Delta Regional Authority

Request for Proposal

This document is a Request for Proposal ("RFP") for a comprehensive Grant/Project Management System Software for the Delta Regional Authority (DRA). Notice is hereby given that DRA will accept electronic submissions for this RFP via email until **April 1, 2026.** Electronic submissions must be submitted in full to procurement@dra.gov. Proposal submissions will be reviewed on a rolling basis.

All questions, inquires, and comments regarding this RFP must be submitted to DRA via email at procurement@dra.gov no later than **March 2, 2026.** All questions and responses will be posted on www.dra.gov.

PUBLISH DATE	February 13, 2026
Q & A DEADLINE	March 2, 2026
Q & A RESPONSE DEADLINE	March 9. 2026
PROPOSAL DUE DATE	April 1, 2026

Any additional information or addendum associated with this RFP will be posted on DRA's website. It is the responsibility of the applicant to review and respond to any addenda.

I.   Executive Summary

The Delta Regional Authority (DRA) is soliciting proposals from qualified vendors to provide a modern, secure, and scalable Grant Management System (GMS). The selected system will serve as DRA's enterprise platform for managing the full grant lifecycle, from application submission through award, post award management, compliance, closeout, and evaluation/impact reporting. This system should ideally also provide project management and house data for DRA's additional programmatic areas beyond traditional grantmaking activities.

This procurement represents a core infrastructure investment. The future GMS must strengthen compliance, reduce operational risk, improve transparency, support program delivery, and provide leadership with real-time visibility into financial obligations and outcomes across DRA's programmatic portfolio.

II.   Organizational Background

The Delta Regional Authority is a federal-state partnership created in 2000 by Congress to address chronic economic distress in the Mississippi Delta region. DRA serves 255 counties and parishes across eight states: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee.

In FY 2025 DRA funded approximately 225 projects across infrastructure, workforce development, healthcare access, small business development, and community capacity building. As a federal regional commission DRA operates as a grant making institution with compliance obligations comparable to other federal agencies, while maintaining operational flexibility similar to a philanthropic organization. The selected grant management system must be adaptable and agile enough to support this hybrid operating model.

III.   Purposes and Objectives of the RFP

The purpose of this RFP is to procure a Grants Management System that:

- Integrates programmatic, financial, and compliance data in a single, authoritative system.
- Supports DRA awarded grants throughout the full grant lifecycle, including post-award management, through closeout and evaluation.
- Allows for project management of DRA's additional programmatic areas beyond traditional grantmaking activities (such as the Delta Leadership Institute and Delta Doctors).
- Reduces manual workarounds, spreadsheet dependency, and duplicative data entry.

- Standardizes core data elements and impact metrics, while accommodating program-specific requirements and allowing for flexibility in evolving data metrics.
- Provides intuitive dashboards and reporting for staff, leadership, and grantees.
- Strengthen internal controls, audit readiness, and long-term recordkeeping and data stewardship.
- Includes the ability to house historical programmatic and investment data.

IV.   Current-State Overview

DRA's current grants management system has supported DRA's work as its programs, funding volumes, and reporting expectations have expanded over time. The current system features a centralized application portal and allows staff to manage a diverse, multi-state grant portfolio. As DRA looks forward it is intentionally moving toward a more modern, integrated grants management platform that can better support end to end grant administration, real time financial and programmatic insight, and consistent data standards across programs. This transition reflects DRA's commitment to strengthening efficiency, accountability and transparency and to ensuring that its internal systems are fully aligned with the scale, complexity, and strategic importance of its investments in the Delta Region.

V.   Scope of Work

The selected vendor shall provide a comprehensive GMS solution, including configuration, implementation, data migration, training, and ongoing support.

A. Core Functional Requirements
The system must support the following capabilities:

1. Applicant and Grantee Portal
   - Secure user authentication with role-based access.
   - Online application creation, submission, and revision workflows.
   - Reuse/memory of organization and historical data to minimize re-entry.
   - Budget forms with automated calculations and validations.
   - Electronic certifications and submission confirmation, with timestamp verifications.
   - File uploads with clear version controls and audit trails.

