LEGAL NOTICE
REQUEST FOR PROPOSALS

Request for Proposals from qualified firms or individuals to provide Administration Services for 2019 Homeowners Rehabilitation/Reconstruction Program under the HOME Investment Partnership Program.

You are invited to submit a proposal, in accordance with this request, to the Hinds County Board of Supervisors, 316 South President Street OR Post Office Box 686, Jackson, Mississippi 39205-0686, no later than **10:00 a.m. on August 12, 2019**. **ATTN: LaVonne McGee, Director Office Human Capital Development.**

Hinds County may award contracts contingent upon funding, to the responsible parties whose proposals are within the competitive range and other factors to be considered as set forth below:

ADMINISTRATOR: The Administrator shall prepare all the necessary administrative services to properly conduct and perform all activities 2019 Homeowners Rehabilitation/Reconstruction Program under the HOME Investment Partnership Program through closeout, in accordance with Federal Regulations, policies and State law. The project includes the following activities: Assist the County and its agents in the general program management including accounting, required reports to HUD and the State, compliance with State and Federal laws, regulations, and requirements, establishment and maintenance of filing system; and liaison between the County and the State. The contract is lump sum.

Those desiring consideration should submit proposals by the time and date stated above and must include the following:

- Qualifications - List of qualifications of each staff person to be assigned to project.
- Experience - Information regarding the experience of the firm or individual. This should include types of projects undertaken.
- Capacity for Performance - Identify the title of staff available assigned to provide services.

Hinds County will rate all proposals as follows: (Description and maximum points): Qualifications - 40; Experience - 40; Capacity - 20; Total 100 points.

Proposals will be reviewed by the selection committee using the above selection criteria. Hinds County may award contract to whose proposal is within the competitive range and determined by the County to best meet the categories and cost. The contract will include scope and extent of work and other essential requirements.

The Hinds County reserves the right to reject any and all proposals.

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MINORITY & SMALL BUSINESS
DEVELOPMENT DIVISION