

Kayla Hall
(903) 737-2417

119 N Main, Room B05
Paris, Texas 75460



COUNTY AUDITOR
OF
LAMAR COUNTY

11/29/2016

To whom it may concern,

Re: Proposed Contract Funding for the 2017-2018 Texas Community Development Fund

Dear interested party,

Attached is a copy of the County of Lamar's Request for Proposals for grant writing and administrative services. These services are being solicited to assist the County of Lamar in its application and administration of a contract, if awarded, from the Texas Department of Agriculture – Office of Rural Affairs (TDA) for the 2017-2018 Texas Community Development Fund of the Texas Community Development Block Grant Program. The County of Lamar will be applying for such funding to support public infrastructure improvements in the County of Lamar.

The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Lamar County Auditor's Office
119 N. Main St. Room B05
Paris, TX 75460

The deadline for submission of proposals is 10 a.m. December 22, 2016. The County of Lamar reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County of Lamar is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Kayla Hall
Lamar County Auditor

RFP for Administration/Professional Services

The County of Lamar is seeking to enter into a services contract with a competent administration/management firm/professional service provider to assist the County in preparing an application for and in the overall management of its proposed 2017/2018 Texas Community Development Block Grant (TxCDBG) Community Development Fund project from the Texas Department of Agriculture – Office of Rural Affairs (TDA) for a public infrastructure project. The following outlines the request for proposals.

I. Scope of Work - The professional administration/management firm/consultant to be hired is to provide contract-related management services to the County of Lamar, including but not limited to the following areas:

- Application Preparation Assistance*
- Project Management
- Financial Management
- Environmental Review
- Real Property Acquisition/ URA
- Construction Management
- Fair Housing/Equal Opportunity
- Housing rehabilitation/affordable housing (if applicable)
- Audit/Contract Close-out Assistance

Please specify actual tasks to be performed under each of these categories.

*Application preparation is not reimbursable with CDBG federal or local match funds and must be separately documented

II. Statement of Qualifications – The County is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in applying for and managing federally-funded local public works construction projects
- Related Experience / Background with specific project type
- Certified Administrator of TxCDBG Program by TDA
- Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city/county on this project if your firm is awarded this management services contract.

III. Proposed Cost of Services - Please provide your cost proposal to accomplish the scope of work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the County of Lamar will not use lowest/best bid as the sole basis for entering into this contract.

If the cost of proposed professional administration services will exceed \$ 50,000, then profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.

IV. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	40
Work Performance	30
Capacity to Perform	10
Proposed Cost	<u>20</u>
Total	100

- V. Deadline for Submission – Proposals must be received no later than 10 a.m. December 22nd, 2016 at the following address:

Lamar County Auditor's Office

119 N. Main Street

Room B05

Paris, TX 75460.