Request for Qualifications and Proposals (RFQ/P)

Community Outreach and Technical Assistance Support Services

Issued by: Moonshot Missions, Inc.
Solicitation Date: November 19, 2026
Response Due Date: December 18, 2026
Submit Responses To: procurement@moonshotmissions.org

I. Purpose

Moonshot Missions, Inc. ("Moonshot") is seeking qualifications, proposals, and rates from qualified persons and entities to provide task-order-based professional support services for water and wastewater technical assistance programs and fee-for-service projects. Services may include community and utility outreach, intake and screening support, background research, data compilation, meeting coordination, administrative and project-tracking support, Monday.com platform administration and development, data reconciliation and quality control, reporting, and other analytical or program-support activities that assist Moonshot in delivering, managing, and documenting technical assistance.

Moonshot may use resulting contracts to support work funded through federal grants, state or local grants and contracts, foundation-funded programs, other externally funded technical assistance programs, and fee-for-service projects. Use of a resulting contract for any specific funding source will be subject to the requirements of that funding source and Moonshot's determination that the proposed work is allowable, allocable, and otherwise authorized under the applicable award or agreement.

This solicitation is intended to establish one or more contracts for professional services. It is not intended to establish a subaward or subrecipient relationship. Any federally funded work authorized under a resulting contract will be subject to applicable federal procurement requirements and the terms and conditions of the applicable funding award.

This solicitation does not seek general business development, fundraising, or marketing services. Moonshot intends to enter into one or more master professional services agreements with selected Contractor(s). Specific work will be authorized only through written task orders or task authorizations describing the scope, funding source, deliverables, budget or not-to-exceed amount, period of performance, and other applicable requirements. Selected Contractor(s) will support Moonshot's technical assistance programs but will not serve as Community Leads, Program Leads, Technical Leads, or final decision makers unless expressly authorized for a specific function under an approved task order.

II. Background

Moonshot provides technical assistance to drinking water, wastewater, and stormwater utilities, with a focus on small, rural, tribal, and under-resourced communities. Moonshot's technical

assistance work supports communities in identifying needs, improving technical, managerial, and financial capacity, pursuing funding opportunities, and advancing water/wastewater infrastructure solutions.

Moonshot is seeking qualified contractors to provide flexible project-based support because the demand for community outreach, intake, project coordination, data management, documentation, and reporting has grown among its technical assistance programs. These services are intended to strengthen consistency, timeliness, and quality of program execution while allowing Moonshot's technical staff to remain focused on direct technical assistance and program leadership.

III. Solicitation Schedule and Submission Process

Responses, including the signed Respondent Certification (Attachment A) and all information described in Section XI below, "Response Requirements," must be submitted to Shannon Gority via email at procurement@moonshotmissions.org by 5:00 pm ET on December 18, 2026. Responses received after the deadline may be rejected.

Schedule

Solicitation Issued	November 20, 2026
Deadline for Questions	December 4, 2026
Responses to Questions / Addenda Issued	December 11, 2026
Proposals Due	December 18, 2026
Interviews, if conducted	Weeks of January 4-15, 2027
Notice of Intent to Select / Contractor Selection	January 27, 2027
Contract Negotiation and Execution	February 10, 2027
Anticipated Contract Start	March 1, 2027

IV. Scope of Services

Respondents may propose providing services in one or more of the categories below. Moonshot may select one or more Contractors and may assign work by service category, project, funding source, or task order based on qualifications, rates, availability, and program needs.

A. Community and Utility Outreach Support

Services may include:

- developing prospective community or utility lists using criteria established or approved by Moonshot;
- conducting targeted outreach to communities and utilities regarding potentially eligible technical assistance;
- following up on referrals from partners, funders, state agencies, or Moonshot staff;
- coordinating introductory conversations and information-gathering meetings;

- tracking outreach status, contacts, referrals, and next steps;
- preparing outreach summaries and related documentation;
- supporting coordination with partner organizations that deliver or support eligible technical assistance; and
- assisting prospective communities in entering Moonshot's intake and screening process.

Outreach activities authorized under this solicitation must be directly related to authorized Moonshot projects and programs. They may include identifying, contacting, and coordinating with communities or utilities that may benefit from technical assistance, but may not include general marketing, fundraising, or business development activities outside the scope of an authorized task order.

Contractors may not represent to others that Moonshot has accepted a community for technical assistance, committed funding, or has agreed to provide services unless expressly authorized by Moonshot. Communities identified through outreach will be subject to Moonshot's applicable intake, screening, and approval processes before technical assistance is initiated.

