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**Request for Bids**  
**Proposal Development and Management Services (Time-limited Engagement)**

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**Background**

AIDS United is a national, non-profit organization headquartered in Washington, DC, whose mission is to end the HIV epidemic in the United States through strategic grantmaking, capacity building, policy and advocacy. AIDS United (AU) bridges policy with grantmaking and capacity building; linking the world of HIV service and community-based organizations with the public health, medical, advocacy and social justice communities to respond to the domestic HIV epidemic.

This engagement would involve the contractor working with key members of the AU Programs team to target emergent federal, private and other funding opportunities and submit funding requests to support our work in the Southern US; with people who use drugs; and our capacity building services in affected communities.

**Scope of Work**

AIDS United is seeking bids from seasoned proposal writers, with core experience in these areas:

- Conceptualization and development of federal funding applications for submission to the Department of Health and Human Services – with primary emphasis on Centers for Disease Control and Prevention (CDC), Health Resource and Services Administration (HRSA), and potentially National Institutes of Health (NIH).
- Conceptualization and development of funding requests and applications to multiple corporate and foundation funders; both current and potential

**Terms**

- This will be a limited engagement of approximately 5 months
- Dependent upon the federal funding cycle during the period of engagement, the contractor will be expected to produce 3-4 proposal templates on designated focus areas; with the potential to engage on the development of 1 federal application
- Contractor with work primarily with the VP of Program Strategy, Director of Program Operations and Director of Grantmaking, with additional engagement with Senior Managers for key project areas
- This engagement has the potential to be extended

**Consultant Bid Submission**

Please submit a proposed scope of work (SOW) for carrying out the required items highlighted above, in accordance with the following:

- Period of performance from September 1, 2020 – January 31, 2021
- SOW should be no more than 2 pages in length
- Include a cost estimation for the work outlined in the SOW; cost should correspond directly to the items outlined in the SOW
- Include a copy of your CV/resume, detailing your experience in developing and leading federal funding applications, and a non-returnable, recent writing sample.

**Please submit your bid package by no later than Friday, August 21, 2020 to [lgerson@aidsunited.org](mailto:lgerson@aidsunited.org).**