



# Request for Qualifications: Grant Administration Services

Marshall County Government

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## **Request for Qualifications**

Marshall County, TN in conjunction with the Marshall County Board of Public Utilities is seeking grant administration services for the County in connection with its non-competitive grant application to the Tennessee Department of Environment and Conservation (TDEC) for the State of Tennessee American Rescue Plan Act (ARPA) funds which have been allocated to the County for water, wastewater and stormwater infrastructure projects under TDEC's Water Infrastructure Investment Plan.

### **Description of Scope of Services**

These services include the following items.

- Using the TDEC grant management system to prepare the County's grant application in accordance with the TDEC's grant manual, grant application and any other guidance provided by TDEC
- Assisting in preparing or preparing the County's Title VI Pre-Audit Survey, Supplier Direct Deposit Authorization Use, future invoices for reimbursement requests and state approvals, and other required documents and submit these documents to TDEC using TDEC grant management system or other means as necessary
- Providing timely reports to TDEC during the grant award period in accordance with the terms and conditions of the TDEC grant contract with the County
- Assisting the County in maintaining accounting records for compiling and reporting accurate financial data in accordance with appropriate accounting standards and principles.
- Ensuring that all State ARPA funds used for water, wastewater and stormwater infrastructure projects are used in compliance with the United States Treasury's Final Rule
- Assisting the County in complying with federal reporting requirements found in 2 C.F.R. Part 200 and the Compliance and Reporting Guidance issued by the United States Treasury for State and Local Fiscal Recovery funds under American Rescue Plan Act (ARPA)
- Providing any other needed grant administration services

## **Evaluation Criteria**

Administrators will be rated on the following criteria:

- Past work performance including quality of work, timeliness, and program knowledge
- Capacity of firm to perform the work within the time limitations and grant requirements
- Familiarity of the firm with the objectives of the grant program
- Specialized experience or technical expertise of the firm with grant projects

## **Submittal of Qualifications**

Firms should submit qualifications by 2:00 p.m. on Thursday, September 8, 2022, to the Marshall County Budget Office, 2205 Courthouse Annex, Lewisburg, TN 37091 or via email to [rbates@marshallcountyttn.com](mailto:rbates@marshallcountyttn.com). Marshall County's evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. All firms submitting qualifications must be willing and capable to enter into a contract with the County.