

Request for Proposal (RFP)

Grant Administration – Hometown Health Clinic

Overview:

Hometown Health Clinic formerly known as McKenzie Medical Center is an integral part of healthcare in rural, West Tennessee and has served our communities for over 40 years. We are a physician-owned, community healthcare provider with eight locations in the cities of Bruceton, Camden, Dresden, Gleason, Huntingdon, and McKenzie that span across Benton, Carroll, and Weakley counties.

Hometown Health has been awarded a contract from Tennessee Department of Health (TDH) via Healthcare Resiliency Practice Transformation & Extension program, intended to help Tennessee providers deliver integrated, high-quality, comprehensive prevention and healthcare services, and innovative care delivery models that are evidence-informed.

Hometown Health is looking for a grant administrator to support management of the \$1.5 million dollar contract.

Project Goals:

- Oversee grant activities including vetting and monitoring progress of vendors and staff.
- Act as a liaison between TDH, Hometown Health Clinic, vendors, and other partners.
- Support Hometown Health Clinic with contract compliance including, but not limited to informing policies, procedures, proper documentation, and allowable use of funds.
- Support Hometown Health Clinic's bookkeeping staff and/or contractors to ensure proper allocation of funds, proper invoicing, supporting documentation, audit procedures, etc.
- Lead the preparation of reports for TDH and/or other involved funders.
- Meet monthly and/or quarterly with TDH and Hometown Health as required.

Project Timeline:

May 2024 – December 31, 2026

RFP Requirements and Submission Guidelines:

- Interested administrators should have demonstrated experience managing TDH grants and federal grants such as with HRSA, CDC, USDA, and/or FEMA.
- Preference will be given to Tennessee based consultants/firms. Ideal administrator will have experience working with federally designated Rural Health Clinics.
- Proposals should be addressed to Tammy Ethridge and sent to tetheridge@hometownclinics.com by Thursday, May 16th, 2024, 12pm Central.
- Hometown Health will notify selected administrator by Friday, May 17th, 2024.