



# Grants Management System

## Proposers Conference

RFP# RPOSD-GMS-2024



Los Angeles County  
Regional Park and Open Space District

September 12, 2024

# Conference Etiquette



**Maria R. Trujillo**



**Rocio Diaz**



**Keep your  
microphone muted.**



**Please hold your  
questions until the  
“Questions and Answer”  
portion of the  
presentation.**

**All contact regarding this  
RFP or any matter relating  
thereto must be in writing  
and e-mailed to:  
[mrtrujillo@rposd.lacounty.gov](mailto:mrtrujillo@rposd.lacounty.gov)**

# Background



Since 1992, the Los Angeles County Regional Park and Open Space District (RPOSD) has awarded over \$1.7 billion in grant funding to various entities, including cities, government agencies, nonprofits, and community-based organizations for parks and open space development and improvement projects.

## RFP Purpose

The development and implementation of a new grants management system.

## RFP Objective

Select an experienced contractor to develop and implement a new modern grants management system that meets RPOSD's future state requirements and objectives.



# Grants Management System

## Current System

- Online Webgrants solution
  - Implemented in 2019
  - Creates a permanent digital record of all grant applications, grant administration records, and grant closing documents.
    - 135.9 MB of data (spread across 220 data tables)
    - 24,000 documents
  - This data will need to be migrated to the new grants management system.



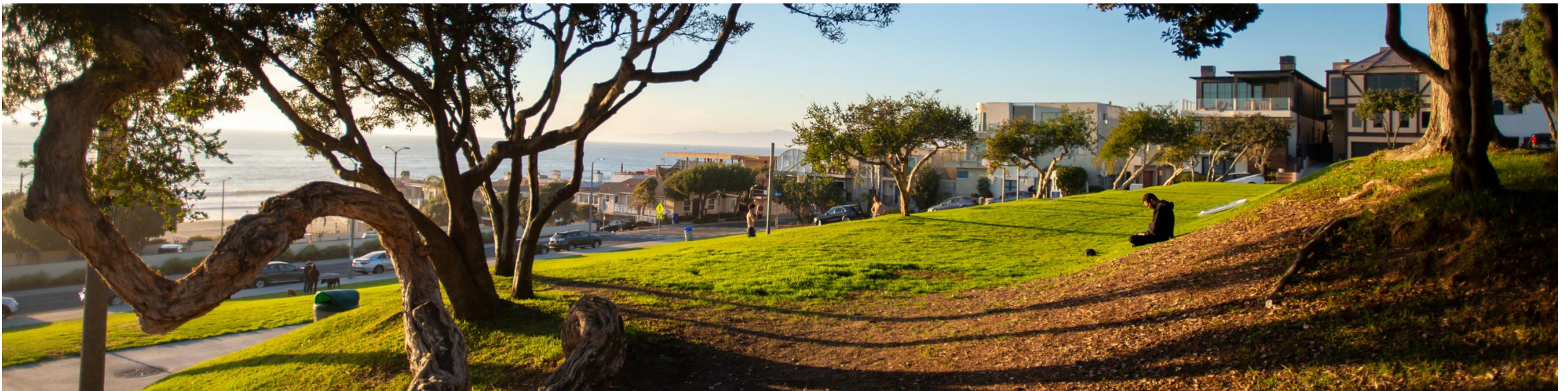
The screenshot shows the login page for the RPOSD WebGrants system. At the top, there is a header with the RPOSD logo and the text "LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT". A "System Compatibility" link is visible in the top right corner. Below the header, there is a "Log In" link with a key icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID:\*" and "Password:\*", a "Log In" button, and links for "Forgot User Id?" and "Reset Password". The right column features the RPOSD logo and a "New to RPOSD - WebGrants? Register Here" link. Below these columns is an "Announcements" section with the text "Welcome to the RPOSD WebGrants Online Grants Management System".

