



REQUEST FOR BID

Legal Compliance - Federal Grants

Introduction and Background

NextGen Policy is a California-based, Black-led, non-profit organization fighting for progressive, justice-centered policies and programs that positively impact all Californians. NextGen Policy's work advances environmental, social, gender, racial, and economic equity through legislative advocacy, grassroots partnerships, strategic communications, and democratic civic engagement. For more information, visit www.nextgenpolicy.org.

NextGen Policy is seeking proposals from qualified service providers to work on behalf of state and federal grant projects.

Interested parties are invited to submit a bid. Small businesses, minority-owned firms, veteran-owned businesses, and women's business enterprises are strongly encouraged to submit.

Scope of Work

1. Federal Grants Legal Compliance

- Advise internal teams on federal grant regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200), as well as other applicable laws and policies.
- Ensure that the organization complies with federal grant reporting, documentation, and auditing requirements.
- Interpret and advise on new or evolving federal grant regulations and policies to ensure ongoing compliance.

2. Contract Drafting and Negotiation

- Draft, review, and negotiate federal grant agreements, contracts, subcontracts, amendments, and related documents to protect the organization's legal and financial interests.
- Review grant materials, proposals, and budgets to ensure alignment with legal requirements.
- Work with stakeholders to address any grant-related issues, disputes, or conflicts with federal agencies or partners.

3. Risk Management

- Identify and mitigate legal risks associated with federal grants, including financial, regulatory, and reputational risks.
- Advise on policies and procedures to minimize the risk of grant mismanagement or non-compliance.

4. Training and Support

- Provide legal training and guidance to internal teams regarding federal grant requirements, compliance procedures, and best practices.

- Act as a resource for staff regarding federal grant-related legal issues, assisting in problem-solving and decision-making.
- 5. Dispute Resolution**
- Assist in the resolution of disputes with federal agencies, contractors, and other parties related to grant activities.

Proposal Requirements

Applicants should submit a bid that includes the following sections:

- **Company Information:** Provide a brief description of your company, including your experience in providing similar services, company size, and key personnel.
- **Technical Proposal:** Describe your approach to delivering the requested services. Include your methodology, project management processes, timeline, and any technology or tools that will be used.
- **Pricing:** Provide detailed pricing for the project, including all costs associated with delivering the services (labor, materials, travel, etc.). Please indicate whether the pricing is firm or if there are any conditions that may lead to changes in cost. Additionally, where applicable, please indicate the measures to be taken to ensure cost efficiency and savings.
- **References:** Provide at least three references from similar projects or clients that you have worked with. Include contact information and a brief description of the work performed.

Experience and familiarity with Uniform Guidance for Federal Awards is not required but is preferred.

Note – By submitting a formal proposal, applicants are confirming that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications (25/100 points)
2. Pricing and overall value (40/100 points)
3. Approach to meeting project goals (25/100 points)
4. References and past performance (10/100 points)

Submission Instructions

All proposals must be submitted electronically to Kimi Meyer, kimi.meyer@nextgenpolicy.org. Proposals will be reviewed on a rolling basis.