



HIDALGO COUNTY COMMUNITY SERVICE AGENCY

PROCUREMENT PACKAGE

RESOURCE DEVELOPMENT CONSULTANT SERVICES

1. Background

The Hidalgo County Community Service Agency (HCCSA) is committed to expanding funding opportunities that support programs and services benefiting low-income residents throughout Hidalgo County. To strengthen the Agency's grant development capacity and pursue additional local, state, federal, corporate, and foundation funding opportunities, HCCSA initiated a procurement process to obtain professional Resource Development Consultant Services.

This procurement package documents the Hidalgo County Community Service Agency's procurement process for Resource Development Consultant Services. After two competitive solicitations, staff is requesting authorization to proceed with evaluation of the responsive proposal received.

2. Executive Summary

- First Solicitation: April 20, 2026 through April 24, 2026 (5:00 PM)
- Consultants Contacted: 3
- Responses Received: 1 Proposal
- Second Solicitation: June 18, 2026 through June 26, 2026 (5:00 PM)
- Consultants Contacted: 5
- Responses Received: 2 (1 Proposal, 1 Declined)

Because this represents the Agency's second solicitation and demonstrates a good-faith effort to obtain competition, staff recommends proceeding with the evaluation and award process.

3. Procurement Timeline

Date	Activity
April 20, 2026	First RFP issued to three consultants.
April 24, 2026	Proposal deadline (5:00 PM).
After April 24	One proposal received.
June 18, 2026	Second RFP issued to five consultants.
June 26, 2026	Proposal deadline (5:00 PM).
After June 26	One proposal and one written declination received.
Current	Recommendation to proceed with evaluation.

4. Procurement History

HCCSA initially solicited proposals on April 20, 2026. Due to limited participation, a second solicitation was conducted on June 18, 2026 expanding outreach to additional firms. Although additional firms were contacted, only one responsive proposal was submitted and one consultant formally declined because of existing workload commitments. Staff considers the procurement efforts adequate.

5. Consultant Contact Matrix

Attach the accompanying Excel spreadsheet listing all consultants contacted during both solicitations.

6. Proposal Response Matrix

Consultant	Response	Date
Educational Research Institute (ERI)	Submitted Proposal	June 22, 2026
Absolute Business Consulting Group	Formal Declination	June 24, 2026
Remaining Consultants	No Response	No Submission

7. HCCSA Recommendation

HCCSA recommends accepting the procurement process as complete. Two competitive solicitations were conducted, qualified firms were contacted, and reasonable efforts were made to obtain competition. Staff recommends proceeding with the evaluation of the responsive proposal with Educational Research Institute (ERI) and, if determined to be in the best interest of HCCSA, negotiating and awarding a contract in accordance with Hidalgo County procurement requirements.

8. Supporting Documentation Checklist

- ☒ First Solicitation Email
- ☒ First RFP
- ☒ Second Solicitation Email
- ☒ Second RFP
- ☒ Consultant Contact Spreadsheet
- ☒ ERI Proposal
- ☒ ABC Declination Email

I certify that the procurement process for the Resource Development Consultant Services was conducted in accordance with Hidalgo County Community Service Agency procurement procedures. All known qualified firms identified by HCCSA were provided an opportunity to submit proposals. The procurement file contains all solicitation documents, responses received, and supporting documentation.

Signature: Leslie Villegas

Date: 7/1/2026

Leslie B. Villegas

Executive Assistant

Hidalgo County Community Service Agency

I certify that I have reviewed the procurement process for the Resource Development Consultant Services. Based on the documentation provided, I find that the Hidalgo County Community Service Agency conducted two good-faith competitive solicitation efforts to obtain qualified proposals.

