JACKSON COUNTY, MISSISSIPPI
REQUEST FOR PROPOSALS

The Jackson County Board of Supervisors will accept sealed proposals from qualified firms or individuals for administrative services required for its Katrina Supplemental Community Development Block Grant Program. A Project Administrator will be selected to oversee this project.

Information packages concerning the request for proposals are available at the Jackson County Grant Department, 2915 Canty Street, Suite P, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.

The service required for this project is:

ADMINISTRATIVE: Assist the County and its agents in the application preparation and subsequent program administration including: 1) management accounting, 2) required reports to Housing and Urban Development (HUD) and the State, 3) implementation of applicable State and Federal laws, regulations and requirements, 4) establishment and maintenance of filing system, and 5) serve as liaison between the County and the State. Firms or individuals proposing to perform administration services must submit a list of their qualifications, experience, and capacity for performance.

Proposals for this project will be rated according to the following criteria:

1. EXPERIENCE - similar Community Development Block Grant projects (CDBG);
2. QUALIFICATIONS - knowledge, and technical expertise in this and similar projects; and
3. CAPACITY FOR PERFORMANCE – ability to perform required services in an efficient and timely manner, given current workload and staff.
4. SECTION 3 REQUIREMENTS – all respondents are required to demonstrate commitment to the achievement of the Katrina Community Development Block Grant (KCDBG) Section 3 Goals in one of the following two ways: 1) A respondent must certify as a Section 3 Business Concern, 2) or a respondent must provide a Section 3 Plan detailing how it will meet the required Section 3 Subcontracting Goal; providing subcontracting opportunities to Section 3 Business Concerns in an amount not less than 10% of the total contract amount. Preference will be given to Section 3 Business Concerns as set forth in the "Information to Administrative Firms or Individuals" packets.

NOTE: All proposals must include the following: 1) a completed Section 3 Project Plan, 2) a completed Section 3 Business Concern Certification - completed Employee Roster listing employees and job classifications, and 3) The Mississippi Department of Employment Security (MDES) Employment Plan. Copies of forms are included in the information packages available at the Jackson County Grant Department.

All proposals will be rated on the following system to include Description and Maximum Points: Qualifications – 30, Experience – 35, Capacity– 20, Section 3 Requirements-15; Total – 100 Points to determine the best offeror.

Proposals are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11C, "Competitive Negotiations". The contract will be awarded to the qualified bidder whose proposal is determined to be most advantageous to the County, including cost and other factors considered. The

Board of Supervisors reserves the right to reject any and all proposals and further waive any irregularities or informalities in the proposal process. The County is an equal opportunity employer.

Section 3

This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) ("Section 3"). Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects, preference is given to low and very low-income persons and businesses residing in the community where the project is located. Section 3 Businesses are encouraged to submit a bid as any responsive, responsible bidder that qualifies as a Section 3 Business Concern and will be given a preference during evaluation. **A bidder selected for this project will be responsible for ensuring compliance with all Section 3 Requirements including, but not limited to, the hiring and contracting decisions made on the project.**

Proposals may be held by the Jackson County Board of Supervisors for a period of not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing proposals and investigating qualifications of the applicant prior to awarding. MBE and/or WBE individuals/firms are encouraged to submit a proposal.

One (1) original and seven (7) copies of the proposal should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
KATRINA SUPPLEMENTAL COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL FOR ADMINISTRATIVE SERVICES
VT HALTER MARINE EXPANSION PROJECT

and may be delivered or mailed to:

Mr. Terry Miller. Chancery Clerk
Jackson County Board of Supervisors
2915 Canty Street, Suite R
Post Office Box 998
Pascagoula, MS 39568-0998

by 1:00 P.M. on Wednesday, October 29, 2014. The Selection Committee will review each proposal and select a qualified firm or individual within the time frame allocated by State and Federal guidelines.

Publish One Time in Legal Section on	Friday, October 10 and October 17, 2014
Send Invoice and Proof of Publication to:	Barbara Dumas Marshall, Director Jackson County Grant Department Post Office Box 998 Pascagoula, MS 39568