

Request for Proposals (RFP) – Contracted DFC Grant Coordination Services

Introduction

The Jackson County Prevention Coalition is seeking proposals from qualified agencies to provide contracted grant coordination services for the Drug-Free Communities (DFC) Support Program.

Scope of Work

To provide professional grant coordination services to support the implementation, reporting, and compliance requirements of the DFC Support Program.

Services Required

The contractor agency will:

- Coordinate implementation of the DFC Action Plan
- Facilitate coalition meetings and sector engagement
- Prepare and submit all required federal reports
- Maintain compliance with ONDCP/SAMHSA grant requirements
- Collect, track, and report evaluation data
- Support youth engagement activities
- Maintain communication with coalition leadership and fiscal agent
- Attend required DFC training

Deliverables

- Monthly activity reports
- Attendance and facilitation of coalition meetings
- Completed semiannual progress reports (SAPRs)
- Updated action plan and logic model as needed
- Documentation of sector engagement
- Time and effort documentation

Proposal Requirements

Agencies must submit:

- Organizational profile
- Description of relevant experience
- Staff qualifications
- Proposed approach to fulfilling the SOW
- Cost proposal
- Three references

Submission Instructions

Send proposals to: Karen Wells at kwells@jacksoncounty.iowa.gov

Timeline

- RFP Release: April 17, 2026
- Proposals Due: May 15, 2026
- Selection Notification: May 22, 2026

Job is contingent on grant continuation

Applications will be reviewed on a rolling basis until the position is filled.