

REQUEST FOR QUALIFICATIONS (“RFQ”)

Administrative Assistant/Grant Writer

The Seven County Infrastructure Coalition (the “Coalition”) issues this request for qualifications (RFQ) for an Administrative Assistant/Grant Writer. This is a contracted position for part-time work paid at a rate based on experience. Each applicant will be required to propose the hourly cost for their services. The Administrative Assistant/Grant Writer will maintain the written records of the Coalition, such as minutes of Board meetings, resolutions and all other documents. The Administrative Assistant/Grant Writer, under the direction of the Executive Director, may be asked to prepare or help prepare grants and will function as the records officer for the Coalition. The Coalition is an independent political subdivision and public body in Utah, currently comprised of the following counties: Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah.

The majority of the services (all of which will be on an as requested basis) expected to be provided by the Administrative Assistant/Grant Writer will be related to Coalition activities and will include, but are not limited to, the following:

- Prepare documents for consideration by the Coalition Board including agendas and minutes.
- Prepare for monthly meetings and provide information to the Board and staff, in a timely manner.
- Prepare and maintain detailed minutes of Coalition Board meetings.
- Communicate in a professional manner with the Executive Director, Coalition Board members and others, including members of the public
- Maintain written records for the Coalition in compliance with Utah State requirements for a public body.
- Provide support to the Coalition Board and Executive Director on a variety of matters, including matters commonly understood to involve administrative support.
- Draft grant applications as directed and monitor required grant reporting.
- Adhere to the Rules and Regulations of the Coalition related to written records.
- Attend regularly held monthly meetings (usually in Price, Utah), and other meetings as requested.
- Update and keep current documents stored on the Coalition’s web site.
- Post on the website, after the monthly meeting, as instructed, in a timely manner.
- Maintain a home office.
- Keep a detailed time log of work performed and prepare monthly invoices for payment.
- Responsible for ordering needed office supplies and working with the finance office for payment.
- Other tasks as assigned.

The qualified candidate shall demonstrate the ability to understand directions, work independently, and clearly communicate in writing. Prior experience working for a public body and grant writing is desirable but not required.

The Executive Director/selection committee will review the RFQ's and select the most qualified candidates. Selected candidates may be requested to demonstrate their abilities, such as by producing draft minutes from a recording that the Coalition will provide. Any travel required for an interview will be at the candidate's expense. During that interview candidates will be scored based on the following criteria: Overall experience and ability, including minutes- 50%, Cost/Fees – 25%, and Interview presentation - 25%.

All questions regarding this RFQ should be submitted by no later than 3:00 p.m. February 24, 2022. All responses to this RFQ shall be due by 12:00 p.m. February 28, 2022. NOTE: all times shown are Mountain Time ("MT")

Respondents shall provide an electronic copy of their RFQ sent via email to Mr. Michael J. McKee and to Mr. Eric Todd Johnson, respectively, to mmckee@7county.utah.gov and to eric@bcjlaw.net and the subject line should read, "Coalition Administrative Assistant/Grant Writer".

Questions concerning this RFQ should be addressed to: Mike Mckee at (435) 823-5010 or by email at mmckee@7county.utah.gov OR to Eric Johnson at (801) 520-5333 or by email at eric@bcjlaw.net.

The Coalition's responses to all questions received regarding the RFQ may be provided to all respondents, as appropriate.

This RFQ will be provided as requested to potential candidates. It will also be posted on the Utah Public Notice Website. In the event that it becomes necessary to revise any part of this RFQ, an addendum, supplement, or amendment to this RFQ will be posted on the Utah Public Notice Website. It is the responsibility of the potential candidates to check that website for any addendums, supplements, or amendments made to the RFQ.

Once submitted, the RFQ response becomes the property of the Coalition and will be disposed of according to Coalition policies including the right to reject responses/proposals.

Responses of all candidates shall be open to public inspection according to Coalition policies.