

**REQUEST FOR PROPOSALS – GRANT MANAGEMENT SERVICES
MEADOW HEIGHTS R-II SCHOOL DISTRICT**

The Meadow Heights R-II School District is accepting proposals from qualified firms and individuals to provide Grant Management Services for a proposed tornado safe room project to be completed on district property. This project, if approved, will be partially funded through a Federal Emergency Management Agency (FEMA) grant and is subject to requirements established by the Missouri State Emergency Management Agency (SEMA).

The district has not yet submitted an application for the grant to fund this project. The award of a contract to provide Grant Management Services is contingent on the receipt of the grant. To that end, the first duty of the individual or firm selected to provide project management services will be to assist the district in creating and submitting the grant application by December 1, 2020. Grant management services shall consist of the overall management of the grant and related activities required by SEMA. These include, but are not limited to providing:

- Monthly grant application update
- Detailed cost estimates
- Benefit cost analysis updates
- Preparation of request for funds
- Financial Management
- Preparation of a development plan to be approved by SEMA and FEMA
- Procurement of materials and services
- Project close-out activities

Interested firms or individuals must provide the district with the following information:

- Relevant experience and technical competence with respect to FEMA funded projects.
- Evidence of past performance on similar projects that demonstrates the quality of the work performed, the ability to meet schedules and the amount of time spent onsite.
- A list of the personnel who will be assigned to this project, their titles and prospective roles.
- Familiarity with the geographic location of the project.
- A list of current FEMA grant-funded projects with which the individual or firm is currently involved.
- A list of any completed FEMA grant-funded projects from the past two years.
- A complete list of fees.
- References.

Per the State of Missouri Office of Administration guidelines for requests for proposals (RFP), the proposal shall be submitted in a sealed format and received in the District Central Office at the address below no later **2:00, October 22nd, 2020**. Except for the list of individuals or firms submitting bids in response to this RFP, details about each submitted proposal will not be available for public review until after a contract has been awarded or all proposals have been rejected.

Submit two copies of the proposal to Mr. Brian White, Superintendent, in a sealed envelope, clearly marked "Proposal for Grant Management Services."

Submittals shall be mailed or delivered to:

Mr. Brian White, Superintendent
Meadow Heights R-II School District
Proposal for Grant Management Services
Route 5, Box 2365
Patton, MO 63662-9731

The Meadow Heights R-II School District reserves the right to reject any or all submittals and to waive any informality and irregularity in the qualifications and to select the firm that is in the best interest of the District and in compliance with the terms set forth herein. The Meadow Heights R-II School District is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. For additional information contact Mr. Brian White, Superintendent at 573-866-2924 or bwhite@meadowheights.k12.mo.us