

RFP Solicitation

For

Grant Writing, Grant Administration and Funding Strategies

July 27, 2026

Request for Proposal RFP Number: 2026-03 Applicable RFP Title: Grant Writing, Grant Administration and Funding Strategies Release Date: July 27, 2026 Port Chief Financial Officer: Name: Chambrel Riley-Williams E-mail Address: chambrelr@gatewayport.com Phone: (504) 682-7920 Proposal Due Date: August 7, 2026	Submit Proposal to: Central Bidding - Buying Services: Plaquemines Port Harbor & Terminal District
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SECTION 1: SCOPE OF SERVICES SUMMARY, BACKGROUND

Scope of Services Summary:

The Port has determined it is in its best interests to request outside assistance for grant writing and administration and developing funding strategies for its port security grant program from FY2022 – FY2026.

Assistance with developing funding strategies requires understanding Port security and operations, the kinds of grants and other funding sources available to Ports, and collaboration with Port Executive leadership to develop strategies for the variety of areas in which the Port has funding needs.

Grant writing will include identifying grant opportunities that align with identified Port priorities and writing proposals to secure grant money. The job requires: (a) knowledge of the universe of grants available to ports; (b) demonstrated success in securing federal funds for public ports; (c) excellent research and communication skills; and (d) the ability to clearly communicate in both written and verbal communication.

The scope of work could include, but is not limited to, the following services:

- Conduct a Grant Management Assessment in collaboration with Port Executive leadership. Include reviewing Internal Controls and developing a Grant Management SOP;
- In collaboration with Port Executive leadership, developing funding strategies for Port priorities, for Port Security.
- Manage the grant schedule, track due dates of specific administrative deliverables and develop schedules for timely submission, in consultation and coordination with Port staff; guide project execution;
- Must be well versed in 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Coordinate and cooperate with the funding agency representatives and other team members as necessary;
- Researching grant opportunities from government and non-government agencies;
- Develop Port contractual bid documents and

procurement;

- Provide additional support to project partners with their grant requirements, reimbursement processes, and reporting as well as coordinate their project implementation, and review their required deliverables;
- Completing grant proposals/applications and submitting them to the granting organization;
- Providing grant management, including completing reports and reimbursement submissions, ensuring grant compliance, and providing all associated correspondence;
- Other related grant administration support as requested and directed by the Port;
- Optional additional future grant administration and implementation support; and
- Manage Project close-out.

Background:

Plaquemines Port Harbor & Terminal District Founded in 1954, is a strategic deepwater port authority serving the Lower Mississippi River and supporting maritime commerce, transportation, industrial development, and public services throughout its jurisdiction. The Port is committed to maintaining a secure, resilient, and efficient operating environment through continued investment in security infrastructure, technology, emergency preparedness, regulatory compliance, and operational improvements. As the Port's security and capital needs continue to evolve, the Port must proactively pursue and administer a diverse range of federal, state, and other funding opportunities to support its mission and long-term strategic objectives.

Recognizing the increasingly complex nature of grant funding programs and federal compliance requirements, the Port has determined that specialized professional assistance is necessary to enhance its grant development and grant management capabilities. The Port seeks to establish a comprehensive and strategic approach to identifying, securing, administering, and managing grant funding opportunities, particularly those related to port security, resilience, infrastructure, and operational improvements.

To support these efforts, the Port is seeking qualified grant consulting services to assist with grant writing, grant administration, funding strategy development, and related project management activities associated with the Port Security Grant Program and other applicable funding opportunities for fiscal years 2022 through

2026. The selected consultant will serve as a strategic partner to the Port, working closely with Executive Leadership and designated staff to assess current grant management practices, identify funding priorities, develop long-term funding strategies, and maximize the Port's ability to compete successfully for external funding.

The successful consultant shall possess extensive knowledge of federal, state, and non-governmental funding programs available to public ports and maritime entities; demonstrated experience securing competitive grant funding; expertise in federal grant administration and compliance requirements, including 2 CFR Part 200; and the ability to effectively communicate and collaborate with Port leadership, staff, funding agencies, and project stakeholders.

Through this engagement, the Port intends to strengthen its overall grant management framework by establishing standardized procedures, improving internal controls, identifying sustainable funding opportunities, ensuring compliance with grant requirements, and providing professional support throughout the entire grant lifecycle—from opportunity identification and application development through award administration, reimbursement, reporting, and project closeout.

