

**UNITED WAY'S  
AREA AGENCY ON AGING OF TARRANT COUNTY  
REQUEST FOR QUALIFICATIONS  
INDEPENDENT PROJECT MANAGER**

**BACKGROUND**

The United Way's Area Agency on Aging of Tarrant County (AAATC) is responsible for program management and delivery of services to persons age 60 and over in Tarrant County.

In August of 2017, United Way was awarded a discretionary grant from the Administration for Community Living. This grant is temporary in nature and the AAATC acts as the lead agency for the grant.

United Way is seeking a full time independent Project Manager to oversee the discretionary grant, coordinate and organize partners, train and track services, and submit all required reporting.

Grant described in detail below:

No Falls Partnership (NFP) lead by Health and Human Services Commission – to decrease the number of falls and fall-related injuries in the 16 county Greater Dallas/Fort Worth Metroplex by increasing the number of low-income, minority adults with disabilities, and adults over the age of 60 who complete evidence-based falls prevention programs (5 FTE).

Grant procedures and standards are proscribed by the contract between grantor agencies.

**JOB QUALIFICATIONS**

United Way wishes to contract with individuals to render independent Project Management. Qualified candidates should have a bachelor's or master's degree in public health, business administration, or equivalent required, plus at least three years of relevant experience required. Local and State travel may be required to attend meetings and trainings.

The independent Project Manager must demonstrate competency in grant management, implementation of projects and project collaboration, and strong communication skills. The Project Manager must have the ability to think strategically and use good judgment. The independent Project Manager must be able to read and interpret program guidelines, thoroughly document all program activity, perform basic math without errors, and proficiency using Windows-based computer software. The independent Project Manager must be able to work independently, without some staff supervision.

Contract Project Manager will be independent contractors and not employees of the United Way. Contract Project Manager may work for other organizations, and may set their hours of work. No contract Project Manager shall be considered an employee of United Way nor be eligible for any benefits, rights or privileges afforded to employees.

Successful applicants will be offered contracts that take effect on the date of signing and will remain in effect for up to end of grant award (Project Period from 08/01/2017 through 07/31/2020).

United Way will provide training of responsibilities, which successful applicant must attend. United Way will also provide equipment in the form of a laptop and provide a work space at the main United Way office.

Primary job responsibilities for each program are listed under “Job Responsibilities.”

## **JOB RESPONSIBILITIES**

The independent Project Manager will be responsible for the following activities:

**Project Coordination:** Project Manager will serve as the key staff person for the NFP project for Tarrant County. Including supporting the professional and administrative duties associated with the planning and implementation of assigned projects and events including updating and tracking projects work plans, supporting its implementation, coordinating training and services logistics, tracking a budget, coordinating with partners as needed. The Project Manager will also be responsible for executing projects in a fiscally responsible way, by following internal control policies, and funding restrictions.

**Project Tracking and Implementation:** Project Manager will assist management with arrangement and management of sub-contractors, and coordinating efforts for public education, and outreach. Project Manager will also be in charge of tracking progress toward goals and regularly communicating results to management, partners, and grantor, collecting and reviewing monthly reports and invoices from sub-contractors and oversee submission of all required grant reporting.

**Project Support:** The Project Manager will support the grant partners and facilitate monthly or quarterly workgroup meetings and conference calls, creating agendas and other project materials, and by providing guidance to under-performing or struggling partners or services.

## **COMPENSATION**

The United Way will reimburse independent Project Manager on a unit rate reimbursement basis for allowable services. Units are defined as that time spent by the contract case manager engaged in working on an eligible consumer case. One unit of service equals one hour.

The AAA will reimburse independent Project Manager on a fixed unit rate basis for allowable Project Management services. The current fixed unit rate is \$50 (fifty dollars) per unit/ hour.

Contractor may request mileage to and from meetings related to projects and local and in-state travel. Contractor’s reimbursement request and supported by Google maps. Such mileage will be reimbursed at the State rate.

## **COVERAGE AREA**

Independent Project Managers are needed to provide services in Tarrant County.

## **SELECTION CRITERIA**

The following criteria will be used to evaluate proposals by first-time contractors:

- Experience in implementing and managing grants and projects (55 percent)
- Experience with Evidence Based Programs (5 percent)
- Contractor experience leading coalition or partnerships (5 percent)
- Contractor qualifications (35 percent)
  - a. Education (5%)
  - b. Years/intensity of related experience (10%)
  - c. Communication skills and presentation skills (10%)
  - d. Writing and organizational skills (5%)
  - e. Fluency in languages other than English, computer skills (5%)

The following criteria will be used to evaluate proposals by persons who have

## **APPLICATION PROCEDURES**

Please submit a narrative that addresses the following in the order listed:

1. Describe your experience in project management; give examples of at least two projects you have managed and the result;
2. Give examples of your experience with challenges in a project and how you overcame them;
3. Describe your approach on implementing or starting a project;
4. Describe the tools you use to organize and track progress for a project;
5. Describe your experience with federal grants or federal regulations, if any;
6. Describe your experience in working with Evidence Based Programs;
7. Describe your previous work experience with coalitions or formal partnerships, give examples;
8. Describe your qualifications (e.g., education, licensure, skills with presentations, computer experience, fluency in languages other than English, grant writing experience )
9. Include an example of a short presentation you have previously conducted;
10. Please attach a resume, but summarize qualifications in narrative format.
11. Identify any conflicts of interest that may exist. If potential conflicts of interest exist, identify the person and nature for each such potential conflict. Include in your response the relationship to any current or former board member, or current or former employee of United Way.
12. Complete and sign the Certification Regarding Debarment and the application form attached and return it with your application.
13. Complete and return the attached authorization to conduct background check.

Application materials may be hand-delivered or mailed to the attention of:

Donald R. Smith  
Vice President, Community Development Division Director, Area Agency on Aging  
United Way of Tarrant County  
1500 N. Main St., Suite 200  
Fort Worth, TX 76164

Alternatively, application materials may be emailed to: [don.smith@unitedwaytarrant.org](mailto:don.smith@unitedwaytarrant.org)

Applications should be submitted by August 25, 2017. However, the United Way reserves the right to accept applications after this date.

Questions about the projects or the application process may be directed to Don Smith at [don.smith@unitedwaytarrant.org](mailto:don.smith@unitedwaytarrant.org).