



GRIP Grant Compliance RFQ Questions & Answers – posted on DCEC website on Tuesday, 8/4/2026

Two clarifying questions so we can put forward a precise firm fixed-price scope:

- 1. Setup phase scope: What deliverables mark the start and end of the setup phase we are pricing, and is any work beyond setup anticipated as future scope?**

Following is what we anticipate should be included in the setup phase – start to end. Yes, we are looking for on-going support after the initial setup phase – that is the Time & Materials following contract we are seeking.

The Setup Phase should include, at a minimum, the following deliverables:

- 1. Grant Compliance Policies and Procedures**

- a. Build upon DCEC's existing policy library to develop grant-specific compliance policies and procedures.

- 2. Reporting Templates and Administrative Tools**

- a. Develop streamlined reporting templates, including:
 - i. Internal review and approval workflows tailored to each participating cooperative.
 - ii. Budget and expenditure tracking tools.
 - iii. Minimal system configuration, utilizing existing/native software and recordkeeping programs whenever possible.

- 3. Staff Training and Knowledge Transfer**

- a. Develop training materials and conduct staff training.
 - b. Provide Standard Operating Procedures (SOPs) and reference guides that cooperative staff can use to address routine grant administration and compliance questions.

- 4. Procurement and Contracting Resources**

- a. Develop standard contract language and procurement templates for professional services and utility construction activities (e.g., line upgrade construction and right-of-way mitigation).
 - b. Develop procurement policies and decision flowcharts to guide cooperative staff through procurement processes and ensure compliance with applicable federal and state requirements.

- 5. Compliance and Reporting Calendar**

- a. Develop a comprehensive calendar identifying all reporting deadlines, compliance milestones, reimbursement requests, and other key grant requirements.

- 6. Document Management and Recordkeeping System**

- a. Establish a standardized electronic filing structure and document management process that supports grant administration, monitoring, and audit readiness.

- 7. Grant Performance Tracking Tools**

- a. Develop dashboards and tracking tools to monitor project milestones, expenditures, performance measures, and reporting status.

- 8. Final Implementation Plan**

- a. Deliver a comprehensive implementation plan that outlines ongoing grant administration,

reporting processes, compliance responsibilities, and recommendations for sustaining the grant management framework throughout the life of the award.

2. Data and reporting: Is there an existing system for metrics tracking, time-tracking, and the reporting cycle we would build within, or should we propose one? What reporting cadence are you targeting?

There are existing systems for metrics tracking, time-tracking, accounting, and fleet usage. We would prefer to use our native systems and processes but streamline what is put into reports from each cooperative for DCEC to turn in reports for reimbursement.

The cadence is quarterly reports over five years with an annual report each year.