



**SOUTHERN ARKANSAS
UNIVERSITY
MAGNOLIA, ARKANSAS**

***REQUEST FOR PROPOSALS
SAU # RFP-05***

***To Provide
Professional Grant Writing Services***

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Southern Arkansas University Professional grant writing Consultant Services
Request for Proposals (RFP)

REQUEST FOR PROPOSAL OVERVIEW

1 PURPOSE

- A. Southern Arkansas University, Magnolia, Arkansas, (“SAU”) request proposals for a professional consulting service for grant writing for the campus located at 100 East University, Magnolia, Arkansas, 71753 for the term of (1) year with an option to renew for the next (2) years after.

2 INTENT

- A. The objective of this RFP is to select a Consultant to assist Southern Arkansas University with professional grant writing services. The services are to include:
 - a. Identify and evaluate federal and state grant opportunities appropriate to the entity’s infrastructure, public safety, and university development priorities.
 - b. Prepare complete grant applications including narratives, budgets, required federal forms, certifications, and all required attachments.
 - c. Manage submission of applications through the applicable program portal or agency process.
 - d. Provide post-award administration support including compliance monitoring, progress reporting, drawdown documentation, and audit preparation.
 - e. Advise the entity on grant conditions, procurement requirements for funded projects, and recordkeeping obligations.
 - f. Communicate proactively with the entity’s designated contact regarding application status, agency deadlines, and correspondence.

3 BACKGROUND

- A. Southern Arkansas University is located on approximately 1,400 acres bordering the northern edge of Magnolia, AR.-- a town of approximately 12,000. The campus proper is comfortably spread over the central 199 acres with the remainder utilized by the University farm. There is approximately 1,450,000 square feet of total building space. The Department of the Physical Plant oversees operations and maintenance of the campus facilities.

4 ISSUING AGENCY

- A. This Request for Proposal ("RFP") is issued for SAU by the Office of Purchasing. The issuing department is one of two points of contact for SAU for the selection process. Questions regarding RFP related matters should be addressed to either the Shawana Reed, Office of Purchasing at SAU, (870) 235-5008, or Kyle Newton, Director of Facilities, (870) 235-4065. During the time between the Proposal Opening and contract award, the issuing office or requesting entity and not the Consultant will initiate any contact concerning this RFP. Specifically, the person(s) named above will initiate all contact.

5 CAUTION TO CONSULTANTS

- A. SAU reserves the right to accept or reject in part or its entirety; any Proposal received as a result of this RFP if it is in the best interest of SAU to do so. Proposals may be rejected for one or more of, but not limited to, the following reasons:
1. Failure of Consultants to adhere to one or more of the provisions established in this RFP.
 2. Failure of Consultants to submit his Proposal in the format specified herein.
 3. Failure of Consultants to submit a Proposal on or before the deadline established by the Office of Purchasing and stated herein.
 4. Failure of Consultants to adhere to generally acceptable ethical and professional principles during the proposal submission, review, and selection process.
 5. Failure to adhere to Paragraph 1.04, Issuing Agency, above, pertaining to contacting the Office of Purchasing after Proposal Opening.
 6. Failure of Consultants to respond to a request for oral or written demonstrations or presentations.
 7. Failure of Consultants to comply with the intent of any statement in this RFP, which has the word "must", "should", or "shall" in it.
 8. Failure of Consultants to have an authorizing officer sign the Proposal and letter of transmittal.

6 RFP CALENDAR OF EVENTS:

RFP Issued	June 14, 2026
Closing date for receipt of questions	June 30, 2026 (4:00 p.m.)
Answers emailed/faxed	July 2, 2026
Closing date and time for receipt of Proposals and public opening	July 9, 2026 (2:00 p.m.)
Completion of review and contract selection ...	July 14, 2026

7 PROPOSAL RECEIPT AND OPENING

- A. Sealed Proposals will be received by SAU Office of Purchasing until 2:00 PM CDT, Thursday, July 9, 2026. Proposals may be mailed first class to: Office of Purchasing, Southern Arkansas University, 100 East University, MSC 9403, Magnolia, Arkansas 71753; or may be hand-delivered or express mailed to: Office of Purchasing/ Financial Services, Room 112, Southern Arkansas University, 100 East University, Magnolia, Arkansas 71753, or hand-delivered to the physical plant office located at 100 Military Drive, Magnolia, Arkansas 71753.
- B. Proposals will be opened publicly at 2:00 PM CDT, July 9, 2026 in the SAU Physical Plant Conference Room, SAU Magnolia, AR. It is not a requirement that a representative of the Consultant be present at the Proposal Opening; however, names of those submitting a Proposal will be announced publicly during the meeting. The Proposal documents to include cost and any other information subject to committee evaluation, WILL NOT be opened for inspection at this time. Proposals will be reviewed by the Office of Purchasing for compliance with mandatory requirements, authorized signatures, etc. and will then be forwarded to the Evaluation Committee. Proposals and resultant scoring will become available for review upon Committee recommendation of the apparent successful Consultant.

