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Renee Weaver  
COUNTY AUDITOR  
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April 12, 2018

Jasper County is requesting Proposals for Grant Administration Services for the FEMA/TDEM Hurricane Harvey Hazard Mitigation Disaster Recovery Project Application.

The deadline for submission of RFPs is 2:00 p.m., April 24, 2018 at the address below:

Renee Weaver  
County Auditor  
County of Jasper  
150 N. Austin St.  
Jasper, TX 75951

Thank you,

A handwritten signature in cursive script that reads "Renee Weaver".

Renee Weaver  
County Auditor

RW/hs

enclosure

- III. Proposed cost of Services – Jasper County will not use the lowest cost as the sole basis for entering into this contract. Cost of services are capped at 6% of the total CDBG-DR award amount.
- IV. Evaluation Criteria – The proposals received will be evaluated and ranked According to the following criteria:

Criteria	Maximum Points
Experience	35
Work Performance	30
Capacity to Perform	15
Proposed Cost	10
Knowledge of FEMA/TDEM	5
Affirmative Action (Female Owned or Minority Owned)	5
<b>Total</b>	<b>100</b>

The Commissioner’s Court, or appointed Committee, shall evaluate each Proposal received. If the County desires, the firms will be notified to make a presentation before the selection process is completed.

- V. Deadline for Submission –The proposals received will be received no later than 2:00 p.m., April 24, 2018.
- VI. Address your proposal to:

Renee Weaver  
 County Auditor  
 COUNTY OF JASPER  
 150 N. Austin St.  
 Jasper, Texas 75951

**ATTENTION: PROJECT APPLICATION ADMINISTRATION AND MANAGEMENT SERVICES  
 FEMA-TDEM DISASTER RECOVERY/HAZARD MITIGATION GRANT PROJECT APPLICATION**

Please provide the County with one (1) original and two (2) copies of your proposal.

REQUEST FOR PROPOSALS  
PROJECT APPLICATION ADMINISTRATION AND MANAGEMENT SERVICES  
FEMA/TDEM DISASTER RECOVERY/HAZARD MITIGATION GRANT  
PROJECT APPLICATION

April 12, 2018

The deadline for submission of proposals is 2:00 p.m., April 24, 2018. The County of Jasper reserves the right to negotiate with any and all persons or Firms submitting proposals, per the Texas Professional Services Procurement Act, the Uniform Grant and Contract Management Standards and Title 2 Code of Federal Regulations 200.318 – 200.326.

Jasper County is an Affirmative Action/Equal Opportunity Employer.

Jasper County is seeking to enter into a professional services contract with a competent management/consulting firm to assist the County in the overall application for the FEMA/TDEM Disaster Recovery/Hazard Mitigation Grant Project and management of project if awarded. The following outlines the request for proposals.

I. Scope of Work- The management consultant or firm to be hired is to provide contract related management services to the County of Jasper, including but not limited to the following areas:

- Application Preparation to meet FEMA standards.
- Financial Management
- Recordkeeping requirements
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity/Section 504 requirements
- Labor Standards monitoring
- Contract close-out assistance

Please specify actual tasks to be performed under each of these categories.

II. Statement of Qualifications - The County is seeking to contract with a competent management/consultant firm that has had experience in grant/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:

- Experience in managing federally-funded local public works construction projects.
- Experience with the Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities of Texas Community Development Program, including Building and Economic Development Projects.
- Experience with FEMA/TDEM Projects.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all employees who will or may be assigned to provide technical assistance to the County of this project.