

REQUEST FOR PROPOSAL
GO Virginia Region 3 – Project Coordinator
Issue Date: May 27, 2026

Overview

The Southside Planning District Commission (SPDC), in its capacity as the 3 Support Organization and Fiscal Agent for the GO Virginia Region 3 Program Council, is soliciting proposals from qualified firms or individuals to provide contractual services supporting the GO Virginia Region 3 program and its operations. The SPDC is responsible for the procurement and administration of contracts, subcontracts, and related agreements necessary to carry out the mission and objectives of the Region 3 Council. Through this RFP, the SPDC seeks to engage a qualified contractor to serve as Region 3 Project Coordinator.

GO Virginia is an initiative of the Commonwealth of Virginia intended to grow and diversify Virginia's economy and create jobs through state financial incentive grants for regional projects that encourage collaboration among private-sector companies, the workforce, education, and government stakeholders in each region. GO Virginia Region 3 consists of the localities in Planning District 12 (Counties of Henry, Patrick, and Pittsylvania and the Cities of Danville and Martinsville); Planning District 13 (Counties of Brunswick, Halifax, and Mecklenburg); and Planning District 14 (Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward). The Region 3 Council is charged with implementing the GO Virginia Program across these 15 jurisdictions.

Services to be Provided

Services include but are *not* limited to the following:

- Support and collaborate with the Program Director and Senior Program Advisor.
- Identify, cultivate, and refine project concepts aligned with Region 3 priorities, the Growth & Diversification Plan, and GO Virginia grant eligibility criteria.
- Engage existing and new regional stakeholders to develop viable project partnerships and scopes of work, budgets, schedules, and deliverables.
- Support grantee applicants throughout the entire application lifecycle, including project concept and design, narrative development, budget formulation, match identification and securing, and preparation of required attachments.
- Assist with responding to DHCD requests for clarification and supplemental information during the application review process.
- Support the preparation of materials and responses related to GO Virginia State Board consideration through final award approval.
- Provide staff support to the Region 3 Council and its standing and ad hoc committees for project-related and other matters under the direction and guidance of the Program Director.
- Prepare background materials, project summaries, analyses, and briefing documents for review by Council and its committees.
- Attend and participate in Council and committee meetings, as appropriate, to support project discussions and decision-making.
- Provide strategic counsel to the Program Director and the Region 3 Council, drawing on prior experience leading Region 3 programmatic efforts and other relevant professional experience.
- Maintain institutional knowledge and historical context to ensure continuity and informed decision-making.
- Assist in maintaining a robust, viable, and forward-looking project pipeline.
- Other operational activities in support of the Program Director and the Senior Program Advisor that may arise from time to time.

Timing of Performance

Work will begin immediately upon contract execution and may be extended thereafter, subject to review of service costs and the commitment of funding resources.

Submission of Proposal

Firms/individuals shall submit electronically the following information listed below, and all other information identified in the Request for Proposals. The submittal shall include the following items:

- **Letter of Interest**

At a minimum, the letter of interest should include the following:

- The name and address of the Consulting Firm/Individual.
- The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consulting Firm/Individual.
- A brief description of the Consulting Firm/Individual's interest in performing the required services.
- Description of previous experience with the proposed services and products.

- **Description of Qualifications and Experience**

Qualifications and experience must address the requirements of this RFP in accordance with the requested scope of services. At a minimum, this section should include the following:

- Overview of Firm/Individual, including size of organization and types of services provided.
- Applicable individual and corporate Virginia licensing and/or certification information.
- In-depth familiarity with the GO Virginia Region 3 area, including the region's economic needs, opportunities, and challenges, current projects and initiatives, and project development.

Evaluation and Award of Contracts

The SPDC reserves the right to award more than one contract for the services requested in this RFP. Generally, the SPDC will consider the Firm/Individual's overall suitability to provide the services outlined in the request, given any time, budget, and operational constraints, as well as the offeror's background and experience related to these services. The selected Firm/Individuals will be notified via e-mail of the contract award.

The SPDC is an Equal Opportunity Employer. Submittals shall not exceed two pages. The SPDC reserves the right to reject any and all proposals. Firms/individuals will not be compensated for time spent preparing responses to this RFP. Questions regarding this RFP shall be directed to Tanya Jessup, Administrative Assistant at tjessup@southsidepdc.org or by calling 434.447.7101.

Proposals are due June 10, 2026, by 5:00 p.m. and may be e-mailed to tjessup@southsidepdc.org or mailed to:

Southside Planning District Commission
Attn: Tanya Jessup
200 S. Mecklenburg Avenue South
Hill, VA 23970