# Anticipated Contract Term

Five (5) year Contract

Three (3) optional one (1) year extensions and up to six (6) additional month-to-month extensions

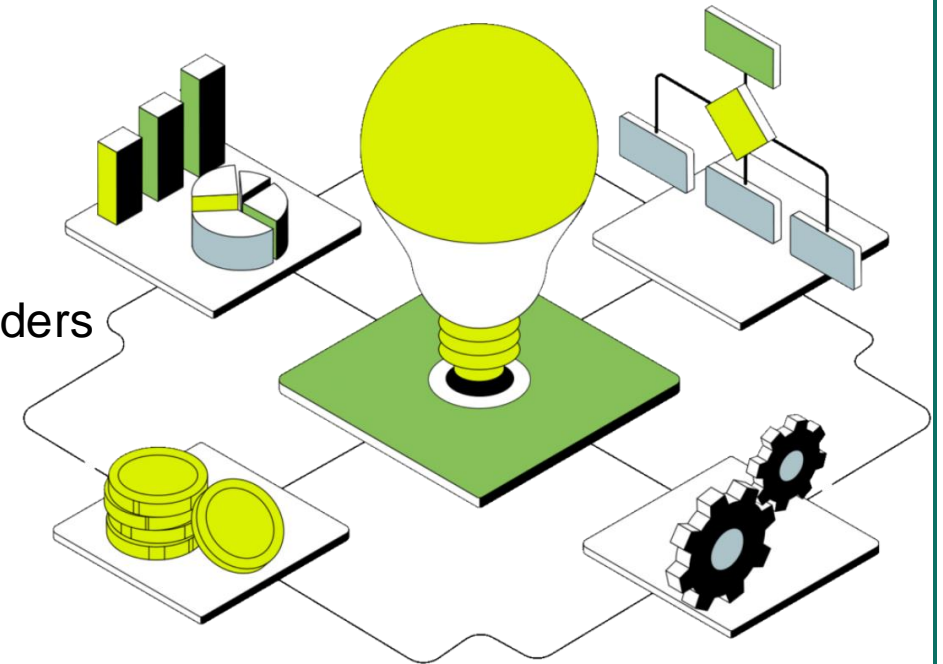
Contract shall commence upon execution by all parties



# New GMS Requirements

## Outlined in Exhibit A (Statement of Work and Attachments) of Appendix A (Sample RFP Contract)

- Commercial off-the shelf integrated New GMS
- Ability to manage all grant funding administration
- Streamline business processes for operational efficiency
- Facilitate accurate and on-demand data exchanges with stakeholders
- Online inquiries and requests functionality
- Cleanse and migrate data to the New GMS
- Improve system validations
- Improve automation of transactions and approval workflows
- Use modern cloud authentication and integration and interface frameworks



# Minimum Mandatory Requirements

1. **Experience (Section 4.1)**
2. **Record of Employment (Section 4.2)**
3. **References (Section 4.3)**
4. **Terms and Conditions (Section 4.4)**
5. **Required Forms (Section 4.5)**
6. **Format and Requirements (Section 4.6)**
7. **Proposal Due Date (Section 4.7)**
8. **Disallowed Costs (Section 4.8)**

**Note:** Exceptions to Terms and Conditions (RPOSD may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposals non-responsive)



# Selection & Evaluation Process

The selection process will begin with receipt of proposals on

**October 24, 2024**

- All qualifying proposals will receive a score and be ranked in numerical sequence from high to low.
- All proposals will be evaluated based on the criteria listed below:
  - Proposer's Qualification (10%)
  - Proposer's Approach to Providing Required Services (45%)
  - Proposer's Quality Control Plan (5%)
  - Cost Proposal Requirement and Evaluation (40%)