The Port's goal is to develop a coordinated funding strategy that supports current and future security initiatives, capital improvements, operational needs, and strategic priorities while maximizing external funding resources and ensuring responsible stewardship of public funds

As a public port authority, our mission is to invest in infrastructure that supports long-term economic growth, safe navigation, and regional competitiveness-while maintaining transparency, accountability, and compliance with state and federal requirements.

SECTION 2: SCHEDULES

The Port reserves the right to revise the planned timeline below, as needed.

Solicitation

Solicitation Released	July 27, 2026
Questions & Answer Period	July 27 – August 3, 2026
Addenda Issued No Later Than	August 5, 2026

Proposal Submission Due 04:00 PM August 7, 2026

Selection of Vendor

Review of Proposals Week of:	August 10, 2026
Selection of Vendor (or sooner):	August 13, 2026

Contract

Desired Start Date:	Upon Contract Execution
Initial Term Completion Date:	December 31, 2028

Contract term is for no more than two years, and may include up to three, one-year time extensions by contract amendment (total contract length not to exceed 5 years).

SECTION 3: VENDOR AND PROPOSAL REQUIREMENTS

Proposal Requirements:

- a. Cover letter summarizing information included with proposal and any other information vendor believes may assist the Port in its decision-making process (maximum three double-spaced, typewritten pages.)
- b. Provide details on your grant writing achievements and skills.
- c. Provide details of grants awarded in which you were the primary grant writer.
- d. List any experience you have working with Ports in securing grant funding.
- e. List any experience you have working as the primary grant administrator for both state and federal grants.
- f. Hourly rates for services.

SECTION 4: SUBMITTAL PROCESS

Online Procurement Platform

Proposals for this RFP will be accepted utilizing Central Bidding web portal located at [Central Bidding - Buying Services: Plaquemines Port Harbor & Terminal District](#). Vendors that intend to respond must ensure that they have the necessary software to access and download the RFP and related documents through Central Bidding. Vendors that intend to submit a Proposal must consult the portal on a regular basis through "Proposal Submission Due" date in Section 2 for any document updates and/or addenda. Proposals must be based on the most current version of the RFP available on the portal as of the "Addenda Issued No Later Than" date. As a registered Central Bidding user, downloading the RFP will automatically trigger notifications of all RFP updates and addenda.

Vendors may contact Central Bidding support via email at info@centralbidding.com or by phone at (833) 412-5717. Vendors shall not contact the Port for technical assistance as it relates to submitting their Proposals via Central Bidding.

The Port will not assume any risk, responsibility, or liability whatsoever to any Vendor for ensuring that the Central Bidding portal is in good working order or that the Vendors are able to download and upload documents or other material from or to the Central Bidding portal, including, without limitations, delays caused by Central Bidding when responding to the Vendor for requests for technical support. It is the Vendor's responsibility to upload their Proposals in sufficient time prior to the Proposal Submission due date and time. The Port makes no representation, warranty, or condition that the Central Bidding website will be uninterrupted, timely, secure, or error free.

Proposal Submissions received after the Proposal Submission due date and time will not be considered.

Unless Central Bidding is technically unavailable for Proposal Submissions, the Port is not obligated to extend the Proposal Submission due date and time.

Upon Proposal Submission, each Vendor will receive an email confirmation

receipt with a unique confirmation number as proof of submission. This will be the only confirmation notice received.

Mail or drop off

If submitting by mail, Proposals shall be submitted by the deadline and Proposals should be clearly marked **“Proposal for Grant Writing, Grant Administration and Funding Strategies – Port Security Grant Program”** and delivered to:

Louisiana Gateway Port

8056 Highway 23,
3rd Floor, Suite 304,
Belle Chasse, LA 70037

No proposals will be accepted via email to any Port employee.

SECTION 5: EVALUATION PROCESS

The following weighting and points will be assigned to the Proposal for evaluation purposes:

Management Proposal		
Firm’s Team, Background, Resources and Staff	40 Points	
Qualifications/Expertise of Vendor	30 Points	
Experience of the Vendor	20 Points	
References	10 Points	
Total	100 Points	100%

The Port reserves the right to reject any and all proposals, waive any informalities, and award the contract to the Vendor whose Proposal is deemed to be in the best interest of the Port.