Signature: Jaime R. Longoria

Date: 7/1/26

Jaime R. Longoria, MSOL

Executive Director

Hidalgo County Community Service Agency



Resource Development Consultants Listing

COMPANY	ADDRESS	PHONE	EMAIL	WEBSITE	EXPERIENCE	Email Sent	Responses
Absolute Business Consulting Group	6508 N. 26TH Street, Mcallen TX 78504	956-343-0011	absolutergv@gmail.com		Karina Cardoza has developed the HCCSA 2024 Community Needs Assessment and Strategic Plan.	6/17/2026	6/24/2026
GrantWorks, Inc	2201 Northland Drive, Austin, TX 78756	(855) 420-4444 or (512) 420-0303	info@grantworks.com	https://grantworks.net/services/grant-management/?utm_source=chatgpt.com	Texas leader in grant application, grant administration, CDBG, HUD, FEMA, ARPA, USDA, and local government grants. Extensive experience with counties and municipalities.	6/17/2026	No Response
Freese and Nichols, Inc.	4055 International Plaza, Suite 200, Fort Worth, TX 76109	(817) 735-7300	info@freese.com	https://www.freese.com/?utm_source=chatgpt.com	Provides grant strategy, funding identification, infrastructure planning, and has helped clients secure more than \$5.5 billion in grants and low-interest loans. Strong public-sector experience.	6/17/2026	No Response
TPMA, Inc.	1250 Indiana Avenue Indianapolis, IN 46202	(317) 894-5508	lfaris@tpma-inc.com	https://www.tpma-inc.com	TPMA provides strategic planning, funding strategy, workforce development consulting, economic development, and grant development for government agencies, workforce boards, higher education institutions, and nonprofits.	6/17/2026	No Response
Educational Research Institute (ERI)- Linda Alaniz	1705 Doctors Memorial Drive, Harlingen, Texas 78550	(956) 365-4100 Office	Linda@erigrants.com	erigrants.com	ERI has expanded its services to include municipalities, nonprofit organizations, healthcare organizations, and community-based agencies, which aligns well with HCCSA's work	6/17/2026	6/22/2026

**Submission #1**

Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Request for Proposal – Resource Development Consultant Services

1 message

Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Mon, Apr 20, 2026 at 5:26 PM

To: Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Cc: Jaime Longoria <jaime.longoria@co.hidalgo.tx.us>, Mari Garza <mari.garza@co.hidalgo.tx.us>

Bcc: ABC Group <absolutergv@gmail.com>, "Ernesto S. Silva" <esilvasos@yahoo.com>, Linda@erigrants.com

Good afternoon,

On behalf of the Hidalgo County Community Service Agency (HCCSA), we are inviting you and/or your organization to submit a proposal for Resource Development Consultant Services.

Attached you will find a memorandum outlining the scope of work, core deliverables, qualifications, and terms of engagement for this opportunity. The selected contractor will provide end-to-end grant development services to support HCCSA's mission of poverty reduction through skill-building and education.

Please review the attached document and submit your proposal by the deadline indicated below:

Submission Deadline:

Friday, April 24, 2026, no later than 5:00 PM

Submission Method:Email: Leslie.Villegas@co.hidalgo.tx.us

or

Mail:

Hidalgo County Community Service Agency

Attn: Resource Development Consultant

2524 N. Closner Blvd.

Edinburg, Texas 78504

Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your time and consideration. We look forward to your response.

Best regards,

Leslie B. Villegas

Executive Assistant

County of Hidalgo Community Service Agency

2524 N. Closner Blvd.

Edinburg, TX. 78541

Phone: (956) 383-6240 Ext. 3904



HIDALGO COUNTY
COMMUNITY SERVICE AGENCY



Resource Development Consultant 2026.pdf
324K



COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY

Overview of Services for Resource Development Consultant April 20, 2026

The contractor will provide end-to-end grant development services, focusing on securing local, state, and federal funding to support the agency's mission of poverty reduction through skill-building and education.

Core Deliverables & Activities

- **Prospect Research & Strategy:**
 - Identify at least 3–5 high-priority funding opportunities per quarter from government agencies (e.g., DOL, DOE), foundations, and corporate partners.
 - Maintain an updated Grant Calendar tracking all upcoming deadlines, submission requirements, and post-award reporting dates.
- **Proposal Development:**
 - Draft and submit comprehensive grant applications, including compelling narratives, needs assessments, and project work plans.
 - Translate complex workforce development concepts (e.g., career pathways, industry-recognized credentials, wraparound services) into persuasive project descriptions.
 - Coordinate with internal program and finance leads to develop accurate project budgets and outcome measurements.
- **Relationship Management:**
 - Lead or participate in monthly strategy meetings with leadership to align grant-seeking with organizational goals.
 - Assist in cultivating relationships with funders, including attending pre-bid conferences or funder site visits.
- **Post-Award & Compliance:**
 - Draft required progress and impact reports for currently awarded grants to ensure ongoing compliance.
 - Utilize performance metrics to support renewal and continuation funding requests.
 - Conduct staff orientation and training events as requested to ensure compliance with grant requirements.
 - Coordinate grant management tasks with assigned HCCSA staff.





COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY

Overview of Services for Resource Development Consultant April 20, 2026

Required Skills & Experience

- **Education & Experience:** A bachelor's degree in a relevant field and a minimum of 3–5 years of proven success in nonprofit or government grant writing.
- **Specialized Knowledge:** Deep understanding of federal workforce funding streams (e.g., WIOA), community college partnerships, and regional economic development priorities.
- **Technical Proficiency:** Expert use of submission portals like Grants.gov and SAM.gov, along with research tools such as Foundation Directory Online.

Terms of Engagement

- **Duration:** Three-month retainer period, renewable upon mutual agreement.
- **Compensation:** Flat monthly retainer fee plus a possible percentage of the proceeds of the grant or an agreed-upon hourly rate.
- **Reporting:** A weekly or bi-weekly email update detailing tasks completed, pending submissions, and upcoming deadlines.

To Qualify Submission:

Please submit proposal to:
Hidalgo County Community Service Agency
Resource Development Consultant
2524 N. Closner
Edinburg, Texas 78504
Or email to:
Leslie.Villegas@co.hidalgo.tx.us

Proposals to be received no later than 5:00 pm Friday, April 24, 2026. Please let us know if additional time is needed.

Thank you,
Jaime R. Longoria, MSOL
HCCSA Executive Director





Submission #2

Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Request for Proposals – Resource Development Consultant Services

4 messages

Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>
To: Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>
Cc: Jaime Longoria <jaime.longoria@co.hidalgo.tx.us>
Bcc: info@grantworks.com, info@freese.com, jfaris@tpma-inc.com

Wed, Jun 17, 2026 at 4:44 PM

Good afternoon,

On behalf of Jaime R. Longoria, Executive Director of the Hidalgo County Community Service Agency (HCCSA), we invite you and your organization to submit a proposal for **Resource Development Consultant Services**.

HCCSA is dedicated to improving the quality of life for Hidalgo County residents by reducing poverty and promoting self-sufficiency through a wide range of programs and services. Our agency provides assistance in areas such as utility assistance, case management, workforce and educational opportunities, senior services, veteran services, and other community-based initiatives designed to empower individuals and families.

As the needs of our community continue to grow, HCCSA recognizes the importance of expanding funding opportunities to enhance existing programs and develop new initiatives that address emerging community needs. The HCCSA is seeking a qualified Resource Development Consultant to provide end-to-end grant development services, including identifying funding opportunities, developing competitive grant proposals, and assisting with strategies to secure local, state, federal, corporate, and foundation funding. The selected consultant will play a key role in helping HCCSA strengthen its capacity to serve more residents and create lasting, positive impacts throughout Hidalgo County.

To learn more about our agency and the programs we provide, please visit our website at:

<https://hidalgocsa.org/>

Attached you will find the Request for Proposals (RFP), which outlines the scope of work, required qualifications, deliverables, and terms of engagement.

Proposal Submission Deadline:
Friday, June 26, 2026, no later than 5:00 PM

Submission Methods:

Email:

Leslie.Villegas@co.hidalgo.tx.us

Mail:

Hidalgo County Community Service Agency
Attn: Resource Development Consultant
2524 N. Closner Blvd.
Edinburg, Texas 78504

Should you have any questions or require additional information regarding this opportunity, please do not hesitate to Jaime R. Longoria at jaime.longoria@co.hidalgo.tx.us or myself at Leslie.villegas@co.hidalgo.tx.us.

Thank you for your time and consideration. We appreciate your interest in partnering with HCCSA to help expand resources and funding opportunities that will strengthen our programs and improve the lives of the residents we serve throughout Hidalgo County.

We look forward to receiving your proposal.

Sincerely,

Leslie B. Villegas
Executive Assistant
County of Hidalgo Community Service Agency
2524 N. Closner Blvd.
Edinburg, TX. 78541
Phone: (956) 383-6240 Ext. 3904



HIDALGO COUNTY
COMMUNITY SERVICE AGENCY



Resource Development Consultant 2026.pdf
501K



COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY

Overview of Services for Resource Development Consultant June 18, 2026

The contractor will provide end-to-end grant development services, focusing on securing local, state, and federal funding to support the agency's mission of poverty reduction through skill-building and education.

