Town of Walnut
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Vicki Skinner
Mayor

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VIA CERTIFIED MAIL

March 16, 2016

Mississippi Procurement Technical Assistance Program
Mississippi Development Authority
Minority & Small Business Development
P.O. Box 849
Jackson, MS 39205

RE: Community Development Block Grant (CDBG) – Town of Walnut, MS
Request for Statement of Qualification – Administrative Services

Dear Sir or Madam:

The Town of Walnut, Mississippi is soliciting Statements of Qualifications from professional management firms to provide administrative services for a 2016 CDBG project. The Town understands that your firm may be qualified to perform said services.

Enclosed is a copy of the Request for Qualifications that outlines the scope of work and the Town's procedures for the selection of a Professional Administrative Services firm. If you have any questions concerning this solicitation for proposals, please contact Mayor Vicki Skinner, Mayor at (662) 223-4405.

Sincerely,

Vicki J. Skinner

Vicki Skinner
Mayor

RECEIVED 3-21-16

Enclosure

TOWN OF WALNUT, MS
REQUEST FOR QUALIFICATIONS CDBG
GRANT ADMINISTRATIVE SERVICES

The Town of Walnut, Mississippi is requesting Statements of Qualifications from qualified organizations to provide consulting services in connection with a Mississippi FY 2016 Community Development Block Grant Program. Proposals must be submitted no later than 2:00 p.m., CST, March 30, 2016. They must be either mailed or delivered to: Mayor Vicki Skinner, Town of Walnut, P.O. Box 540, Walnut, MS 38683-0540 (662) 223-4405.

The Administrative Consultant will be responsible for Application Preparation and implementing the Town's CDBG project if funded, The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations, and procedures of the CDBG Program.

All proposals should be submitted in a sealed envelope and marked with the following language: **"Statement of Qualifications for FY 2016 CDBG Administrative Services."** Proposals will be evaluated on the following factors: Qualifications and Availability of Key Personnel (40 points), Experience (40 points), and the Scope or Services Available 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. **Scope of Services** – Summarize scope the type of services and administrative activities.

The Town of Walnut is an Equal Opportunity Provider and 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 September 2, 1992, as a statutory provision per 24 CFR 135 of the federal regulations, requires that, to the greatest extent feasible, opportunities for training, employment, and contracting and other economic opportunities be given to low and moderate income residents of the project area. Section 3 also requires that, to the greatest extent feasible, contracts for work in connection with the project be awarded to Section 3 eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area.

The Town of Walnut will award a contract to the qualified firm whose proposal has the highest number of cumulative points issued by the Town and determined to be the most advantageous to the Town. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each funded project. The contract will be on a lump sum basis.