



Request for Proposal (RFP) for Federal Grant Management Services

Summary and Background

President Lincoln's Cottage (PLC) is accepting proposals for a post-award federal grants manager to provide oversight, project management, and compliance support for a federal Congressionally Directed Spending award administered via the Historic Preservation Fund at the National Park Service (NPS). The grant will support key capitol improvements to this historic site, including repaving the Cottage walkway, installation of an outdoor electrical panel, replacement of a wheel chair lift, and refitting exhibit lighting with LED fixtures.

We are seeking a short term contract grant manager to provide administrative and compliance support and project management. The ideal candidate will have expertise in historic preservation standards and federal regulations related to administrative, procurement, and financial controls (2 CFR Part 200; Uniform Guidance). Anticipated period of performance is April 2025 - June 2026.

President Lincoln's Cottage is a historic site and museum located in Washington, DC. Here Abraham Lincoln made some of his most nation-changing decisions and developed the Emancipation Proclamation. More information at www.lincolncottage.org.

Submission Instructions

Bidders should submit proposals by Friday, March 21, 2025 at 5pm. Please submit proposals via email to jobs@lincolncottage.org.

Anticipated Scope of Work

TASK	LEAD
Overall Project Management	
Managing vendors and construction	PLC
Managing compliance and reporting deadlines	Contractor
Public Outreach	
Press Release or other Public Notification	PLC
Post information on website	PLC
Project Sign	PLC
Financial Management	
ASAP registration	PLC
Advance or Reimbursement Requests	PLC
Defining and tracking allowable costs	PLC
Financial Reports (SF 245) - every 6 mo	Contractor to manage deadline tracking; PLC to provide report data
Equipment Reports (SF 248) - every 6 mo	Contractor to manage deadline tracking; PLC to provide report data
General Accounting and audit prep	PLC
Procurement	
Selection Process (2CFR 200.320)	PLC
Review of qualifications	PLC
Recording evidence of competitive procurement	PLC
Ensuring rates meet standards/requirements	PLC
Procurement/selection process reports (every 6 mo)	Contractor to manage deadline tracking; PLC to provide report data
Preservation Covenant	
Understand requirements on federal land	Contractor
Draft covenant or agreement	Contractor

NPS Reviews

Approval of scope of work (80% development)	Contractor
NEPA	Contractor
Section 106	Contractor
Section 110 (for NHL properties)	Contractor

Reporting

Interim Reports (every 6 months, max 7)	Contractor
Final Report (metrics, narratives, photos, drawdowns)	Contractor

Other

Requests for funding extensions	PLC
Ensuring disclaimer on publications/reports/postings	PLC
Inviting NPS to project-related events	PLC
PLC Staff Training/Q&A/Project Kick Off Meeting	Contractor
Periodic standing meetings for progress/upcoming deadline discussion	Contractor