

## REQUEST FOR QUALIFICATIONS (RFQ)

### ON-CALL FUNDING SERVICES

(GRANTS, LEGISLATIVE RESEARCH, QA/QC, AND GRANT ADMINISTRATION)

Issued by: City of Lexington, Nebraska

RFQ Name.: On-Call Funding Services

Issue/Notice Date: March 20, 2026

SOQs Due: April 4, 2026, at 2:00 PM, Central Time Zone

Delivery Method: EMAIL

Questions Due: March 27, 2026 at 2:00 PM

Procurement Contact: Joe Peplitsch, City Manager

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## 1. INVITATION / NOTICE

City of Lexington is soliciting **Statements of Qualifications (SOQs)** from qualified firms or individuals (“Respondents”) to provide **on-call technical services** in support of municipal projects. Services may include **funding research and strategy; grant writing and submission support; legislative research; elected-official education support; quality assurance/quality control (QA/QC) for City-prepared applications; and grant administration, technical support or full administration.**

This RFQ is intended to establish a **two (2) year contract with one optional two (2) year extension** at **City of Lexington’s** sole discretion.

**IMPORTANT DEADLINE:** SOQs are due **two (2) weeks from the Notice Date** shown above. Late submittals may be deemed non-responsive.

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## 2. BACKGROUND AND OBJECTIVES

### 2.1 Background

City of Lexington pursues a variety of municipal projects (e.g., infrastructure, transportation, water/wastewater, stormwater, hazard mitigation, parks, facilities, resiliency, public safety, and community development). To increase competitiveness and improve compliance throughout the pre-award and post-award lifecycle, City of Lexington seeks on-call professional assistance to supplement City staff capacity and technical resources. The RFQ process is intended to establish a level of consultant pre-qualification, allowing rapid response engagement when and if services are required.

### 2.2 Objectives

The objectives of this contract include but are not limited to:

- Expanding the City’s ability to **identify and prioritize funding opportunities** and build viable **funding strategies** for municipal projects.
- Providing **grant writing and technical support**, including **budget development** and **benefit-cost analysis (BCA)** when required.
- Monitoring and analyzing **state and federal legislative activity** that may impact municipal projects.

- Supporting **education and briefing of elected officials** on projects and funding/advocacy needs.
- Improving application quality via **QA/QC reviews** for City-drafted applications prior to submittal.
- Providing **grant administration support** (technical support and/or full administration) after award.

### 3. PROCUREMENT OVERVIEW

#### 3.1 Anticipated Award Approach

**City of Lexington** anticipates selecting one or more qualified Respondents and entering into a professional services agreement for **on-call/IDIQ** style services (no minimum work guarantee). Task orders or authorizations will be issued on an as-needed basis.

#### 3.2 Contract Term

- **Initial Term:** Two (2) years from execution (or Notice to Proceed), unless earlier terminated per contract terms.
- **Extension Option:** One optional two (2) year extension at **City of Lexington’s** discretion.

#### 3.3 Schedule (Template)

Milestone	Date/Time
RFQ Notice Date	March 20, 2026
Deadline for Questions	March 27, 2026
Addenda Issued (if any)	March 30, 2026
SOQs Due	April 4, 2026
Shortlist / Interviews (optional)	April 13-17, 2026
Selection / Intent to Award	April 28, 2026
Contract Negotiation & Execution	April 29, 2026 to May 12, 2026

(These dates are subject to change at City of Lexington’s discretion.)

### 4. SCOPE OF SERVICES (ON-CALL FUNDING SERVICES)

Respondents should be prepared to provide services in one or more of the task areas below. City of Lexington may request services for individual projects, multiple projects, or program-level support.

