

ADVERTISEMENT

Jackson County, Mississippi

REQUEST FOR PROPOSAL **ADMINISTRATIVE SERVICES**

For **KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT** **PROGRAM**

Notice is hereby given that Jackson County is soliciting responses for **ADMINISTRATIVE SERVICES for the KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**. Interested and qualified respondents may submit Request for Proposal (RFP) Packages, according to the requirements described herein, to Jackson County, 2915 Canty Street, Pascagoula, MS 39567. **All RFP Packages are due by or before 12 p.m. (CT) on June 7, 2022.** Any packages delivered to or received after the 12 p.m. deadline will not be considered and shall be returned unopened to the addressee. All RFP Packages will be publicly opened and read aloud **at 1:00 p.m. (CT) on June 7, 2022** in the Board of Supervisor's Board Room in the Jackson County Services Complex located at 2915 Canty Street, Pascagoula, MS 39567.

The primary purpose is to provide Administrative Services to the County as the Project Administrator for its Katrina Community Development Block Grant (KCDGB) application and subsequent administration for a newly constructed Emergency Operations Center Facility. The County is seeking funding from the Mississippi Development Authority through its current KCDBG program allocations.

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** by or before 12 p.m. (CT) on **May 26, 2022**.

Contact Information: Sonya Carter, Grants Director
P.O. Box 998
Pascagoula, MS 39568-0998
Email: sonya_carter@co.jackson.ms.us
Phone: (228) 938-2850

Interested firms may not contact any staff member of Jackson County, except the above referenced individual with regard to this RFP. All inquiries will be routed to the appropriate staff member for response.

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **"ADMINISTRATIVE SERVICES - KCDBG PROGRAM"** **or** electronically through www.jacksoncoplans.com. Submit electronic RFP Packages with the same information, forms and requirements as for Sealed RFP Packages. When submitting electronically, the RFP Package must be submitted as a single "PDF" file with the first page bearing the name of the respondent, his mailing address, and the name of the RFP for which the RFP Package is submitted. When RFP Packages are submitted electronically, respondents must ensure that their electronic submission can be accessed and viewed by the County immediately upon opening. The County will consider any file that cannot be immediately accessed and viewed at the time of the opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A respondent will not be permitted to unencrypt files, remove password protections, or resubmit documents after opening to make a file viewable if those documents are required with the RFP Package. Electronic RFP

Packages must be secured with a blue ink signature or an electronic signature. For an electronic copy of the RFP, documents can be viewed or downloaded from www.jacksoncoplans.com. Respondents will be required to register FREE with Plan House Printing at www.jacksoncoplans.com to submit an electronic RFP Package. For any questions relating to the electronic submittal, please call Plan House Printing at 662-687-1209.

Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) color original paper submittal and seven (7) color copies, as well. The RFP documents **MUST** be on 8 1/2" X 11" pages, numbered pages, and typewritten.

Mail or Ship RFP Packages to:

Jackson County Board of Supervisors

Attn: Josh Eldridge, Chancery Clerk

RE: Administrative Services - KCDBG Program

P.O. Box 998

Pascagoula, MS 39568-0998

OR

Hand Deliver RFP Packages to:

Jackson County Board of Supervisors

Attn: Josh Eldridge, Chancery Clerk

RE: Administrative Services – KCDBG Program

2915 Canty Street, Suite R

Pascagoula, MS 39567

This advertisement is to be published on:

May 8, 2022 and May 15, 2022.