

## Request for Information

### Federal Grant Management Training Consultant

Date Issued: January 8, 2021

Date Response Due: January 22, 2021

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#### **CDC FOUNDATION CONTACT**

Mia Colson

Grants Manager

[mcolson@cdcfoundation.org](mailto:mcolson@cdcfoundation.org)

## SUMMARY OF REQUEST

The CDC Foundation (Foundation) seeks a consultant to develop a grant management training series for recipients of Federal grants. The developed training series will be the property of the Foundation and provided as a resource to recipients of federal grants, including Foundation employees and Departments of Health.

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## BACKGROUND AND NEED

The purpose of this RFI is to solicit information from quality federal grant management consultants who have the capacity to develop a training series designed to educate federal grantees on grant management best practices. The Foundation has identified and catalogued a list of necessary resources and information to develop the training. The Foundation is seeking a consultant to synthesize this information and develop it into a training.

Activities required:

- Organizing & synthesizing the provided resources into the development of a federal grant management training script;
- Coordination with the Foundation's Grants Manager to develop a video recording of the federal grant management training. Possible tasks could include recording & editing.
- Development of a federal grant management resource written compendium, to include a list of additional resources relevant to the training as provided by the Foundation's Grants Manager.

Recording and editing software will be provided by the Foundation.

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## SCOPE OF WORK

The Foundation is seeking a grant management consultant to develop a training series on federal grant management, to include a minimum of three (3) recorded 1 - 1.5 hour long videos on the basics of federal grant management as well as an accompanying written compendium to contain resource links and grant management information.

The grant management video trainings should include, but are not limited to the following topics:

- **Training Video #1: What is a grant?**
  - a. Definitions
  - b. Federal grant management 101
  - c. Find your DUNS #
  - d. Discretionary vs. Formula grants
- **Training Video #2: Grant Cycle**
  - a. Application Process
  - b. Budget creation
  - c. Award Process
- **Training Video #3: Managing a Grant**
  - a. Terms and conditions of an award
  - b. Period of performance

- c. Reporting
- d. Closeout
- e. Extensions

In order to make the training sustainable and easy to update for the future, the consultant will also produce a written compendium to accompany the training and include additional grant management resources. For example, the video's reporting section should cover the broad methods/types of federal reporting and the written compendium will include specific information on how to register & upload reports in a Federal agency's SharePoint and Grantsolutions portals.

The goal of the project is to help public health organizations and Foundation employees understand their roles and responsibilities in federal grant management & how to be a good steward of their federal award.

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## TIMELINE

- January 8, 2021: RFI release
- January 22, 2021: RFI deadline
- February 15, 2021: Notification of consultant selection\*
- March-April 2021: Training Development
- May 2021: Training Recording & Editing
- June 2021: Finalization of Training & Delivery to Funder

\*The Foundation will reach out to candidates directly, if selected.

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## REQUEST FOR INFORMATION

Please click the following link to complete the RFI by **5:00pm on January 22, 2021**. Submissions after this date and time will not be considered.

RFI Link: <https://app.smartsheet.com/b/form/9570c8af81714a6ebb4b02dd855f7e69>

The RFI solicits information on:

- Qualifications of the consultant to develop a federal grant management training;
- Any relevant history working with public health federal grants;
- History of developing similar grant management trainings and/or the proposed method of developing the training and final product; and
- Cost and timeframe for completion.

Please direct any questions to Mia Colson, Grants Manager, [mcolson@cdcfoundation.org](mailto:mcolson@cdcfoundation.org).

The Foundation will notify the candidate directly, if they are selected.