

Request for Proposals for Administrative Service Provider

Attached is a copy of the County of Tyler's Request for Proposals for grant writing and administrative services. These services are being solicited to assist the County of Tyler in its application and administration of a contract, if awarded, from the 2021-2022 Texas Community Development Fund of the Texas Community Development Block Grant Program of the Texas Department of Agriculture – Office of Rural Affairs (TDA). The County of Tyler will be applying for such funding to support public infrastructure improvements in the County of Tyler.

The submission requirements for this proposal are also included on the attached Request for Proposals (RFP) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Maegan Odom

Assistant Auditor

507 N. Pine St.

Woodville, TX 75979

Email a digital copy to: modom.aud@co.tyler.tx.us

The deadline for submission of proposals is 10:00 AM March 25, 2021. Please send the County two (2) physical copies and one electronic copy of your proposal. The County of Tyler reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

Along with your proposal, you must also include verification that your company as well as the company's principal or principals are not listed (is not debarred) through the federal government's System for Award Management (www.SAM.gov). Please include a printout of the search results.

The County of Tyler is an Affirmative Action/Equal Opportunity Employer.

**Texas Community Development Block Grant
Phase Two Solicitation for Administrative Services
Request for Project-Specific Proposal**

Applicant Community:			
Name of Firm Solicited:			
Firm Address:			
Date Phase 2 Solicitation Sent:		Date Response Due:	
Description of Anticipated Project:			
Anticipated Scope of Work: (check services requested)	<input checked="" type="checkbox"/> Application Preparation Services <input checked="" type="checkbox"/> Basic Contract Implementation Services <input checked="" type="checkbox"/> Assistance for Acquisition of Real Property <input checked="" type="checkbox"/> Compliance with federal Labor Standards (for construction contracts) <input checked="" type="checkbox"/> Section 106 compliance <input checked="" type="checkbox"/> Other _____		
Evaluation Criteria (provide for each): <ul style="list-style-type: none"> • the maximum number of points; • categories such as Very Important, Somewhat Important, or Minor Importance; or • other indication of the relative importance of the criteria 	Criteria	Maximum Score or Relative Importance	Not Used
	Experience	30	
	Prior Work Performance	30	
	CapaCounty to Perform	20	
	Proposed Cost (required)	20	
	Other _____		
	Other _____		
Send Response to:	Name		
	Address		

**Texas Community Development Block Grant
Phase Two Solicitation for Administrative Services
Evaluation of Proposals**

Applicant Community:							
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator				Title		
Description of Anticipated Project:							
Date Solicitation Sent:							
Responses received:	Name of Firm				Date Response Received		
Evaluation of Proposals:							
Enter for each criterion and proposal: <ul style="list-style-type: none"> • Points awarded (if scoring was used on Form P506), or • Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U). 							
Name of Firm	Experience	Prior Work Performance	CapaCounty to Perform	Proposed Cost	Other	Other	Notes
Firm Recommended:							
Firm Selected:							
* If Firm Selected differs from Firm recommended by Evaluators, provide explanation							
Conflict of Interest Evaluated by:					<input type="checkbox"/> No conflict exists	<input type="checkbox"/> Request for waiver submitted to TDA	
Date Awarded by Governing Body:							
Signature of Lead Evaluator:							

Administration/Professional Services Rating Sheet

Grant Recipient _____

TxCDBG Contract No. _____

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	_____
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	_____
4. Certified Administrator of TxCDBG Program by TDA	5	_____
5. References from current/past clients	10	_____
Subtotal, Experience	30	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	_____
2. Responds to client/TDA requests in a timely manner	5	_____
3. Past client/TDA projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/TDA projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

CapaCounty to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Proposal/Work Plan	5	_____
4. Demonstrated understanding of scope of the TxCDBG Project	5	_____
Subtotal, CapaCounty to Perform	20	_____

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ _____		
B = Bidder's Proposal \$ _____		
A ÷ B X 20 equals Respondent's Score	20	_____

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	_____
<input type="checkbox"/> Work Performance	30	_____
<input type="checkbox"/> CapaCounty to Perform	20	_____
<input type="checkbox"/> Proposed Cost	20	_____
Total Score	100	_____