions for Responding**

All parties responding to this RFP must deliver a single electronic copy of their proposal via email before 4:30 p.m. Eastern Time on Friday, February 5, 2021. Proposals should be submitted in a single Portable Document File with no additional files. Send email proposals to: [procurement@wisecounty.org](mailto:procurement@wisecounty.org). Subject line of e-mail: Wise County Grant Management Solution RFP and Your Firm's Name. Wise County reserves the right not to consider proposals received after the deadline of 4:30 p.m. EST Friday, February 5, 2021.

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**Submission Contents**

Proposal submissions must include the following content, organized as outlined below. Failure to comply with the required formatting may result in disqualification.

- **Transmittal Letter**  
Letter signed by a binding officer of your company, briefly outlining your understanding of the scope of this project, your ability to meet the requirements outlined in this RFP, and a primary point of contact (including contact information).
- **Project Plan**  
Submit a detailed project plan to meet the functional and technical requirements, implementation services, and timeline outlined in the Project Overview. If unable to meet the proposed timeline, please include a proposed timeline that can be achieved.
- **Pricing**  
Include breakdown of cost proposal, including implementation fees, annual fees, and additional costs for add-on services.
- **Relevant Experiences and References**  
Provide a brief overview of your firm's experience, staffing, and three relevant project references.

**Functional and Technical Requirements, Hosting information, Implementation and Support Services and Evaluation Criteria details are available upon request of interested responders. To request a complete RFP packet, contact [procurement@wisecounty.org](mailto:procurement@wisecounty.org).**