

REQUEST FOR PROPOSALS FOR ADMINISTRATION SERVICES

The Town of Raleigh requests proposals from qualified firms or individuals for the administration of MCWI funds received from the Mississippi Department of Environmental Quality. You are invited to submit eight (8) copies of the proposal, in accordance with this request, to the Office of the Town Clerk, Town of Raleigh; P.O. Box 355, Raleigh, MS 39153 no later than 10 a.m. on December 8, 2023. The Administrative Consultant will be responsible for administering the Town's MCWI project(s) through close-out, pending award(s) by the Mississippi Department of Environmental Quality. The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations, and procedures of the MCWI Program. The contract will be on a lump sum basis, and the amount of funds is not known at this time. The Town of Raleigh is an Equal Opportunity Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for MCWI 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 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 reserves the right to reject any/or all proposals. The Town will award a contract to the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and is determined to be the most advantageous to the Town, price and other factors considered. The contract will include the scope and extent of work and other essential requirements.

November 15 and November 22, 2023

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