



## REQUEST FOR PROPOSAL (RFP)

### Grant Administration Services Morgan County Utah

#### 1. Introduction

Morgan County (“the County”) is seeking proposals from qualified firms or individuals (“Consultants”) to provide **grant administration services** for current and future grant-funded projects. The selected Consultant will assist the County in ensuring compliance with all applicable federal, state, and local regulations and provide professional support throughout the grant lifecycle, from application to closeout.

#### 2. Background

Morgan County is a local government entity in Utah, responsible for providing essential public services including infrastructure, public safety, and community development. The County regularly applies for and manages grants from federal, state, and local funding sources. To ensure effective management and compliance, the County seeks to contract with a qualified Grant Administrator.

#### 3. Scope of Services

The selected Consultant will be expected to perform, but not be limited to, the following services:

- Identify and evaluate potential grant opportunities relevant to County departments.
- Assist in preparing and submitting grant applications.
- Develop and maintain grant management policies and procedures.
- Oversee post-award administration, including compliance monitoring, reporting, and financial tracking.
- Maintain documentation to ensure audit readiness.
- Coordinate with County staff, state/federal agencies, and funding partners.
- Provide technical assistance and training to County departments as needed.
- Assist in closeout and evaluation of grant programs.

#### 4. Proposal Requirements

Proposals must include the following information:



1. **Cover Letter** – Brief summary of the firm or individual’s qualifications.
2. **Experience and Qualifications** – Relevant experience in grant writing, administration, and compliance (particularly with federal and state programs).
3. **Approach and Work Plan** – Description of methods for managing multiple grants and ensuring compliance.
4. **Cost Proposal** – Detailed fee structure (hourly rate or fixed cost) and any reimbursable expenses.

## **5. Submission Instructions**

**Proposal Due Date:** December 1<sup>st</sup> 2025 5:00 PM

**Submission Method:** Email

**Submit To:**

Kate Becker, Administrative Manager

Morgan County

48 W Young St

Morgan Ut 84050

Email: kbecker@morgancountyutah.gov

Phone: 435-800-8724

Late submissions will not be accepted.

## **6. Terms and Conditions**

- The County reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the County.
- All costs incurred in preparation of the proposal shall be the responsibility of the proposer.
- The selected Consultant will be required to enter into a professional services agreement with the County.
- The contract may be renewed annually based on performance and funding availability.

## **7. Contact Information**

All questions regarding this RFP must be submitted in writing to:

Kate Becker, Administrative Manager

Email: Kbecker@morgancountyutah.gov