B. Intake, Screening, and Research Support

Services may include:

- compiling publicly available information regarding communities, utilities, systems, and relevant service areas;
- researching compliance history, funding history, demographics, governance, affordability, infrastructure conditions, and other relevant background information;
- preparing draft community profiles, screening summaries, or information snapshots;
- documenting referral sources, outreach history, and intake status;
- organizing supporting materials for review by Moonshot;
- gathering information needed to support Moonshot eligibility, prioritization, or Go/No-Go decisions; and
- documenting the basis for Moonshot decisions as directed.

Contractors may support intake and screening activities but will not independently determine eligibility, approve a community for technical assistance, or make final Go/No-Go decisions unless expressly authorized under the applicable program requirements.

C. TA Delivery Coordination and Drafting Support

Services may include:

- scheduling and coordinating project-specific meetings;
- preparing draft agendas, background materials, and meeting packets;
- taking notes and preparing draft meeting summaries or minutes;
- drafting follow-up communications;
- tracking decisions, action items, deadlines, and dependencies;
- organizing project files and records;
- formatting and assembling draft documents and deliverables; and
- providing other coordination and drafting materials for review by Moonshot Community Leads, Program Leads, Technical Leads, and project teams.

Contractors may support the coordination and documentation of technical assistance delivery but will not independently direct technical assistance engagements, make final technical recommendations, or bind Moonshot or an assisted community unless expressly authorized in writing in advance by Moonshot.

D. Reporting and Documentation Support

Services may include:

- maintaining project records and supporting documentation;
- preparing draft programmatic or grant-reporting inputs;
- tracking project milestones, outputs, outcomes, and deliverables;
- organizing source materials and supporting records;
- maintaining traceability between work performed, applicable task orders, funding sources, and project codes;
- supporting documentation needed for invoicing, reimbursement, grant reporting, monitoring, and audit readiness; and
- identifying missing or inconsistent documentation for Moonshot review and resolution.

E. Monday.com Platform, Data, and Reporting Support

Services may include:

- building, modifying, and maintaining Monday.com boards, forms, dashboards, and workflows;
- developing, testing, documenting, and troubleshooting automations;
- maintaining consistent board structures, fields, statuses, naming conventions, and data standards;
- identifying and resolving data-quality conflicts and inconsistencies, and resolving duplication, reconciliation, and synchronization issues;
- conducting periodic data-quality reviews or audits;
- preparing dashboards, exports, reconciliations, and reporting outputs for program management, invoicing, and grant reporting;
- documenting board architecture, automations, business rules, and data-management procedures; and
- providing user support and recommending process improvements.

Contractor(s) may perform day-to-day platform administration within the scope of an authorized task order. Moonshot will retain responsibility for program requirements, user access and permissions, system governance, and final decisions regarding platform architecture, business rules, and use.

V. Contractor Roles and Limitations

A. Contractor(s) selected through this solicitation will support Moonshot in carrying out technical assistance and fee-for-service project activities. This support may include outreach, intake and screening support, research, coordination, drafting, task tracking, data and platform administration, reporting, and documentation.

B. Contractor(s) may support the delivery of Technical Assistance within the scope of authorized task orders, but Moonshot will retain programmatic responsibility for the Technical Assistance it provides.

C. Contractor(s) shall not make binding commitments on behalf of Moonshot or make final programmatic, funding, eligibility, or other decisions reserved to Moonshot unless expressly authorized in writing. Contractor(s) may prepare analyses, recommendations, draft materials, and other work products within the scope of an authorized task order.

D. Work authorized under this solicitation will be limited to activities permitted under the applicable grant, contract, or other funding source and authorized through a written task order.

Work assigned to Contractor(s) will not include general marketing, fundraising, or business development activities outside the scope of an authorized task order.

E. Contractor(s) shall not use grant-funded technical assistance activities to market their fee-for-service services, solicit future paid engagements from assisted communities, or obtain an unfair competitive advantage in future procurements issued by the client to whom Moonshot delivers services.

F. Contractors shall not represent themselves as Moonshot employees. If Moonshot provides a Contractor with a Moonshot email address or access to other Moonshot systems, the Contractor's signature block and project communications shall accurately identify the Contractor's status.

G. Selection under this solicitation does not guarantee any minimum volume of work or work assignments. Commencement of work will be subject to written task-order authorization, funding availability, allowability under the applicable funding source, and applicable contracting, approval, and compliance requirements.

