INVITATION TO BID LETTER

NWRDC/Dancing Sky Area Agency on Aging
Danica Robson
109 Minnesota St. S
Warren, MN 56762

Re: Bid Proposal for Online Grants Management System

To Whom It May Concern:

NWRDC/Dancing Sky Area Agency on Aging will be accepting bid proposals for the above referenced project. Bids must be received no later than 1/14/2022 at 4:00 p.m. Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this project is to install and implement an online grants management system. Key components of this project include:

Online Grants Management System
We are seeking proposals for online grants management systems. This system will be used for public application, review, and post-award functions for outgoing grant funds from the NWRDC/Dancing Sky Area Agency on Aging.
NWRDC/Dancing Sky Area Agency on Aging awards over $3 million in Federal Older Americans Act funds to 25-40 agencies on an annual basis.

Objectives
- A robust, structured, and customizable management tool for grantmaking.
- A user-friendly interface for public applicants, including accessible customer service, and training for NWRDC/DSAAA users.
- An intuitive, modern, and straightforward system to organize grant applications, review, and perform post-award functions.
Desired functionality includes, but not limited to:

- Customer service is easily accessible, and applicants can easily get technical support and supplemental resources to learn about the program before using it
- Clear audit trail for applications, payments, etc.

Grant Application Phase Needs:

- Customizable grant application forms that allow collaborative submissions
- Ability to easily attach photos, letters of support, and budget in .jpg, .doc, .pdf, and .xls formats

Grant Review Phase Needs:

- Screening for tax-exempt status
- Exportable attachments, budget, questions into an easy-to-review document
- Ability to assign applications to reviewers
- Built-in and customizable scoring
- Ability to export scoring data into spreadsheet, charts, or graphs

Post-Award:

- Automated reminders for report deadlines, grant term, etc.,
- Ability to upload grant agreement documents and communicate between grantor and grantee
- Customizable dates for reporting and reimbursement requests per grantee
- Management of reimbursement requests
- Ability for grantees to track status of reimbursement requests, grant balance, etc.
- Tool for tracking grantee’s project goals and progress

If you are interested in submitting a bid, it should be delivered to the name and address listed below in a sealed envelope labeled as follows:

NWRDC/Dancing Sky Area Agency on Aging
109 S. Minnesota St
Warren, MN 56762
Attn: Danica Robson

All bids received by the deadline shall be reviewed by NWRDC/Dancing Sky Area Agency on Aging Board of Directors.

NWRDC/Dancing Sky Area Agency on Aging has the right to reject any and all bids at their sole discretion. Should you have any questions or concerns about any of the items on the work write-up, please contact Danica Robson for clarification prior to bidding. You are reminded that your bid should be inclusive of all taxes, fees, permits and all other costs.

Upon selection of the winning contractor, NWRDC/Dancing Sky Area Agency on Aging will send a bid award notice to the selected contractor.