*CITY LOGO OR LETTERHEAD*

CITY NAME, TENNESSEE

REQUEST FOR PROPOSAL FOR GRANT ADMINISTRATION SERVICES

**DATE:            Monday, June 12, 2023**

**NOTICE:**

City Name seeks grant administration services for the City 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 (ARP) funds which have been allocated to the City 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 City’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 City’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 City

• Assisting the City in maintaining accounting records for compiling and reporting accurate financial data in accordance with appropriate accounting standards and principles.

• Ensuring that all State ARP funds used for water, wastewater and stormwater infrastructure projects are used in compliance with the United States Treasury’s Final Rule

• Assisting the City 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

**Project RFP Schedule**

The following is the schedule for the proposal submission and selection process:

Date RFP issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

Deadline for firms to submit questions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

Answers to questions provided to firms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

Proposals submittal deadline \_\_\_\_\_p.m. CT \_\_\_\_\_\_\_\_\_\_\_\_, 2022

Notification to firms no earlier than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

# Evaluation Criteria

City Name will evaluate proposals based upon the following criteria:

* Knowledge of TDEC Water Infrastructure Investment Plan for use of State ARP Funds for water, wastewater, and stormwater infrastructure – 40%
* Experience and ability to successfully complete the scope of services – 20%
* Familiarity with operation of water, wastewater and stormwater systems in Tennessee -20%
* Cost to perform the scope of services – 20%

**Selection Process**

All qualified proposals submitted in accordance with the terms of the Request for Proposal will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals. City Name staff responsible for this project will review and evaluate all proposals received in response to this Request for Proposal. City Name staff will make a recommendation to the \_City Name Commission and/or \_City Name Mayor (Executive) for review and approval.

# Questions

# All questions should be submitted by email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.

# Questions will be answered via email to those who ask a question and to all other firms no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.