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 help administer and manage 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. **Grant Management & Administration**
   - Ensure that all grant terms and conditions are understood and followed.
   - Maintain documentation for each grant, ensuring all records are up-to-date and accessible
2. **Compliance Monitoring & Oversight**
   - Monitor adherence to federal grant terms, including budget limits, timelines, and performance goals.
   - Ensure compliance with Uniform Guidance (2 CFR 200), which sets the standards for federal grant management.
3. **Financial Oversight**
   - Oversee budget planning for each federal grant, ensuring expenditures align with grant terms.
   - Review financial reports for accuracy and compliance with the federal grant regulations.
   - Coordinate with finance teams to manage cash flow, billing, and disbursements related to grant-funded projects.
4. **Reporting & Documentation**
   - Ensure that all grant reports are completed accurately and submitted on time to funders.
   - Maintain organized, detailed records of all grant activities, including financials, compliance documents, and performance data.
5. **Stakeholder Communication and Coordination**
   - Work closely with other departments, including finance, legal, and program staff, to ensure coordinated and efficient management of federal grants.

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.