

## **CITY OF VICKSBURG (HOME) REQUEST FOR PROPOSAL**

Notice is hereby given that the City of Vicksburg intends to accept Statements of Qualifications for Professional Grant Writing Services for the Mississippi Development Authority, Home Investment Partnership Program (HOME).

Packages will be accepted until the hour of 9 a.m. local time on November 10, 2014 at the City Clerk's Office, 1401 Walnut Street, Vicksburg, MS 39180 or P. O. Box 150, Vicksburg, MS 39181.

1. Qualifications - List of qualifications of each staff person.
2. Experience - Information regarding the experience of the firm. This should include the types of projects previously undertaken.
3. Capacity for Performance - Identify the number of and title of staff available to provide services.

All proposals will be rated on the following system – Qualifications 40 points; Experience 40 points; Capacity 20 points; Total 100 points.

Proposals will be reviewed by the selection committee using the above criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be most advantageous to the City of Vicksburg, price and other factors considered. The contract will include the scope and extent of work and other essential requirements.

Applicants are cautioned that the City Clerk does not receive the daily U.S. Mail on or before 9:00 a.m. Applications will be time-stamped upon receipt according to City Clerk's time clock.

The City of Vicksburg reserves the right to reject any and all proposals.

