

SAMPLE REQUEST FOR PROPOSALS (RFP)

Introduction

The City of _____ is accepting proposals from consultants for management and administrative services for a Community Development Block Grant from the State of Kentucky, under the 20_____ program. The scope of services are expected to be required from _____ to _____, or project closeout.

Part One: Management and Administration

The level and scope of services to be provided under Part One will be determined by the city. A lump sum, fixed price fee will also be required for services subsequently included in an agreement under Part One. Examples of services which the consultant must be prepared and qualified to provide under Part One are as follows:

1. Assist the city in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG program, including preparation of Section 3 Plan.
2. Prepare an environmental assessment of the program, including consideration of historic preservation concerns and assist the city in meeting all environmental clearance procedures required by the State.
3. Assist the city in meeting financial, administration and bookkeeping requirements of the program, including preparation of requests for payment.
4. Assist the city in meeting record keeping requirements of the program, including the establishment and maintenance of a filing system.
5. Assist the city in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required.
6. Prepare a final report as required by the State upon completion of the program.
7. Furnish the city with forms required for implementation of the project activities included in the application.
8. Furnish staff training to carry out project activities.
9. Prepare any reports required by the state to complete the program.
10. Assist the city in administering housing rehabilitation, property acquisition, and relocation activities if required in program.
11. Prepare an Employee Affirmative Action Plan for the city.

Part Two: Proposal

Proposals will be considered by the city at a meeting to be held at 7:30 p.m. on the 28th day of July, 20____. In order to be considered, proposals must be submitted to the city secretary prior to 3:00 p.m. on the 28th day of July, 20____. The city reserves the right to reject any or all proposals. All proposals should be sealed and marked on the outside, "CDBG ADMINISTRATION PROPOSAL."

Proposals will be evaluated and ranked on the basis of the following considerations:

Technical Approach/Understanding for problem	40
Work Management Plan	10
Experience of Proposed Personnel	20
Corporate Experience	20
Familiarity with Local Context	15
Cost	20
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	125 pts

Proposals will be reviewed by the Task Force and city Staff. No on-site interviews will be conducted. Telephone interviews may be conducted.

Questions concerning the RFP should be addressed to Mary Simmons at 111/445-7891.

Proposals will be evaluated on the basis of written materials. It is not necessary that the consultant attend the meeting at which proposals are considered. Only one copy of the proposal and required supplemental information is requested to be provided.

Proposals should be received at our offices by 3:00 p.m. on July 14, 20____.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI and EO 11246.

Proposals should be addressed to:

(Contact Name)
(Title)
(Address)
(City), Kentucky (Zip)

"EQUAL HOUSING OPPORTUNITY"