H. Contractor(s) shall provide Moonshot with information reasonably necessary to determine compliance with applicable funding-source requirements, including information regarding the location of personnel performing assigned work when relevant to the applicable award or task order. Moonshot may condition a task order on obtaining any approvals required by the applicable funding source.

VI. Task Order Structure

Work under any resulting agreement will be authorized by written task orders or written task authorizations. Each task order may include:

- funding program;
- project/community;
- task objective;
- scope of work;
- authorized activities;
- expected deliverables;
- not-to-exceed hours or budget;
- billing code/project code;
- reporting and documentation requirements;
- Moonshot point of contact;

- period of performance;
- task order number; and
- any funding-source-specific terms, conditions, or approvals applicable to the work.

Each task order will identify the applicable funding source and any funding-source-specific requirements. A task order may require additional certifications, contract provisions, approvals, documentation, or other conditions applicable to the work authorized.

Contractors shall not begin work until a written task order, or written task authorization has been issued by Moonshot. Work performed outside the scope, budget, or period of performance of an authorized task order will not be compensable unless approved in writing by Moonshot.

VII. Meeting Participation

Contractor(s) may be required to participate in project-specific coordination meetings, work plan meetings, deliverable review meetings, community meetings, and funder or partner meetings as reasonably necessary to complete authorized task orders and as provided for within the applicable task order or authorized budget.

Contractors are not expected to participate in general Moonshot staff meetings, employee supervision meetings, HR meetings, or internal meetings unrelated to assigned task orders.

VIII. Email and Systems Access

Moonshot may provide selected Contractor(s) with limited Moonshot email and project-specific systems access solely for the purpose of performing authorized task orders.

Contractors' use of Moonshot systems is limited to assigned Moonshot work, is subject to Moonshot information security and confidentiality requirements, and will not create an employment relationship. Access may be modified or terminated at any time and must be discontinued upon completion or termination of the contract or no longer required for authorized work.

IX. Invoice Requirements

Invoices must reference the applicable task order and include sufficient detail to support allowability, allocability, reasonableness, and project-level cost tracking.

At minimum, invoices must include:

- date of work;
- project/community;
- funding program or project code;
- task order number or title;

- description of work performed;
- hours worked;
- hourly rate;
- total by task/project;
- deliverable or work product supported;
- name or role of the individual performing the work, if more than one person is authorized under the applicable task order; and
- any additional information required by the applicable funding source or task order.

Moonshot may reject or request revision of invoices that do not include sufficient detail, or that include costs outside the scope, budget, or period of performance of an authorized task order.

X. Minimum Qualifications

Respondents should demonstrate relevant experience in one or more of the following areas:

- water, wastewater, stormwater, local government, nonprofit, or utility-related program support;
- community or utility outreach;
- technical assistance coordination;
- intake, screening, or eligibility review;
- public data research and synthesis;
- meeting coordination and documentation;
- preparation of draft memos, summaries, tools, or reporting materials;
- federally funded or grant-funded program support;
- Monday.com platform administration and related data/workflow management.

Experience with small, rural, tribal, or under-resourced communities, and with water/wastewater systems (in general) is preferred but not required. Respondents are not required to demonstrate experience in every area listed above and may propose services only in the categories for which they are qualified.

XI. Response Requirements

Responses should include:

1. **Statement of Interest**
   Briefly describe the Respondent's interest in supporting Moonshot's technical assistance programs and fee-for-service projects.

2. **Qualifications and Relevant Experience**
   Describe relevant experience, including experience with water/wastewater systems and utilities, community outreach, grant-funded programs, public-sector work, nonprofit water sector work, community research, project coordination, drafting and preparing program materials, and project or grant documentation.

3. **Service Categories**
   Identify which scope categories the Respondent is qualified to support:

- Community and Utility Outreach Support
- Intake, Screening, and Research Support
- TA Delivery Coordination and Drafting Support
- Reporting and Documentation Support
- Monday.com Platform, Data, and Reporting Support

4. **Examples of Relevant Work**
   Provide up to three examples of relevant work. Examples may include project summaries, evidence of outreach support delivered, research summaries, written deliverables and materials provided to clients, records of meeting coordination, examples of reporting or documentation, support and similar work. Respondents may describe confidential or proprietary work at a summary level and are not required to submit materials that they are not authorized to disclose.

5. **Availability**
   Describe availability, including anticipated weekly or monthly capacity and any scheduling limitations.

6. **Rates**
   Provide proposed hourly rates by individual or role. Rates proposed must include all overhead and administrative costs unless otherwise noted. Identify any other anticipated charges or reimbursable expenses, if applicable.

