

Request for Qualification For Grant Writing and Grant Administration Services

The Pike County Commission , Alabama, is now soliciting qualifications from qualified individuals or firms to provide grant writing and grant administration services for federal grant programs that can include, but not be limited to, the Community Development Block Grant / CDBG Program, the Appalachian Regional Commission / ARC Program, the Land and Water Conservation Fund / LWCF Program, the Recreational Trails Program / RTP, etc. This solicitation for such services to be procured are in accordance with 2 CFR 200.319 - Competition. It is the Pike County Commission's intention to maintain a list of one or more individuals or firms determined by the Pike County Commission to be best qualified to perform these grant writing and grant administration services for the Pike County Commission up to a period of one (1) to three (3) years in duration. Individuals or firms submitting their qualifications in response to this Request must be well versed in a myriad of Federal, State of Alabama, and the Pike County Commission's local government laws and regulations involved in grant writing and grant administration in general. Qualified individuals and firms must also possess a thorough knowledge and clear understanding of the Federal, State of Alabama, and the Pike County Commission's local government laws and regulations as well as the specific programmatic standards that pertain to grant writing and grant administration services associated with the specific grant program(s) to which this Request pertains.

Factors to be considered in the selection of individuals and firms responding to this Request include the following:

- (1) breadth and length of experience of the individual(s) or firm(s) in writing grant applications for units of local government who are seeking federally-funded grant projects (20 points);
- (2) breadth and length of experience of the individual(s) or firm(s) in administering funded grant projects for units of local government who have been awarded federally-funded grants (20 points);
- (3) availability and qualifications of key personnel who will write and administer the grant projects (20 points);
- (4) list of grant applications and list of funded grant projects on which the individual(s) or firms(s) have worked over a period of the past fifteen (15) years (20 points);
- (5) relevance of individual's or firm's experience to that of the Pike County Commission's proposed grant project (20 points);
- (6) scope of specific services included by the individual(s) or firm(s) in grant writing and grant administration of projects (20 points); and

(7) previous experience of developing, writing, and managing grant applications and funded grant projects in the Pike County Commission's local jurisdiction (20 points).

SCORE: _____ points out of 140 total points.

To be considered, the individual's or firm's Qualification (or Proposal) is to be submitted to: Pike County Commission, Attn: Qualification or Proposal, P O Box 1147 Troy, Alabama 36081 by November 21, 2025 at 4:00pm.

If you have any questions or need additional information concerning this Request for Qualification (or Request for Proposal), please call McKenzie Wilson at 334-566-6374 and mwilson@pikecommission.com.

Within 14 days from the above-stated deadline for submitting responses to this Request, the Pike County Commission will make its selection of individual(s) or firm(s). The Pike County Commission will provide a written confirmation of such selection to the selected individual(s) or firm(s).

Pike County Commission

P O Box 1147, Troy, AL 36081

10/28/2025