8 SUBMISSION OF PROPOSALS:

- A. Proposal Selection. Proposals will be evaluated on the following basis:
1. Submittals. The following data shall be submitted with the Consultant's proposal and shall be used in consideration when awarding the Agreement. Provide all data in a tabbed and indexed three (3) ring binder. Provide one (1) identified original proposal and seven (7) copies in separate binders.
 2. Proposals shall be submitted in a sealed packaging bearing the RFP Number, time and opening date and the name of the Consultant in the upper right-hand corner. The proposal will consist of and be organized in the following format:

- a. Letter of Transmittal. Transmittal Letter will be signed by an individual authorized to legally bind the respondent. It will state that the respondent is a legal entity that will meet the specifications set forth in the RFP. It will specifically address and satisfy requirements specified below:
- (1) Statement of no personal, direct or indirect gain.
 - (2) Statement of Complete and Total Compliance. The Consultant must certify his complete and total compliance with the RFP requirements, all attachments and exhibits and **provide a summary list of exceptions taken**, if any, with the response to this RFP.
 - (3) Independent Price Determination Certification Statement. A Proposal will not be considered for award if the price in the Proposal was not arrived at independently without collusion, consultation, communication or agreement as to any matter relating to such prices with any other consulting firm or with competitor. In addition, the Consultant is prohibited from making multiple Proposals in a different form. The Consultant must include a statement in the Proposal certifying that the price was arrived at without any conflict of interest, as described above. Should conflict of interest be detected at any time during the contract, the contract shall be deemed null and void and the Consultant shall assume all costs of this project until such time that a new Consultant is selected.
- b. Executive Summary. Respondents will briefly address their ability to execute the agreement specifically highlighting, but not limited to, the information at required tabs 1 through 6 addressed below.
- (1) Tab 1: Company Documentation. Provide company documentation, including a company brochure. Company documentation shall include a brief description of firm size, history, qualifications, and financial solvency. Provide an organizational chart and manning plan to support the terms of the Agreement Contract. **(It is strongly recommended the consultant have a minimum of 3 years of federal grant writing experience for local governments and/or higher education.)**
 - (2) Tab 2: References. List at least five (5) references for whom the Consultant has performed similar consulting services. The Owner reserves the right to contact entities for which the Consultant has provided services. These entities are not limited to the references provided by the Consultant.
 - (3) Tab 3: Description of Services. Provide a typewritten description of a sample work product.

- (4) Tab 4: Insurance. Provide a certificate of insurance indicating the type and amount of insurance in accordance with state requirements.

Equal Employment Opportunity Policy (EEO) (No page limit)

- The firm should submit a copy of their EEO policy or statement which is currently on file with the Office of State Procurement (OSP) and Owner. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.

- (5) Tab 5: Proposal Form: Each Proposal must include a completed standard Proposal Form at Exhibit 2.

- (6) Tab 6: Sample Contract: Each Proposal must include a sample standard contract(s).

9 CRITERIA FOR SELECTION

- A. The successful proposal shall be determined by the Owner using all criteria listed in this Request for Proposal.
- B. The Consultant should address each item listed in this section as well as other sections in this Request for Proposal to assure a complete evaluation. Factors which shall be evaluated are:
1. Consultant Support: (Maximum Points – (100 points)
 - a. Size of firm, availability of personnel, and experience of personnel.
 - b. Quality of documentation and ease of use by the Owner.
 - c. Exclusions and exceptions.
 - d. Proposed Approach and Methodology
 2. Consultant History and Past Performance: (Maximum Points - 100)
 - a. Level of support for customer and customer satisfaction (derived from references and other contacts).
 - b. Number of years Consultant has been providing similar service.
 - c. Demonstrated Grant Award Track Record
 3. Cost (Pricing shall only be considered relative to the best interest of the Owner): (Maximum Points - 100):
 - a. Upfront Cost to entity (Grant writing/ development fee before award

- b. Post-award administration fee structure
 - c. Relevant Experience with government entities.
4. The maximum number of points for the proposal is 300.

10 DELIVERY OF PROPOSALS

- A. Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the Consultant to see that the Proposal is received at the proper time and location. Any Proposal received after the scheduled closing time for receipt of proposals shall be returned to the Consultant unopened.

11 WITHDRAWAL

- A. Any Consultant may withdraw their Proposals, either in person or by written request, at any time prior to the scheduled closing time for receipt of Proposals.

PROPOSAL FORM

Professional Grant Writing Consultant Services For Southern Arkansas University

Proposal of _____

(Hereinafter called "Consultant")* Corporation, organized and existing under the laws of the state of _____,
_____,* partnership, or an individual doing business as
_____.

To: Office of Purchasing
Southern Arkansas University
Box 9403
Magnolia, Arkansas 71753

Gentleman:

The Consultant in compliance with your Request for Proposals to provide services that include determining the appropriate grants available and to provide grant development and administration service. The consultant will assist Southern Arkansas University in identifying, applying for, and administering federal and state grants in support of its public safety, infrastructure, and community development priorities.

Consultant acknowledges receipt of the following Addenda:

BASE PROPOSAL

Proposal: Consultant agrees to provide the aforementioned services for Southern Arkansas University Magnolia, Arkansas for the sum of:

Upfront Cost: _____ Dollars(\$ _____).

Post Awarded grant percentage: _____ Percentage (_____ %).

Exhibit 2

(Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

Date for Commencement of Work: _____

Consultant understands that the Owner reserves the right to reject any or all Proposals and to waive any informalities in Proposals.

Consultant agrees that this Proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving Proposals.

(Seal if by corporation)

Respectfully submitted,

Business Address

CONSULTANT

Date: _____, 2022

By: _____

Title: _____

Exhibit 2

