

**Hamilton County Department of Education  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421**

**MEMORANDUM**

To: Hamilton County Board of Education  
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, Chief Financial Officer  
Lindsay Cepero, Director of Procurement

Date: November 17, 2022

RE: Award Request for Proposal RFP File 23-10, Fiscal Pre-Monitoring  
Support Services

Award Request for Proposal No. 23-10, Fiscal Pre-Monitoring Support Services to Brustein & Manasevit, PLLC for support services to provide independent review and analysis of fiscal monitoring activities, for a term of approximately eighteen (18) months with all services completed no later than June 1, 2024 and in the amount of \$46,200.

Expenditures will be from the available federal Fiscal Pre-Monitoring Supports Grant awarded to Hamilton County Schools.

On September 1, 2022, the Procurement Department advertised Request for Proposal No. 23-10, Fiscal Pre-Monitoring Support Services to obtain proposals for support services to provide independent review and analysis of fiscal monitoring activities. On the opening day of October 6, 2022, one (1) proposal was received and subsequently evaluated by the project's designated selection committee. Based on the evaluation criteria listed in the RFP and the selection committee's discussion, recommendation was made for the award of this contract to the responsive and qualified respondent Brustein & Manasevit, PLLC.

Attachment(s):  
Brustein & Manasevit, PLLC Proposal