Core Deliverables & Activities

- **Prospect Research & Strategy:**
 - Identify at least 3–5 high-priority funding opportunities per quarter from government agencies (e.g., DOL, DOE), foundations, and corporate partners.
 - Maintain an updated Grant Calendar tracking all upcoming deadlines, submission requirements, and post-award reporting dates.
- **Proposal Development:**
 - Draft and submit comprehensive grant applications, including compelling narratives, needs assessments, and project work plans.
 - Translate complex workforce development concepts (e.g., career pathways, industry-recognized credentials, wraparound services) into persuasive project descriptions.
 - Coordinate with internal program and finance leads to develop accurate project budgets and outcome measurements.
- **Relationship Management:**
 - Lead or participate in monthly strategy meetings with leadership to align grant-seeking with organizational goals.
 - Assist in cultivating relationships with funders, including attending pre-bid conferences or funder site visits.
- **Post-Award & Compliance:**
 - Draft required progress and impact reports for currently awarded grants to ensure ongoing compliance.
 - Utilize performance metrics to support renewal and continuation funding requests.
 - Conduct staff orientation and training events as requested to ensure compliance with grant requirements.
 - Coordinate grant management tasks with assigned HCCSA staff.





COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY

Overview of Services for Resource Development Consultant June 18, 2026

Required Skills & Experience

- **Education & Experience:** A bachelor's degree in a relevant field and a minimum of 3–5 years of proven success in nonprofit or government grant writing.
- **Specialized Knowledge:** Deep understanding of federal workforce funding streams (e.g., WIOA), community college partnerships, and regional economic development priorities.
- **Technical Proficiency:** Expert use of submission portals like Grants.gov and SAM.gov, along with research tools such as Foundation Directory Online.

Terms of Engagement

- **Duration:** Three-month retainer period, renewable upon mutual agreement.
- **Compensation:** Flat monthly retainer fee plus a possible percentage of the proceeds of the grant or an agreed-upon hourly rate.
- **Reporting:** A weekly or bi-weekly email update detailing tasks completed, pending submissions, and upcoming deadlines.

To Qualify Submission:

Please submit proposal to:
Hidalgo County Community Service Agency
Resource Development Consultant
2524 N. Closner
Edinburg, Texas 78504
Or email to:
Leslie.Villegas@co.hidalgo.tx.us

Proposals to be received no later than 5:00 pm Friday, June 26, 2026. Please let us know if additional time is needed.

Thank you,
Jaime R. Longoria, MSOL
HCCSA Executive Director



**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

CORE DELIVERABLES & ACTIVITIES

Community Service Agency – County of Hidalgo June 22, 2026

Educational Research Institute (ERI) Grants proposes to serve as the Resource Development Consultant for the Hidalgo County Community Service Agency (HCCSA), providing comprehensive grant development, funding strategy, and post-award support services aligned with the Agency's mission to reduce poverty through education, workforce development, and skill-building initiatives.

Established in 2001, ERI is a Texas-based grant development firm with more than 25 years of experience supporting public agencies, workforce entities, education providers, and community-based organizations. Since its founding, ERI has submitted nearly 2,000 grant applications, supported clients in securing nearly \$700 million in awarded funding, and maintained a long-term success rate exceeding 75 percent. This experience allows ERI to immediately support HCCSA's funding goals with proven systems, discipline, and capacity.

**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

Prospect Research & Strategy

ERI will conduct ongoing, targeted prospect research to identify three to five high-priority funding opportunities per quarter aligned with HCCSA's strategic priorities and program capacity. Funding sources will include federal and state agencies (such as the U.S. Department of Labor and U.S. Department of Education), private foundations, and corporate partners with a demonstrated interest in workforce development, adult education, career pathways, and community services.

ERI will maintain an active and continuously updated Grant Calendar that tracks funding opportunities, submission deadlines, required pre-application activities, submission requirements, and anticipated post-award reporting and compliance deadlines. This structured approach allows HCCSA leadership to plan proactively and make informed decisions about which opportunities to pursue.

Proposal Development

ERI will provide full, end-to-end proposal development services, including drafting and submission of complete and competitive grant applications. This includes preparation of compelling narratives, needs statements, work

Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas

plans, timelines, and required supporting documentation that are clearly aligned with funder priorities and scoring criteria.

Drawing on extensive workforce and education experience, ERI will translate complex program concepts including career pathways, industry-recognized credentials, adult education and training programs, employer and community college partnerships, and wraparound services into clear, persuasive, and funder-focused project descriptions. ERI has extensive experience articulating these concepts for federal workforce grants, state initiatives, and foundation programs.

ERI will work closely with HCCSA program leadership, fiscal staff, and executive leadership to develop accurate and compliant project budgets, budget narratives, and meaningful outcome measurements. This coordination ensures consistency between proposed activities, costs, and performance metrics and reduces administrative burden on HCCSA staff.

