

REQUEST FOR PROPOSALS (RFP)

Grant Writing and Funding Development Consultant

Issued By: American Mosquito Control Association (AMCA)

RFP Release Date: June 9, 2026

Deadline for Questions: June 23, 2026

Proposal Deadline: July 7, 2026

Interviews (if needed): July 13–17, 2026

Anticipated Contract Start Date: August 1, 2026

About AMCA

The American Mosquito Control Association (AMCA) is an international professional association dedicated to enhancing health and quality of life through the suppression of vector-transmitted diseases and the reduction of mosquitoes and other public health pests. AMCA provides leadership, information, collaboration, tools, and education to support vector management professionals and programs.

AMCA works across mosquito and vector-borne disease prevention, surveillance, research, public education, workforce development, and public health preparedness initiatives. While AMCA has a strong history of federally funded work, particularly through the CDC, the Association is seeking to expand and diversify funding opportunities across additional federal agencies, foundations, and strategic partners.

Purpose of the RFP

AMCA is seeking proposals from qualified consultants or firms to serve as a Grant Writing and Funding Development Consultant. The selected consultant will work collaboratively with AMCA leadership, subject matter experts, researchers, and potential principal investigators to identify funding opportunities, coordinate proposal development efforts, and support the preparation of competitive grant applications.

The ideal consultant will bring both strong grant development expertise and familiarity with public health, vector-borne disease, mosquito and vector control, environmental health, applied research, or related scientific and governmental fields.

AMCA is seeking a collaborative long-term partner who can help build and expand the Association's grant portfolio and funding infrastructure.

Scope of Services

The selected consultant may provide services including, but not limited to:

- Funding opportunity identification and monitoring
- Researching federal, foundation, corporate, and research funding opportunities
- Coordinating with AMCA staff, volunteer leaders, researchers, and subject matter experts
- Assisting in development of proposal concepts and project frameworks
- Drafting and editing grant narratives and supporting materials
- Supporting proposal timelines and coordination
- Helping identify emerging funding areas aligned with AMCA priorities
- Supporting partnership development with agencies, institutions, and collaborators when appropriate

As appropriate, AMCA may expand the consultant's role to include grant administration or grant management services for awarded projects under a separate or amended fee structure.

Desired Qualifications

AMCA is seeking consultants or firms with demonstrated experience in:

- Grant writing and proposal development
- Securing federal, foundation, and/or research funding
- Public health, vector-borne disease, environmental health, entomology, research, or related scientific fields
- Working with scientific, governmental, nonprofit, or association-based organizations
- Coordinating complex proposal development involving multiple stakeholders
- Developing competitive federal grant applications

Preference may be given to applicants with:

- Experience working with CDC-funded projects
- Existing relationships or familiarity with public health and research funding landscapes
- Experience supporting research-focused collaborations or principal investigators
- Knowledge of mosquito control, vector management, or related public health systems

Contract Structure

AMCA anticipates entering into an initial six (6) month consultant agreement, with the opportunity for renewal or expansion based on organizational needs, funding activity, and performance.

During the initial engagement period, AMCA anticipates a modest monthly retainer structure, anticipated to be up to \$2,000 per month, focused on:

- Funding opportunity identification

- Relationship and project coordination
- Strategic grant development support
- Proposal planning activities

AMCA anticipates that the engagement may evolve over time into a more project- or performance-based structure as grant activity expands. This may include:

- Proposal-specific development fees
- Compensation tied to awarded grants where appropriate and allowable
- Grant administration or grant management fees for funded projects

Respondents are encouraged to propose engagement and compensation structures they believe would best support a successful long-term partnership with AMCA.

Reporting and Communication Expectations

The selected consultant will be expected to maintain regular communication with AMCA staff and provide ongoing updates regarding funding opportunities, proposal development activities, and pipeline status.

Respondents are encouraged to outline their proposed communication, reporting, and project management approach, including:

- Frequency of meetings or check-ins
- Opportunity tracking methods
- Reporting formats
- Proposal development workflow recommendations

Proposal Requirements

Interested consultants or firms should submit a proposal including:

1. Cover Letter
2. Firm or Consultant Overview
3. Relevant Experience and Qualifications
4. Experience with Public Health, Research, or Vector-Related Funding
5. Proposed Approach and Methodology
6. Proposed Communication and Reporting Structure
7. Examples of Relevant Past Work or Funding Successes
8. References
9. Proposed Fee Structure
10. Any Additional Value-Added Services or Recommendations

Evaluation Criteria

Proposals may be evaluated based on:

- Relevant experience and expertise
- Understanding of AMCA's mission and funding environment
- Quality and practicality of proposed approach
- Experience securing relevant grant funding
- Communication and coordination capabilities
- Proposed fee structure and overall value

Submission Instructions

Please submit proposals electronically in PDF format to:

Megan MacNee
Executive Director
American Mosquito Control Association
mmacnee@mosquito.org

Questions regarding this RFP may also be directed to the contact above. Please submit all questions by **DEADLINE**.

Additional Information

AMCA reserves the right to reject any or all proposals, request additional information, negotiate scope and fees, or discontinue the RFP process at its discretion.

AMCA values collaborative, evidence-based, and mission-driven partnerships that support innovation and advancement in vector management and public health.