

## REQUEST FOR PROPOSALS

The Town of Webb, Mississippi will receive sealed proposals from qualified firms for professional services for application preparation and general administrative services required in the application submission and possible implementation of a 2023 Home Investment Partnerships (HOME) Program for Homeowner Rehabilitation/Reconstruction activities. The application will be submitted to the Mississippi Home Corporation (MHC) for funding. The required services are as follows:

**APPLICATION PREPARATION AND GENERAL ADMINISTRATION:** Perform all application preparation duties required for submittal to the Mississippi Home Corporation (MHC) for 2023 HOME funding. Work will include HOME program goals, objectives and policies, compilation of beneficiary information, citizen participation requirements, budgetary requirements, adherence to HOME application rating factor criteria, and submittal of the HOME application to MHC in a timely manner. If funded, general administrative duties will include assisting the Grant recipient in Grant Agreement execution, financial and budgetary management, implementation of HOME, State and Federal guidelines, maintenance of the project files, assistance in implementation of the project work activities, liaison between the Grant recipient and State including compliance and monitoring coordination and finally, HOME project close-out according to MHC rules and regulations.

Proposals will be rated according to the following criteria: scope of services (10 points), qualifications (40 points), experience (40 points) and performance capacity (10 points).

Proposals are requested in accordance with 24 CFR Part 85 “Common Rule” and any other applicable state and federal rule or regulation, including Section 3 of the Housing and Urban Development Act of 1968 and the Fair Housing Amendments Act of 1988. The Town reserves the right to reject any and all proposals and to waive any irregularities in the proposal process. Contracts will be awarded to the qualified proposer whose proposal is determined to be the most advantageous to the Town.

Proposals must be sealed and labeled and must be delivered to the Town of Webb, Attn: Mayor and Board of Aldermen, Town Hall, 159 South Laura Street, P.O. Box 677, Webb, MS 38966, on or before 4:00 p.m., Tuesday, October 10, 2023. At this time the proposals will be opened and taken under advisement for grading by the Mayor and Board of Aldermen.

Mayor and Board of Aldermen  
Town of Webb