# HELPFUL TIPS



## For Proposal Submission



- ✓ Proposal organization
- ✓ Include a table of contents (label every section)
- ✓ Include page numbers on every page
- ✓ Include **ALL** required forms  
(If a form does not apply, please include and mark N/A on it)
- ✓ Submit the following:
  - ✓ An original Business Proposal and three (3) numbered copies
  - ✓ An original Cost Proposal and three (3) numbered copies



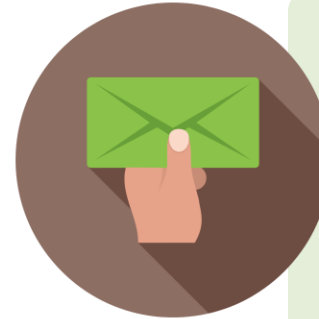
# Proposal Delivery

## Mailed:



County of Los Angeles  
Regional Park and Open Space District,  
Administration Section  
1000 South Fremont Avenue, **Unit #40**  
Building A-9 East, Ground Floor  
Alhambra, CA 91803  
Attn: Maria R. Trujillo

## Hand Delivered:



County of Los Angeles  
Regional Park and Open Space District,  
Administration Section  
1000 South Fremont Avenue  
Building A-9 East, Ground Floor  
Alhambra, CA 91803  
Attn: Maria R. Trujillo

## Electronic:



Email to: [mrtrujillo@rposd.lacounty.gov](mailto:mrtrujillo@rposd.lacounty.gov)

