**REQUEST FOR PROPOSAL FOR ADMINISTRATION SERVICES**

NOTICE is hereby given that **the Claiborne County Board of Supervisors**, Claiborne County, **MS** request proposals from qualified firms or individuals for the preparation of the application for Mississippi Development Authority CDBG Public Facilities Grant and for the administration of the approved CDBG projects. Packages will be accepted until the hour of **9:00 a.m.** local time on **April 16, 2018**, at the office of the **County Administrator** located at **510 Main Street**, **Port Gibson, MS 39150** (**601**) 437-5216 or mail to P O Box 689 Port Gibson, MS. All packages must be received by the aforementioned date and time to be considered.

The Administrative Consultant will be responsible for preparing the CDBG application and for implementing Claiborne County’s CDBG project through close-out, pending awards 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 alum sum basis, and the amount of funds is not known at this time.

Claiborne County is an Equal Opportunity Employer. Claiborne County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Claiborne County also encourages Section 3 eligible business 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 County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Claiborne County. 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: Qualification (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 grant awarded, the projects activities, and the status of the projects;**

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

Claiborne 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. Claiborne County reserves the right to reject and/or all proposals.

Claiborne 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 County, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executive for each application prepared and each awarded project that is administered. The County has the authority to terminate the selection at any time.

Please publish this at least (2) times

Furnish bill and one proof of publication to the **Claiborne County Board of Supervisors**, **P.O. Box 689,** **Port Gibson, MS 39150.**