#### Task Area A — Funding Research, Recommendations, and Strategies

Services may include:

1. **Monitoring** federal, state, and private funding opportunities and providing periodic updates to City staff.
2. Developing a **funding strategy** for priority municipal projects, including **multiple funding sources** (“funding stack”) and alignment to eligibility/scoring criteria.
3. Preparing concise **funding fact sheets** that summarize eligibility, competitiveness, match requirements, deadlines, reporting obligations, and submittal checklists.

4. Creating a **critical path timeline** for anticipated opportunities, including internal milestones (project selection, approvals, application development, and submittal).
5. Advising on additional analyses needed to improve competitiveness (e.g., equity analyses, schedule/cost reviews, GIS/spatial analyses, alignment with plans, and economic analyses).

#### **Task Area B — Grant Writing & Submission Support (State, Federal, and Private)**

Services may include:

1. Grant **opportunity fit/eligibility confirmation**, application planning, and kickoff coordination.
2. Drafting and finalizing **grant narratives**, forms, exhibits, attachments, and required supplemental documentation.
3. Providing **technical support** for application development, including coordination with City departments and technical consultants to obtain required data and documentation.
4. **Budget development** and narrative budgeting, match strategy, and cost share modeling.
5. **Benefit-Cost Analysis (BCA)** support when required by the funding solicitation, including coordination with City/technical teams and preparation of BCA inputs/assumptions.
6. Submittal packaging and **submission management** through required portals (e.g., Grants.gov) or funder systems, as requested by City of Lexington.

#### **Task Area C — Legislative Research (State and Federal)**

Services may include:

1. Monitoring and summarizing **existing and proposed statutes, bills, rules, and guidance** that may influence project eligibility, prioritization, compliance, or timelines.
2. Producing concise memos/briefs describing implications for **City of Lexington** projects and recommended actions (e.g., timing considerations, risk items, advocacy points).

#### **Task Area D — Elected Official Education & Project Briefing Support**

Services may include:

1. Preparing **briefing materials**, fact sheets, talking points, slide decks, and/or one-page summaries to educate elected officials on project needs, funding strategies, and decision points.
2. Supporting preparation for meetings with state/federal officials or stakeholders (including summarizing program priorities and “asks”).

#### **Task Area E — QA/QC for City-Prepared Grant Applications (Pre-Submittal)**

Services may include:

1. Reviewing City-prepared grant packages for **completeness, compliance, alignment to scoring criteria, clarity, and consistency**.
2. Offering review at staged checkpoints (e.g., **30% / 60% / 90%**) and providing recommended edits and risk flags.
3. Verifying inclusion of required attachments, match documentation, and readiness items per solicitation.

#### **Task Area F — Grant Administration (Technical Support or Full Administration)**

Services may include:

1. Establishing grant files, compliance checklists, reporting calendars, and reimbursement processes.

2. Tracking requirements and milestones; preparing or supporting progress and financial reports; and assisting with reimbursement requests and documentation.
3. Providing ongoing technical assistance through the grant period of performance, including closeout support if requested.

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## 5. DELIVERABLES (EXAMPLES — AS REQUESTED PER TASK ORDER)

Deliverables may include, but are not limited to:

- Funding opportunity memos, matrices, and recommended funding strategies.
- Draft and final grant applications and submittal packages.
- **Quarterly written reports** summarizing funding prospects, active applications, and next steps (if requested).
- Guides, best practices, templates, and an inventory/log of grant opportunities and submissions.
- QA/QC comment logs and recommended revisions for City-prepared applications.
- Post-award compliance calendars, reporting packages, reimbursement support materials, and closeout documentation.

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## 6. RESPONDENT MINIMUM QUALIFICATIONS

At minimum, Respondents should demonstrate:

1. Proven experience providing grant research/writing/administration services for public agencies.
2. Ability to support technical applications, including budgeting and BCA coordination when necessary.
3. Adequate staffing and capacity to perform on-call assignments with short turnaround times.
4. Knowledge of state and federal grant compliance expectations and submission systems (as applicable).
5. Capacity to support legislative education directly in Lincoln, Nebraska, and Washington, D.C.

