



Request for Proposals for Program Management

The Minnesota Rural Health Association (MRHA) is a nonprofit membership organization. The primary purpose is to work for the preservation and enhancement of health for rural citizens in the State of Minnesota. Members of the organizations include individuals, honorary members, students, and organizations interested in supporting and providing leadership on rural health issues through communication, education, and advocacy.

Description and Purpose:

MRHA is seeking an Independent Contractor to perform activities related to management of a grant-funded scholarship program.

1. Program development
 - a. Develop scholarship application, award and evaluation processes and procedures.
 - b. Develop a marketing plan to include securing a PR/Marketing firm to support marketing and communications.
 - c. Develop policies and procedures for administration, management, and evaluation of the program.
2. Program administration and management
 - a. Identify organizations and individuals who may be eligible to receive a scholarship.
 - b. Market scholarships to eligible organizations and individuals.
 - c. Educate interested organizations and individuals on scholarships.
 - d. Identify and attend in-person outreach events to market the program.
 - e. Communicate with educational institutions to market the scholarships.
 - f. Manage the application process including technical support for applicants.
 - g. Manage the application evaluation and determination process.
 - h. Manage the award process.
 - i. Evaluate the program for ongoing effectiveness.
 - j. Manage grant reporting and grantor relations.

Funding Information

The scholarship program is funded through a grant that has been awarded to MRHA. The program will run for three years with the possibility of a two year extension.

Contract Amount

The total amount of the Program Manager Contract will be \$150,000 for the three-year term beginning April 1, 2023 with an end date of February 28 2026. Payments will be made monthly. Additional funds for travel and supplies is available.

Proposal Deadline

Proposals must be submitted by email by 4pm CT Monday, March 27, 2023. Proposals must be submitted via email to Mark T. Jones, MRHA Executive Director at mark@mnruralhealth.org .



Proposal Details

All proposals must include the following:

Contact Information:

Individual/Organization Legal Name

Contact Name and Title

Mailing Address

Street Address (if different)

Phone Number

Email address

Employer Tax ID

Background Information

Briefly summarize your individual experience in the areas of Program and grant management.

Communication

Briefly explain how you intend to communicate between MRHA management, marketing firm representatives, applicants, and other stakeholders.

Other

Attach evidence of liability insurance.

Attach evidence of workers compensation and unemployment insurance coverage as applicable.