

**Hardin County, TN**  
**Request for Qualifications for Grant Administration Services**  
**Issued: Tuesday, April 30, 2024**  
**Due: Tuesday, May 21, 2024 at 4:00 P.M.**

**OVERVIEW**

Hardin County request statements of qualifications from grant administration providers for services for the renovation of the County Health Department. The Scope of Work includes:

- Document control and management.
- Program and financial compliance requirements and local financial procedural support.
- Documentation submission for review/approval as required by the grant.
- Other support functions as required by Hardin County.

The project is utilizing state ARP Non-Competitive Local Health Department Capital Investment Program funds. It must comply with the ARP requirements.

**RESPONSE REQUIREMENTS**

Statements of qualifications will be received **until Tuesday, May 21, 2024 at 4:00 PM**. Two copies of the responses, along with a digital copy, are to be delivered to:

Mayor Kevin Davis  
Hardin County Courthouse  
465 Main St., Ste. 11  
Savannah, TN 38372  
mayor@hardincountyttn.net

**RESPONSE OUTLINE**

Responses shall address the following points in order as these will serve as the evaluation criteria, each weighted equally:

1. Demonstrated experience providing requested services for similar projects of scope and scale.
2. Experience and knowledge of working with similarly sized communities and ability to comply with the Grantee codes policies and regulations.
3. Staff capability and availability of professional staff to serve the Grantee in a competent and timely manner.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based on race, color, sex, creed, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms and other minority-owned and women-owned firms are encouraged to respond to all advertisements of Hardin County.