

## Sample Request for Proposals Administrative Services

### REQUEST FOR PROPOSALS FOR ADMINISTRATION SERVICES

The Town/City/County of \_\_\_\_\_ requests proposals from qualified firms or individuals for the preparation of FY 20\_\_ Community Block Grant (CDBG) application(s) and for the administration of approved CDBG project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the Town/City/County Clerk, Town/City/County of \_\_\_\_\_; (mailing address for entity) no later than \_\_\_\_ p.m. on \_\_\_\_\_ (date) \_\_, 20\_\_.

The Administrative Consultant will be responsible for preparing the CDBG application(s) and for implementing the Town/City/County's CDBG project(s) through close-out, pending award(s) by the Mississippi Development Authority. The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations and procedures of the CDBG Program. The contract will be on a lump sum basis, and the amount of funds is not known as this time.

The Town/City/County of \_\_\_\_\_ is an Equal Opportunity Employer. The Town/City/County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The Town/City/County also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that the Town/City/County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of \_\_\_\_\_. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for CDBG Administrative Services." Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of persons to be assigned to project;

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The Town/City/County will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The Town/City/County reserves the right to reject and and/or all proposals.

The Town/City/County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the Town/City/County, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each application prepared and each awarded project that is administered. The Town/City/County has the authority to terminate the selection at any time.



