

Notice of Request for Proposals for Professional Administrative Services
Town of Jonesborough

The Town of Jonesborough, Tennessee is requesting Statements of Qualifications from firms interested in providing administrative services for a 2026 Community Development Block Grant Project. Duties to be performed by the firm will include assistance in application preparation as well as project administration in the event the project receives funding.

An administrative services firm will be evaluated and selected based on the following criteria:

- 1) Specialized Experience or technical expertise of the firm in connection with the type of services to be provided.
- 2) Past record of performance on State and Federally funded projects with the community and other clients including quality of work, timeliness, and cost control.
- 3) Capacity of the firm to perform the work taking into consideration current and planned workload.
- 4) Familiarity of the firm with the CDBG Program.
- 5) Familiarity with local conditions.
- 6) Cost Proposal.

If you are interested in providing the required services, please send one copy of your Statement of Qualification to me at Town of Jonesborough, 123 Boone St., Jonesborough, TN 37659 or emailed to grosenoff@jonesboroughtn.org on or before January 30, 2026 at 2:00 PM.