

REQUEST FOR PROPOSALS

Federal Grant Project Manager — Independent Contractor

Veterans' Memorial Library and Community Center Capital Project

1. Background and Project Overview

The Friends of the Veterans' Memorial Library (the "Organization") is a Maine 501(c)(3) nonprofit (EIN: 87-2818803) located at 61 Shin Pond Road, Patten, Maine. The Organization has been awarded a significant federal grant through USDA Rural Development to support the construction of a new 8,400-square-foot library and community center in the heart of Patten.

This capital project represents the largest undertaking in the Organization's history and its first experience administering federal construction grant funding. Additional funds include American Rescue Plan Act (ARPA) grants from both Penobscot and Aroostook County Commissioners and a Catalyst grant from Northern Border Regional Commission (NBRC). The Organization is required to partner with Eastern Maine Development Corporation (EMDC) on grant coordination and compliance for NBRC.

The Organization is issuing this RFP to retain a qualified independent contractor to serve as Grant Project Manager. Because this posting was publicly advertised, the Organization is committed to full transparency: all applicants and interested parties will receive identical information, and any scope changes will be posted publicly at friendsofvmlpatten.org.

2. Scope of Work

The following is a summary of the key responsibility areas

Operational and Administrative Management

- Maintain and update a master Grants Dashboard tracking all deadlines, submission statuses, and reporting requirements
- Act as primary liaison with the FVML Board of Directors, EMDC, and the Owner's Representative
- Facilitate meetings with FVML and stakeholders
- Prepare a monthly project summary for the FVML Board of Directors

Grant Management and Compliance Reporting

- Manage grant reporting and compliance for all active funders
- Prepare and submit all required post-award documentation
- Track all reporting deadlines; submit materials to the Board Chair at least 10 days before submission and 48 hours before funder hard deadlines
- Coordinate compliance activities with EMDC and respond to funder document requests and monitoring visits

Davis-Bacon and Related Acts (DBRA) Compliance

Because this project is federally funded through NBRC and USDA, the construction contract(s) — including all subcontracts — will be subject to Davis-Bacon prevailing wage requirements throughout the entire construction period. This area represents a substantial and technically demanding ongoing workload:

- Verify correct federal wage determinations and required contract provisions are incorporated before execution
- Review certified payroll reports submitted weekly by the general contractor and every subcontractor
- Conduct on-site employee interviews to verify workers are paid in accordance with applicable wage determinations
- Post required wage notices at the job site
- Investigate and resolve wage discrepancies or complaints
- Maintain complete DBRA compliance files available for audit at any time

Financial Oversight and Fiscal Management

- Conduct monthly reviews of project budget vs. actual expenditures; report variances over 5% to the Board Chair and Treasurer
- Maintain a restricted funds ledger ensuring grant monies are expended according to donor-approved budget categories
- Review project invoices and reimbursement requests for accuracy before routing to the Treasurer
- Maintain a Digital Audit Trail for all fiscal transactions including receipts, grant correspondence, and procurement bids
- Assist the Treasurer in preparing fiscal snapshots for the Board and external partners

Federal Procurement Compliance (2 CFR Part 200)

As a first-time federal recipient, the Organization must develop and operationalize written policies and procedures compliant with 2 CFR Part 200 before significant expenditures begin:

- Develop or review written policies covering financial management, procurement, property management, conflict of interest, and record retention
- Manage the RFP process for construction-related contracts; document cost or price analyses
- Apply correct procurement methods based on dollar thresholds; ensure no conflicts of interest
- Coordinate in-kind and building supply donations

Build America, Buy America Act (BABA) Compliance - Phase I only

- Proactively review all iron, steel, manufactured products, and construction materials for domestic sourcing compliance
- Prepare and submit BABA waiver requests with supporting documentation as needed
- Track waiver approvals and maintain compliance documentation
- A BABA waiver has been received for Phases II and III of the project which include building construction and fit out

NEPA Compliance and Environmental Review

- NEPA has been approved by both NBRC and USDA
- Track and document ongoing environmental conditions through construction completion

Single Audit Readiness

If the Organization's total federal expenditures reach or exceed \$1,000,000 in a single fiscal year — which is likely given the size of this award — it will be subject to a Single Audit under 2 CFR Part 200, Subpart F:

- Establish and maintain financial tracking systems with a complete audit trail
- Coordinate with auditors if a Single Audit is triggered
- Assist in developing a plan for responding to audit findings if they occur

3. Contract Terms

The selected contractor will enter into the Professional Services Agreement. Key terms include:

- Expenses: Pre-approved travel to Patten, ME and other pre-approved expenses reimbursed at cost or current IRS mileage rate, with receipts required
- Term: Commencing upon acceptance of contract for 18 months or completion of project, unless terminated earlier
- Location: Primarily remote; on-site presence in Patten, ME as required by the Board or project milestones
- Independent Contractor: Contractor is solely responsible for all taxes; not eligible for FVML benefits
- Reporting: Directly to Executive Leadership and/or the FVML Board of Directors
- Termination: Either party may terminate with 30 days' written notice; immediate termination reserved for material breach including missed hard grant deadlines, misuse of donor data, or misrepresentation of the FVML
- Insurance Required: Professional Liability (E&O) at \$1M/claim; Commercial General Liability at \$1M/occurrence; Cyber Liability at \$500K/occurrence; Certificate of Insurance naming FVML as Additional Insured required before work begins
- IP and Confidentiality: All work product, donor data, and proprietary information is the sole property of the FVML

4. Required Qualifications

- Demonstrated experience in federal grant management, reporting, and compliance
- Working knowledge of 2 CFR Part 200 (Uniform Guidance)
- Experience with Davis-Bacon and Related Acts compliance and certified payroll review
- Strong technical writing skills, including grant reporting and policy development
- Excellent organizational skills and meticulous attention to detail
- Ability to manage multiple deadlines and work independently with minimal supervision

Preferred Qualifications

- Experience with USDA Rural Development grant programs
- Capital campaign or building construction project experience
- Familiarity with BABA/BABAA requirements
- Nonprofit operations or development background
- PMP Certification or equivalent

5. Proposal Requirements

Proposals must include the following:

1. Resume or CV detailing relevant experience
2. A brief narrative (1–2 pages) describing your proposed approach to this engagement, including how you would prioritize and manage the compliance areas outlined above
3. Rate or compensation expectations and proposed contract structure
4. References: at least two professional references with relevant federal grant or construction project experience

6. Selection Process

The Organization will review all proposals as received. Shortlisted candidates may be invited to a structured consultation call to discuss their approach to specific compliance areas before final selection. The Organization reserves the right to request additional information from any applicant.

Because this posting was publicly advertised, the Organization is committed to sharing any material scope updates with all parties who submitted proposals or expressed interest. Any such updates will also be posted publicly at friendsofvmlpatten.org.

7. Questions

Questions regarding this RFP must be submitted in writing to FriendsofVMLPatten@gmail.com by Wednesday, May 27, 2026. Responses to all substantive questions will be shared with all parties who have expressed interest.

8. Submission Instructions

Submit a complete proposal package by Wednesday, June 3, 2026 to:

Friends of the Veterans' Memorial Library
PO Box 898
Patten, ME 04765
Email: FriendsofVMLPatten@gmail.com

Proposals will be reviewed on a rolling basis. The position will remain open until filled.

11. Reservation of Rights

The Friends of the Veterans' Memorial Library reserves the right to accept or reject any or all proposals, to waive technicalities, to negotiate with any qualified respondent, and to take whatever action is in the best interest of the Organization and the project. This RFP does not commit the Organization to award a contract or pay any costs incurred in the preparation of proposals.