**CITY OF BILOXI**

**REQUEST FOR PROPOSALS**

**FOR PROFESSIONAL ADMINISTRATIVE SERVICES**

The City of Biloxi is requesting proposals from experienced community development consultant firms or individuals to provide administrative services to assist the City prepare and submit the following HUD-required documents in compliance with applicable regulations, policies and requirements of the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Entitlement Program. The documents to be prepared and submitted are the City of Biloxi Annual Action Plan (AAP) for Program Year (PY) 2024 and PY2025; the Five-Year Consolidated Plan (that includes the PY2025 AAP as a component); amendments to the plans, as may be needed; and the PY2022 and PY2023 Consolidated Annual Performance and Evaluation Reports (CAPERs). The City of Biloxi also is requesting CDBG administrative services, as may be requested on a periodic basis during PY2023 and PY2024, to assist with general CDBG program administration, whichmay include providing technical assistance to contractors and subgrantees to ensure compliance with applicable regulations including timely implementation; and conducting environmental assessments using HEROS software.

Proposals for these professional services will be rated according to the following criteria:

**1.** **EXPERIENCE** developing CDBG Entitlement Program Action and Consolidated Plans and CAPERs or with comparable planning, strategy and evaluation documents for similar types of federal block grant programs. The proposal must identify: the primary individual to perform the administrative functions; his/her experience working on the local level with CDBG grantees, or with local grantees of similar types of federal programs with similar regulations, policies and requirements; and provide names and contact information for three (3) public agency references, identifying the work he/she performed for each. The proposer must identify experience using the HUD Econ Planning Suite and HEROS as the subject documents must be prepared and submitted through those systems.

**2.** **QUALIFICATIONS** as they pertain to knowledge and technical expertise developing CDBG Entitlement Program Action Plans, Consolidated Plans and CAPERs or comparable planning, strategy and evaluation documents for similar federal block grant programs. The proposer must specifically identify the qualifications of each individual to perform administrative services by function.

**3.** **CAPACITY FOR PERFORMANCE** to perform required services in a timely manner according to the City’s deadlines, given the consultant firm’s or individual’s current workload and staff.

All proposals will be rated on the following system to determine the offer most advantageous to the City. Description and maximum points: Qualifications – 40; Experience – 40; Capacity – 20; Total: 100 Points.

Proposals are requested in accordance with 24 Code of Federal Regulations Part 85.36 “Competitive Proposals” and HUD CPD Notice 96-05. A contract may be awarded to the qualified proposer whose proposal is determined to be most advantageous to the City, price and other factors considered.

The City of Biloxi is an equal employment opportunity employer and encourages Minority-Owned Business Enterprises (MBEs) and Woman-Owned Business Enterprises (WBEs) to submit proposals. The City also encourages Section 3 eligible businesses to submit proposals.

For the full RFP, including scope of work, federal and local deadlines and proposal content requirements, please contact Susan Pickich, Federal Programs Manager, at (228) 435-6269 or [spickich@biloxi.ms.us](mailto:spickich@biloxi.ms.us).

Please submit one (1) original and three (3) copies of the proposal in a sealed envelope labeled with NAME OF FIRM OR INDIVIDUAL: CDBG Administration Proposal to the Mayor’s Office 140 Lameuse Street Biloxi, MS 39530 if hand delivered or mail to the City of Biloxi P. O. Box 429 Biloxi, MS 39533-0429. Bidders have the option of submitting their bids in a sealed envelope or through the City’s electronic bid submission link at [www.biloxiplans.com](http://www.biloxiplans.com).

The City reserves the right to reject any and all proposals and to waive any informalities or irregularities in the proposal process. Sealed proposals will be received until 10:00 a.m., Wednesday, September 13, 2023. Proposals will be opened at 10:00 a.m., Wednesday, September 13, 2023 in the City Hall Council Chambers, 2nd floor, 140 Lameuse Street Biloxi, MS 39530.

Published by order of the Municipal Clerk, this the 16th day of August, 2023.

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Municipal Clerk

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PLEASE SEND PROOF OF PUBLICATION.