

REQUEST FOR PROPOSALS FOR ADMINISTRATIVE SERVICES

The Warren County Board of Supervisors requests proposals from qualified firms or individuals for the preparation of FY 2015 Community Development Block Grant (CDBG) project(s) and subsequent administration of any approved CDBG projects. You are invited to submit a proposal, in accordance with this request, to the Warren County Chancery Clerk's Office, Attn: Beverly Johnson, 1009 Cherry Street, Vicksburg, MS 39183, until 10:00 a.m. on February 17, 2015.

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

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 basis: Qualifications (40 points), Experience (40 points), and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail: **Qualifications** - Identify qualifications of staff to be assigned to project, **Experience** - Provide documentation of experience, including the types of projects undertaken. **Capacity for Performance** - List the number and title of staff assigned to provide services.

The Warren County Board of Supervisors will designate a selection committee to rate each proposal. The committee may hold proposals for a period not to exceed thirty (30) days for review. The Board of Supervisors will award a contract with the qualified individual or firm whose proposal has been issued the highest cumulative points and determined to be the most advantageous to Warren County, price and other factors considered. A separate contract will be negotiated on a lump sum basis for each application prepared and for each awarded project that is administered. Each contract will include the scope and extent of work and other essential requirements. The Warren County Board of Supervisors has the authority to terminate the selected individual or firm at any time.

The Warren County Board of Supervisors is an Equal Opportunity Employer. The Warren County Board of Supervisors encourages minority-owned and woman-owned businesses to submit proposals. This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 which requires that when employment or training opportunities are generated by HUD-funded projects, preference is given to low and very low-income project area residents. Further, the contractor will, to the greatest extent feasible, utilize Section 3 business concerns in the award of contracts and purchase of services and supplies.

The Warren County Board of Supervisors reserves the right to reject any and/or all proposals.