2. Grant Lifecycle/Project Management
   - Application review, scoring, and approval workflows.
   - Award generation, amendments, and extensions.
   - Post-award monitoring, compliance tracking, and reporting.
   - Closeout workflows and document/data retention.

3. Financial Management Integration
   - Budget-to-actual tracking within individual grant awards and for overall programmatic investments.
   - Support for detailed budget breakdowns, including multiple funding sources and cost categories.
   - Carryforward and amendment handling.
   - Integration or interoperability with DRA financial systems.

4. Reporting and Dashboards
   - Configurable grant specific dashboards for staff and grantees with timelines and budget tracking.
   - Real time views of grant status, obligations, and outcomes.
   - Real time views of grant timelines, budget line items, pay requests, and balances.
   - Ad hoc reporting across funding years, programs, geographies, and funding sources.
   - Customizable impact metrics for reporting both internally and externally.
   - Export to common formats (Excel, PDF).

5. Data Ownership and Security
   - Role based permissions and audit logs.
   - Compliance with federal data security standards.
   - Data ownership retained by DRA.
   - Ability to incorporate/transfer historical programmatic data from prior GMS and external sources.

VI.   Implementation and Change Management

Proposals must include a detailed implementation approach addressing:

- Project governance and milestones
- Configuration versus customization strategy
  - Please detail abilities and capabilities for customization, as well as the ability to interface with other programs and/or incorporate other platforms/plugins.
- Data migration methodology
- User acceptance testing by DRA staff, leadership and grantees.
- Role-based staff training and comprehensive documentation for standard operating procedures (SOPs).
- Ongoing change management and adoption support
- To what extent, if any, AI will be utilized within the GMS platform.

DRA values minimizing disruption while ensuring meaningful staff engagement.

VII.   Vendor Qualifications

Vendors must demonstrate:

- Experience implementing grant management systems for public-sector or quasi-governmental entities.
- Proven capacity to support complex, multi-program grant portfolios from application to closeout/evaluation.
- System capabilities that can store historical programmatic data for prior funded projects.
- Financial stability and long-term product viability.
- Strong references from comparable clients.
- The ability to provide and support both preliminary and ongoing staff training during implementation.

VIII.   Vendor Questions and Clarifications

Potential vendors must submit questions regarding this Request for Proposals in writing via email to DRA's designated point of contact at procurement@dra.gov. Questions must be received no later than **March 2, 2026.**

To ensure fairness and transparency, responses to substantive questions may be compiled and shared with all prospective vendors through a written addendum to this RFP. The Authority reserves the right, but is not obligated, to respond to all questions submitted.

No oral inquiries will be accepted, and unauthorized contact with DRA staff or Board members regarding this RFP may result in disqualification.

IX.   Proposal Submission Requirements

Proposals must include the following sections:

1. Executive Summary
2. Vendor Background and Qualifications
3. Proposed Grants Management Solution Overview addressing the purposes and objectives of the RFP
4. Functional Requirements Response
5. Implementation and Change Management Plan
6. Data Migration and Integration Approach
7. Security, Accessibility, and Compliance
8. Pricing and Cost Structure
9. Client References

10. Required Certifications and Disclosures.

Proposals must be submitted electronically via email by the deadline specified.

## X.	Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Alignment with functional and technical requirements.
- Implementation approach and change management capacity.
- Vendor experience and past performance.
- Total cost of ownership and implementation.
- Long-term sustainability and vendor dependence risk.

DRA reserves the right to conduct demonstrations, interviews or request clarifications.

## XI.	Contract Terms and Conditions

The selected vendor will be required to enter into a contract consistent with DRA procurement standards, including provisions related to:

- Data ownership
  - DRA must always maintain full ownership and access to its data.
- Confidentiality
- Insurance and indemnification
- Termination for convenience
- Audit and records access
- Compliance with federal law.

## XII.	Procurement Schedule
- RFP Publication Date: February 13, 2026
- Questions Due: March 2, 2026
- Proposals Due: March 9, 2026
- Vendor Demonstrations: TBD
- Anticipated Award: TBD

DRA reserves the right to amend this schedule at its discretion.