Relationship Management

ERI will lead or participate in monthly strategy meetings with HCCSA leadership to ensure grant-seeking activity remains aligned with organizational goals, funding priorities, and program expansion plans. These

**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

meetings allow for review of active prospects, prioritization of opportunities, and refinement of grant strategies based on agency capacity and timing.

As appropriate, ERI will assist HCCSA in cultivating and strengthening relationships with funders, including participation in pre-bid conferences, technical assistance sessions, and funder briefings or site visits. ERI's experience working with federal agencies, state agencies, and private funders enables effective communication and positioning of HCCSA as a competitive applicant.

Post-Award & Compliance

For awarded grants, ERI will provide post-award and compliance support to ensure successful implementation and continued funding eligibility. This includes drafting required progress, performance, and impact reports in accordance with grant terms and conditions.

ERI will utilize performance data and outcome metrics to support renewal, continuation, and expansion funding requests where applicable. At HCCSA's request, ERI may also conduct staff orientation or training sessions related to grant requirements, reporting expectations, documentation standards, and compliance responsibilities.

Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas

ERI will coordinate grant management tasks with assigned HCCSA staff, ensuring timely submission of deliverables, organized grant files, and consistent adherence to funder guidelines.

REQUIRED SKILLS & EXPERIENCE

Educational Research Institute (ERI) Grants meets and exceeds all qualifications required to serve as the Resource Development Consultant for HCCSA.

ERI's leadership and grant development team possess advanced education and extensive professional experience, including bachelor's and master's degrees in relevant fields and more than two decades of demonstrated success in nonprofit and government grant writing. ERI's portfolio includes federal, state, and private grants supporting workforce development, adult education, career readiness, economic mobility, and community services.

ERI brings specialized knowledge of federal workforce funding streams, including grants authorized under the Workforce Innovation and Opportunity Act (WIOA), as well as deep experience with community college partnerships, workforce boards, county agencies, and regional economic development initiatives.

**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

ERI's team demonstrates high technical proficiency in major submission platforms, including Grants.gov, SAM.gov, and state grant portals, as well as professional research tools such as Foundation Directory Online. These systems allow ERI to manage multiple concurrent submissions while maintaining compliance and accuracy.

TERMS OF ENGAGEMENT

Duration

Educational Research Institute (ERI) Grants (Linda V. Alaniz-President) proposes to provide Resource Development Consultant services under a three-month retainer period, renewable upon mutual agreement based on performance, funding needs, and the priorities of the Hidalgo County Community Service Agency (HCCSA).

Compensation

Compensation for services will be structured as follows:

- **Monthly Retainer Fee: \$2,500**

The monthly retainer covers ongoing prospect research, grant strategy development, maintenance of the grant calendar, participation in

**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

strategy meetings, proposal planning, coordination with HCCSA staff, and general grant development support during the contract period.

- **Success Fee: 6 percent (6%) of awarded grant funding**

A success fee equal to six percent (6%) of the total amount of grant funds awarded will apply to grant proposal development activities led by Educational Research Institute (ERI) Grants. These activities include preparation and submission of grant applications, extensive narrative development, budget coordination, and post-award reporting support related to awarded grants. The success fee shall apply only to grants that are successfully funded and accepted by HCCSA and will be assessed in accordance with applicable laws, regulations, funding-source requirements, and County policy.

All services performed outside the monthly retainer scope will be coordinated in advance with HCCSA staff to ensure clarity of expectations and cost control.

Reporting

ERI will provide weekly or bi-weekly email status reports to designated HCCSA staff and leadership. These reports will detail tasks completed,

**Proposal for Resource Development Consultant Services
Hidalgo County Community Service Agency
County of Hidalgo, Texas**

funding opportunities in progress, proposals pending or submitted,
upcoming deadlines, and any required information or approvals needed from
HCCSA.



Response #2

Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Deadline Extension – Resource Development Consultant Services Proposal Submission

ABC Group <absolutergv@gmail.com>

Fri, Jun 26, 2026 at 2:19 PM

To: Leslie Villegas <leslie.villegas@co.hidalgo.tx.us>

Cc: "longoria, jaime" <jaime.longoria@co.hidalgo.tx.us>

Good afternoon!

Thank you for considering ABC Group for this project. Unfortunately, I have to respectfully decline to submit a proposal. At this time, with other multiple projects I am currently working on, I don't have the bandwidth to give this project the necessary commitment.

If you'd like, I can forward the request to one or more professionals that may be interested.

Best of luck!

Best,
Karina

Karina Cardoza, M.A.
Public Relations Consultant
Absolute Business Consulting Group
[Quoted text hidden]