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## 7. SOQ SUBMITTAL REQUIREMENTS

SOQs should be clear, concise, and organized in the order below:

### 7.1 Cover Letter (Required)

- Identify primary contact, legal name, address, phone, email.
- Identify whether Respondent is proposing as a firm, individual, or team (subconsultants).
- Provide a brief statement of interest and availability for on-call support.

### 7.2 Firm/Team Qualifications

- Overview of organization, years in business, office locations, and relevant municipal experience.
- Respondent must have and maintain registry with the federal government's System of Award Management (SAM).
- Description of staffing approach and surge capacity.

- Resumes of key personnel and any specialized subcontractors.

### 7.3 Relevant Experience

Provide at least three but not more than five representative project examples that include:

- Funding strategy development and/or grant writing
- QA/QC review of grant applications
- Post-award grant management/administration
- Any legislative/policy research impacting project delivery  
Include client name, scope, outcomes, and references (if permitted).

### 7.4 Technical Approach

Describe your methodology for:

- Opportunity identification and funding strategy development.
- Grant development workflow (coordination, drafting, review cycles, and submission).
- QA/QC process (including staged reviews).
- Post-award administration support and compliance tracking.

### 7.5 References

Provide at least three but not more than five references, preferably municipal/public-sector clients, including contact info.

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## 8. SUBMISSION INSTRUCTIONS

1. **Format:** PDF preferred; searchable; 8.5x11; minimum 11-pt font. Hard copy appreciated in addition.
2. **Length:** 20 pages max, excluding cover letter and required forms.
3. **File Naming:** [firm name]\_LexingtonSOQ.pdf
4. **Delivery:** Submit via email and at the address shown herein by the deadline stated on the cover page.
5. **Late Submittals:** May be rejected as non-responsive.

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## 9. QUESTIONS / ADDENDA

All questions must be submitted in writing to the Procurement Contact by the stated deadline. If necessary, City of Lexington will issue written addenda as the official response; oral responses are not binding.

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## 10. EVALUATION AND SELECTION

### 10.1 Evaluation Process

City of Lexington anticipates a qualification-based evaluation. City of Lexington may (but is not required to) shortlist Respondents and conduct interviews.

## 10.2 Sample Evaluation Criteria

- **Project Team & Expertise** (key personnel, relevant experience, capacity)
- **Relevant Municipal Funding Experience** (similar scopes and outcomes)
- **Approach & Responsiveness** (methods, QA/QC, schedule flexibility)
- **Legislative/Policy Capability** (monitoring, analysis, communication)
- **Grant Administration Capability** (compliance tracking, reporting support)
- **References / Past Performance**

## 10.3 Reservation of Rights

City of Lexington reserves the right to reject any or all SOQs, waive minor informalities, request clarifications, negotiate terms, award to one or multiple Respondents, or cancel this RFQ if it is in the best interest of City of Lexington.

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## 11. TASK ORDERING, FEES, AND INVOICING (ON-CALL)

If awarded, Respondent will perform work under written task orders or authorizations issued by City of Lexington. Each task order will define scope, schedule, deliverables, and compensation (e.g., hourly not-to-exceed, fixed fee, or blended rate).

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## 12. PUBLIC RECORDS / CONFIDENTIALITY (TEMPLATE CLAUSE)

Submittals may be subject to applicable public records laws. If a Respondent believes portions of its SOQ are confidential, it must clearly mark those portions and cite the legal basis for confidentiality; however, City of Lexington cannot guarantee nondisclosure.

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## 13. CONTRACT REQUIREMENTS

The selected Respondent will be required to enter into a professional services agreement and comply with applicable requirements, which may include:

- Insurance requirements (general liability, professional liability, workers' comp)
  - Nondiscrimination / equal opportunity requirements
  - Conflict of interest provisions
  - Compliance with federal/state requirements if services involve federally funded programs
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