REQUEST FOR PROPOSALS FOR CDBG ADMINISTRATIVE SERVICES

The Town of Monticello, Mississippi, requests proposals from qualified firms or individuals for the preparation of FY 2019 Community Development Block Grant (CDBG) application(s) and for the administration of approved CDBG project(s). You are invited to submit a proposal, in accordance with this request, to the Town of Monticello; Attn: Town Clerk; P.O. Box 822; Monticello, MS 39654 or by hand-delivery to Monticello Town Hall at 202 Jefferson Street, no later than 4:00 P.M., on February 15, 2019.

The Administrative Consultant will be responsible for preparing the CDBG application(s) and for implementing the Town's CDBG project(s) through closeout, pending award(s) by the Mississippi Development Authority. The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations, and procedures of the CDBG Program.

The Town of Monticello is an Equal Opportunity Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Additionally, Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010), requires, to the greatest extent feasible, that opportunities for job training, employment, and other economic opportunities be given to low and moderate income residents of the project area. Section 3 also requires, to the greatest extent feasible, that contracts for work in connection with the project be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: **"Proposal for CDBG Administrative Services."** Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points), and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail: **Qualifications** - List of qualifications of persons to be assigned to project, **Experience** - Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects. **Capacity for Performance** - Identify the number and title of staff assigned to provide services.

The Town will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The Town reserves the right to reject any and/or all proposals.

The Town will award a contract with the qualified firm or individual whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the Town, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project. The contract will be on a lump sum basis and in accordance with the established CDBG program fee scale. The Town has the authority to terminate the selection at any time.

*(Please publish in the **LEGAL** section of the newspaper on **1/23/19 & 1/30/19**)*