

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**REQUEST FOR INFORMATION (RFI)**

**TO: POTENTIAL RESPONDENTS**

**RFI Number: DCCB-2024-I-0030**

**Caption: Grant Review Services**

**Issuance Date: April 24, 2024**

**Due Date: May 24, 2024**

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The Office of the Attorney General (OAG) is conducting market research to identify potential suppliers to provide program support services to OAG's Cure the Streets Program. The required program support services consist of reviewing and evaluating submitted grant applications for the upcoming fiscal year, including budget submissions and proposed outcomes and deliverables which will result in grant award recommendations.

The ideal contractor(s) will have the following qualifications:

- Experience providing grant support services including preparation of grant application evaluation reports for other government agencies and/or other similar clients; and
- Two (2) or more years of experience in the review and evaluation of grants (public safety/community-based intervention program grants preferred); and/or
- Three (3) or more years of experience in managing the review, evaluation, and/or monitoring of grants.

The primary responsibilities would include:

- Participate in pre- and post-review meetings.
- Independently review each assigned grant application, which typically includes the applicant's (1) Project Summary, (2) Narrative, (3) Budget and Budget Justification (4) Statement of Outcomes and Deliverables and (5) Eligibility.
- Evaluate each grant application solely in accordance with the evaluation criteria published in the Request for Application (RFA).

- Complete the following for each grant application:
  - a. Scoring
  - b. Ranking
  - c. Comments
  - d. Request for Clarifications, if applicable
- Prepare and submit a completed Grant Evaluation Packet for each grant application reviewed within eleven (11) days of the date received, if no clarifications from the applicant are requested.
- Employ a quality assurance process to review the Evaluation Packet for errors, omissions, completeness, and sound justifications for award recommendations, prior to submission.
- Ensure that the Grant Evaluation Packet includes the following:
- Summary Report;
  - a. List of all applicants;
  - b. Total number grantees recommended; and
  - c. Total number of grant applications and the names of the vendors not recommended.
  - d. Individual applicant evaluations, including recommendation for award or no award, and associated justification.
- Adhere to all OAG policies and procedures for recordkeeping, documentation, and the overall process for grants operations.

## **1. Treatment of RFI Responses and Respondents**

This is not a Request for Offers. Rather, following review of the RFI responses, OAG may prepare one or more Solicitation for Bids for grant review services.

OAG considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey. OAG intends to use the information in the responses to establish parameters and requirements included in the Solicitation for Bids. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

OAG assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that OAG assumes no such responsibility or liability.

OAG will accept responses from individuals as well as companies such as temporary staffing agencies, consultants, and professional service providers.

## **2. Submission of Responses**

It is not the intention for this RFI to be an extensive or expensive undertaking for Respondents. Rather concise descriptions are desired. Glossy production quality and expensive productions are neither desired nor required.

The RFI responses should address the questions listed in Item 4 below. Responses should be emailed to the attention of Gena Johnson @ [gena.johnson@dc.gov](mailto:gena.johnson@dc.gov).

## **3. Response Submission Date**

The closing date for receipt of responses is May 24, 2024 on or before 2:00 p.m. local time to the email address listed above.

Questions may be referred to Gena Johnson via email at [gena.johnson@dc.gov](mailto:gena.johnson@dc.gov). Questions regarding this Request for Information must be received in writing no later than 10:00 a.m. on May 17, 2024.

## **4. RFI Response Questions**

- A. Provide a brief narrative describing your qualifications and experience in providing grant review services, in particular for public safety/community-based intervention program grants.
- B. Have you provided similar grant review services as described above to other government agencies, in particular any DC government agency? If so, which ones? Please provide dates of the engagement and a point of contact at the agency.
- C. Are you a DC Certified Business Enterprise?