

LEGAL NOTICE

REQUEST FOR PROPOSALS TO PROVIDE ADMINISTRATIVE SERVICES

The Town of Potts Camp is requesting proposals from qualified firms or individuals to provide administrative consulting services for the preparation of the Town's FY '20 Community Development Block Grant (CDBG) application(s) and the administration and implementation of the approved CDBG project(s) through program closeout. Administrative consulting services must be performed in accordance with federal, state and local laws, regulations and policies. The Town of Potts Camp is an Equal Opportunity Employer and encourages Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) to submit proposals. Those desiring consideration must also comply with Federal Housing and Urban Development (HUD) Section 3 Regulations (24 CFR 135). The contract shall be on a lump sum price basis. Those desiring consideration must prepare and submit a proposal that addresses all the following evaluation criteria:

- Experience and success in preparing CDBG applications (25 points)
- Experience and success in administering CDBG projects (25 points)
- Qualifications of staff member assigned to projects (20 points)
- Scope of Services to carry out projects (20 points)
- Schedule of time to complete projects (10 points)

Proposals shall be reviewed by the Mayor and Board of Aldermen using the above criteria and point factors. Contract negotiations shall be initiated with the qualified firm or individual whose proposal is determined to be most advantageous to the Town, based on the above criteria. The Town of Potts Camp reserves the right to negotiate with more than one qualified firm or individual and also to cancel all proceedings and begin a new process of soliciting proposals. In order to be considered qualified proposals must be received by 2:00 p.m., March 3, 2020. Proposals must be addressed to the Town of Potts Camp, 17 South Center Street, Potts Camp, MS 38659 and marked on the outside as "Proposal for Administrative Services - CDBG". Information concerning the proposals may be obtained from the above address and by calling 662-333-7285.

Herbert Luther, Mayor
2/13/20 & 2/20/20

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