



REQUEST FOR QUALIFICATIONS FOR GRANT WRITING & ADMINISTRATION

On or before 12:00 p.m. on Monday, September 14, 2015, the Town of Kingston Springs, Tennessee will receive qualification statements from interested parties related to grant writing and administration for the Town. No late statements will be accepted.

Interested parties should submit copies of their statement of proposal to:

City Manager Mike McClanahan
Town of Kingston Springs
P.O. Box 256
396 Spring Street
Kingston Springs, TN 37082

Questions concerning this RFQ may be directed to City Manager Mike McClanahan at (615) 952-2110 ext. 15 or by email at: citymanager@kingstonsprings-tn.gov.

Please Note:

The selection of an individual or company wishing to provide grant writing and administrative services will not be made on cost alone, but may be made based on consideration of qualifications, previous experience, quality of previous work, time to completion, and price.

The Town of Kingston Springs reserves the right to reject any or all bids.

Services will begin on, or around Wednesday, September 30, 2015

SCOPE OF SERVICES

The Town of Kingston Springs is seeking to make application for several State and Federal grant opportunities in the near and short term. As such, Town staff is looking for a consultant to assist the City Manager in identifying possible funding opportunities, completing application, and in serving as a third party grant administrator.

The incumbent company or individual representative should be able to demonstrate the following:

- Knowledge of non-profit, state, and federal grant opportunities.
- Work history involving the funding of projects for local fire, police, code enforcement, public works, sewer utility, parks, recreation, and administrative services.
- Frequent and constant communication with the City Manager and Town staff in support of funding opportunities, project requirements, and in advance of deadlines.
- Physical completion and administrative close-out of grants from multiple types of funding sources.
- Positive references from area or similarly configured municipalities.

PROPOSAL EVALUATION

Proposals will be evaluated based on previous experience with similar projects, the amount of services provided, the quality of services provided, and price.

Proposals should include (1) a description of the qualifications of the company or individual representative, (2) a detailed description of services provided, (3) a list of funding opportunities worked on in nearby or similar communities in the last three years with a brief description and contact person, (4) a schedule of fees for service.