

**SOUTHSIDE PLANNING DISTRICT COMMISSION
REQUEST FOR PROPOSAL (RFP)
CONTRACT STAFF SUPPORT SERVICES
Issue Date: May 14,2025**

Overview:

The Southside Planning District Commission (SPDC) is seeking proposals from qualified firms/individuals to provide contractual staff services to fulfill the role of Special Projects Coordinator. The primary purpose of this position is to provide capacity for the SPDC in its role as Support Organization for GO Virginia Region 3. Other services may include administration of non-GO Virginia projects, development of new projects, and provide staff capacity where needed.

Qualifications for the Special Projects Coordinator:

- Minimum 3 years of experience in grant writing and administration.
- Sound knowledge of GO Virginia, Department of Commerce-Economic Development Association (DOC-EDA), Virginia Department of Housing & Community Development-Community Development Block Grant (DHCD-CDBG), United States Department of Agriculture-Rural Development (USDA-RD), and Virginia Tobacco Region Revitalization Commission (TRRC) programs
- Proficient in relevant grant platforms (specifically DHCD CAMS and EDA EDGE), program guidelines, and grant administration procedures.
- In-depth understanding of the SPDC Region and its economic priorities.
- Proficiency in computer and technology tools.
- Strong communication, organizational, and independent work skills.

Scope of Services include:

The Special Projects Coordinator will serve as the SPDC GO Virginia Region 3 Administrator. This will be a three-year contractual agreement. Primary activities include, but are not limited to:

- Facilitate Region 3 Council meetings including recording minutes and posting meeting documents.
- Participate in relevant calls, meetings (in-person and virtual), events, and workshops.
- Ensure Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) compliance.
- Assist with the development of project application budgets.
- Review and submit project applications on behalf of the subgrantee.
- Monitor Region 3 awarded projects for compliance.
- Review and submit remittances, project quarterly reports, and close out reports on behalf of the subgrantee.
- Provide guidance and technical assistance to the subgrantee and serve as liaison between DHCD and the subgrantee.
- Assist the Region 3 Program Director as needed.

Secondary duties may include administration of non-GO Virginia projects, development of new projects, and provide staff capacity where needed.

Timing of Performance:

Work is expected to begin immediately upon contract execution. Extensions are subject to funding and performance review.

Proposal Submission Requirements:

Proposals are limited to two pages and must be submitted electronically to Leslie Kubasek, SPDC Finance Director/HR at lkubasek@southsidepdc.org by 5:00 p.m. on Wednesday May 28,2025. Proposals must include:

- Name and address of the firm/individual.
- Contact details: name, address, phone, and e-mail of primary contact.
- Brief statement of interest.
- Relevant experience aligned with the Scope of Services.

Evaluation Criteria and Award of Contract:

The SPDC is an Equal Opportunity Employer. Proposals will be evaluated based on:

- Overall suitability and ability to deliver services within budget, timeline, and scope.
- Background and relevant experience in providing similar services.

The SPDC may award multiple contracts and reserves the right to reject any and all proposals. Firms/individuals will not be compensated for time spent preparing responses to this RFP.

Contact:

For questions, contact:

Leslie Kubasek, SPDC Finance Director/HR
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