7. **Conflicts of Interest**
   Disclose any actual, potential, or perceived conflicts of interest related to Moonshot, the technical assistance programs supported under this solicitation, assisted communities, funders, or partner organizations.

8. **Compliance Statement**
   Complete and sign Attachment A – Respondent Certification, confirming ability to comply with Moonshot's contracting, confidentiality, documentation, invoicing, information security, conflict-of-interest, and applicable funding-source requirements.

XII. Evaluation Criteria

Moonshot will evaluate responses based on the following criteria. Respondents will be evaluated in relation to the service categories for which they are proposing to provide support.

Criterion	Points
Relevant qualifications and demonstrated experience: Qualifications of proposed personnel and demonstrated success delivering comparable work.	35
Understanding of Moonshot's project support needs: Demonstrated understanding of the operational needs of technical assistance programs and fee-for-service projects, including applicable funding and compliance requirements.	20
Availability and capacity to perform the work: Ability to provide the proposed personnel, meet anticipated timelines, and respond to changing workload needs.	15
Proposed rates and cost reasonableness: Reasonableness of proposed rates in relation to the services offered and level of expertise proposed.	20
Quality and relevance of work examples: Quality, clarity, and applicability of submitted work samples to the proposed services.	10
Total	**100**

Conflict-of-interest disclosure and compliance with mandatory solicitation requirements will be evaluated on a pass/fail basis and may affect a Respondent's eligibility for selection.

Moonshot may evaluate Respondents for all service categories proposed or may evaluate and select Respondents by individual service category. Selection may be made to one or more Respondents. Moonshot may take any of the actions described in Section XIII including seeking clarification, conducting interviews, negotiating rates or terms, selecting one or more contractors, readvertising, or making no award.

XII. Contracting Requirements

Selected Contractor(s) will be asked to negotiate and enter a written agreement with Moonshot before work begins. The agreement will include terms addressing, as applicable:

- independent contractor status;
- confidentiality;
- information security;
- conflict-of-interest requirements;

- applicable federal and funding-source-specific contract provisions;
- insurance requirements;
- invoicing and payment terms;
- records retention;
- ownership of work product;
- termination provisions;
- task order requirements;
- non-solicitation or no-marketing restrictions related to the work;
- return of Moonshot information and termination of Moonshot systems access;
- compliance with applicable funding-source requirements; and
- any required federal, state, local, or funding-source-specific contract provisions.

Moonshot will conduct vendor screening, including applicable federal exclusion, debarment, sanctions, or other eligibility screening before executing any contract.

XIII. Reservation of Rights

Moonshot reserves the right to:

- reject any or all responses;
- waive minor informalities;
- request additional information;
- conduct interviews;
- negotiate rates and terms other than those proposed by the Respondent;
- select one or more contractors;
- make no award;
- issue task orders at its discretion;
- limit work based on funding availability, allowability under the applicable funding source, and program needs; and

- make awards by service category or combination of service categories;

Submission of a response does not guarantee selection or work assignments.

XIV. Submission Instructions

Responses must be submitted by email to:

procurement@moonshotmissions.org

Subject line:

Response – Community Outreach and TA Support Services

Responses are due by:

December 18, 2026, 5:00 PM EST

Questions may be submitted to:

procurement@moonshotmissions.org

Questions must be received by:

December 4, 2026, 5:00 PM EST

Moonshot may issue written responses or clarifications and may issue written addenda modifying or clarifying this solicitation. Material clarifications or changes will be made available to prospective Respondents in a consistent manner.

Attachment A – Respondent Certification

By submitting a response, the respondent certifies that:

1. The Respondent is authorized to submit the response.

2. The information provided is accurate and complete to the best of the respondent's knowledge.

3. The respondent has disclosed actual, potential, or perceived conflicts of interest.

4. The respondent is not suspended, debarred, or otherwise excluded from doing business with the federal government.

5. The respondent will comply with applicable federal, state, and local laws and regulations.

6. The respondent will comply with Moonshot's contracting, confidentiality, information security, conflict-of-interest, documentation, invoicing, records retention, and applicable funding-source requirements.

7. The respondent understands that invoices must include sufficient detail to support allowability, allocability, reasonableness, and project-level cost tracking.

8. The respondent understands that selection does not guarantee work assignments.

9. The respondent understands that work may not begin until a written agreement and task order or written task authorization are issued by Moonshot.

Respondent Name: _____

Company/Firm Name, if applicable: _____

Title: _____

Email: _____

Phone: _____

Signature: _____

Date: _____