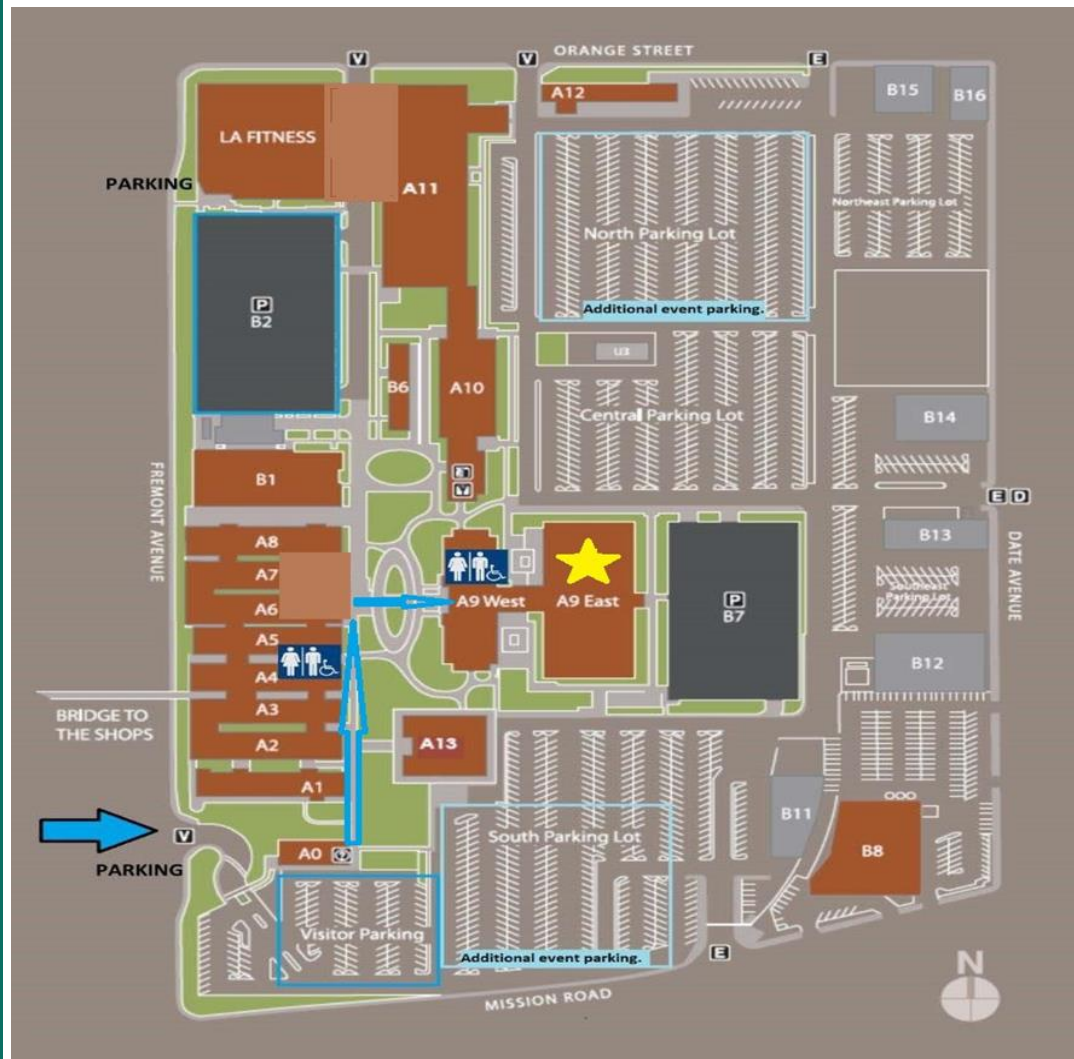
### **File Size:**

- Email attachments must not exceed 10MB.
- If your files exceed 10MB, use WeTransfer.com to send your documents. Ensure that the download link is included in the email.

### **File Format:**

- All files should be submitted in PDF format.
- Ensure that files are clearly labeled with your company name and the proposal reference number.

# Directions to RPOSD Office



## Instruction to our office:

- Park at the Visitor Section on Fremont Ave. (corner of Fremont and Mission)
- Walk over to the A-9 West (Braun Building). The building is located on your right.
- When you enter the building, walk towards the **back of the building** to the A9 East building. Pass the first set of elevators and down the hall you will find a second set of elevators.
- Take those elevators down to the Ground Floor. (There is a posted sign pointing to our office when you exit the elevator.)
- Exit the elevator and go towards your right and then make a left.
- The office is through the double door. Please knock on the door with the RPOSD logo or call the front desk at **626-588-5060**.

Questions and Answers will be released  
via addendum on September 19, 2024

## Proposal Due Date

All proposals must be received by  
October 24, 2024, by 12:00 p.m. (noon) PDT

**LATE PROPOSALS WILL NOT BE ACCEPTED**  
**NO EXCEPTIONS**



# Frequently Asked Questions

1. Who is the current contractor? ***Dulles Technologies, Inc. is the current contractor. The agreement is set to expire on December 31<sup>st</sup>, however, RPOSD intends to extend the agreement. The extension period will provide for transition from the current system to the replacement.***

2. What is the cost of the current contract? **The agreement was executed in October 2018. It was subsequently extended to the end of this year. The initial not-to-exceed maximum sum of \$370,000, funded the creation and implementation of GMS, and the ongoing maintenance and servicing, including the extension period.**

3. Has RPOSD had any demonstrations or discussions with grant management vendors? **RPOSD has not had any demonstrations or discussions with grant management vendors on this project.**

6. Does RPOSD expect or prefer on-site implementation and training sessions, or is remote work an option for pre-launch configuration, setup tasks, or managed services after implementation? **The work can generally be conducted remotely. The requirements in Section 7.0 shall apply if there are instances where on-site work is conducted.**





# Questions?



Please be sure to direct any and all questions regarding this solicitation to:

Maria R. Trujillo at  
[mrtrujillo@rposd.lacounty.gov](mailto:mrtrujillo@rposd.lacounty.gov)

**The deadline for all questions is tomorrow,  
September 13, 2024, by 12:00 p.m. (noon) PDT**



# Thank You



Los Angeles County  
Regional Park and Open Space District

Email: [mrtrujillo@rposd.lacounty.gov](mailto:mrtrujillo@rposd.lacounty.gov)

Website: [RPOSD.lacounty.gov](http://RPOSD.lacounty.gov)