

**INFORMATION TO ADMINSTRATIVE CONSULTANTS
REQUEST FOR CONSULTING SERVICES**

The City of Indianola, Mississippi is requesting proposals from qualified individuals or firms for preparation of its 2014 Home Investment Partnerships Grant (HOME) application and subsequent administration funded through the Home (HOME) Investment Partnerships Grant Program. All services will be provided in accordance with applicable state and federal program rules and regulations under the Home Investment Partnerships Grant (HOME) Program.

The project will involve, but not limited to, application preparation and subsequent administrative services for the Administration of the City's 2014 Home Investment Partnership Grant Program, if funded by the Mississippi Development Authority's Community Services Division.

Said proposals will be received in the City Clerk's office, City of Indianola, P.O. Box 269, Indianola, MS 38751, until 4:00 P.M., Monday , December 8, 2014, after which time they will be opened by the Selection Committee.

The Consultant Selection Committee will then review each proposal and select a qualified individual or firm.

All proposals should be submitted in a sealed envelope clearly identified as follows:

**NAME OF CONSULTING FIRM OR INDIVIDUAL
2014 HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM
PROPOSAL FOR ADMINISTRATIVE SERVICES**

Scope of Work

The selected administrator shall be responsible for application preparation and the complete administrative services of the funded project in accordance with applicable state and federal laws, regulations, and procedures.

Activities will include insuring compliance with all applicable state and federal laws, regulations, and procedures, particularly those of the Home Investment Partnerships (HOME) Grant Program.

Contract Type

The City desires to enter into a contract with the selected consultant on a lump sum basis with a mutually agreeable predetermined maximum cost.

Section 3 Requirements

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in HOME projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described below:

1. Section 3 also requires that "to the maximum extent feasible: contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.
2. The Section 3 area is defined a follows: The City limits of Indianola.

Proposal Content and Evaluation Criteria

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and

Experience in sufficient detail to be evaluated.

Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of votes, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements. The proposal must include the following parts:

	<u>MAXIMUM POINTS</u>
1. <u>Qualifications</u> -Information reflecting qualifications of persons to be assigned to provide services.	40
2. <u>Experience</u> -Information regarding the Experience of the firm, particularly Home Investment Partnership (HOME) Grant Programs. The information submitted should, at a minimum, include: (1) type of Federal Program, (2) the amount of Federal Funds, and (3) types of project activities undertaken, and (4) Status of program. The Request for Proposal requests detailed information with regard to the experience in specific areas pertinent to Federally assisted projects.	40
3. <u>Capacity for Performance (Work Force)</u> Identify number and title of staff available to provide services. As evidence of capacity, the City will consider previous records with regard to performance in Federally assisted programs.	<u>20</u>
TOTAL POINTS	100

Proposals may be held by the City for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the administrator, prior to awarding the contract. The City is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit proposals.

Funding Available

The amount of the administrative funds to be allocated for the project will be based on approved application preparation and administration rates allowed by the Mississippi Development Authority. Consequently, proposals will be received on the basis of qualifications, experience, and capacity to perform as set forth above.