**INSTRUCTIONS FOR ADMINISTRATIVE CONSULTANT RFP**

(This is only a sample.)

The (City/Parish) is accepting proposals from consultants for management and administrative services required by the (City/Parish) for the administration/implementation of the Louisiana Disaster Recovery Community Development Block Grant (CDBG) Program.

The project for which funds will be requested consists of:

*(City/Parish to insert here a detailed description that identifies the required skill sets for this proposal, manpower needs, and the size and scope. Proposers should have enough information to reasonably estimate the costs of undertaking the proposal.)*

*Example: The Parish DR program will consist of; (1) three drainage projects with a separate target area each, and (2) two bridge replacement projects with a separate target area each.*

**PART ONE: SCOPE OF SERVICES**

The level and scope of services needed will be determined by the (City/Parish) . It is the intention of the (City/Parish) to award a cost reimbursement contract to the selected proposer. The scopes of services that the consultant must be prepared and qualified to provide are as follows:

***[INSERT HERE]***

*[City/Parish to insert here their list of administrative tasks selected to be provided by a consultant; see SECTION C for a list of choices.]*

**PART TWO: PROPOSALS**

The following information should be included under the title “Request for Proposals for Administrative Services for the Disaster CDBG Program”:

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

 **Contents of Proposal**

Proposers should letter and number responses exactly as the questions are presented herein.

Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach
6. Proposed Compensation
7. **Introduction (transmittal letter)**

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

1. A brief statement of the proposer’s understanding of the scope of the work to be performed;
2. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Louisiana if applicable;
3. A confirmation that the proposer has not had a record of substandard work within the last five years;
4. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
5. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
6. Any other information that the Proposer feels appropriate;
7. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.
8. **Background and Experience**

Proposers should:

1. Describe Proposer’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
2. Describe any prior engagements in which Proposer’s firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Proposer should include all examples of work on similar projects as described in Part One. Proposer should provide a list of completed Disaster Recovery or projects, and/or similar CDBG projects. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
3. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer’s firm to handle the proposed project.
4. Provide current information on professional errors and omissions coverage carried by Proposer’s firm, including amount of coverage.
5. **Specialized Knowledge**

Proposers should:

1. Describe their knowledge of HUD’s requirements for the Community Development Block Grant Program.
2. Describe their knowledge of OCD/DRU Disaster Recovery program.
3. **Personnel/Professional Qualifications**

Proposers should:

1. Identify staff members, in the job classifications of (1) Executive, (2) Project Manager, (3) Analyst III, (4) Analyst II, who would be assigned to act for Proposer’s firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
2. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or Disaster Recovery projects.
3. Estimate the number of persons to be assigned to this project.
4. **Approach**

Proposers should:

1. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
2. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
3. **Proposed Compensation**

For each separate task proposer shall provide the following cost component details:

1. Direct labor hours per task by job classification (as listed 4, Personnel/Professional Qualifications, above), hourly rate by job classification, fringe benefits as either percent or absolute dollar per hour amount; mileage and per diem required per task, contracted services or materials identified by quantities and cost per unit; and overhead as a percent of direct costs or dollar amount per direct labor hour. (See “Cost Component Detail” Exhibit 6-4 of Disaster Recovery CDBG Administrative Manual; a spreadsheet version of Exhibit 6-4 is available online http://www.doa.louisiana.gov/cdbg/dradmin-manual.htm).
2. In addition for each separate task, the proposer may provide a total price per task; consisting of the quantity of units and price per unit as applicable. (See “Price Detail” Exhibit 6-4 of Disaster Recovery CDBG Administrative Manual). Any final price per task will be subject to a cost reasonableness determination and final negotiation.

Proposals will be considered by the *City/Parish* at a meeting to be held at (a.m./p.m.) on the day of , 20 . In order to be considered, proposals must be received by the *City/Parish* prior to (a.m./p.m.) on the day of , 20 . The *City/Parish* reserves the right to reject any or all proposals.

All proposals should be sealed and identified on the outside as;

DISASTER RECOVERY CDBG APPLICATION

Implementation Proposal

Administrative Consultant

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Two copies of the proposal and the required supplemental information should be provided.

**PART THREE: SELECTION CRITERIA**

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

a. Selection Criteria:

(1) Proposal cost;

*(2)-(7)* Non cost evaluation factors *[see SECTION B for list]*

*[The chosen evaluation factors from SECTION B with the corresponding rating criteria should be listed here.]*

b. Rating System: Proposal evaluation will be conducted using [City/Parish to describe method here - *adjectival ratings*, *numerical weights*, or *ordinal rankings*] rating system.

c. Statement of Cost: When combined with the proposed cost, the other evaluation factor(s) will be:

 - significantly more important than cost.

 -approximately equal to cost.

 - significantly less important than cost.

 [*choose and list only one* ]

Questions concerning this proposal should be addressed to (city clerk/parish administrator) at (phone number) . Proposals should be hand-delivered to (city clerk/parish administrator) , at the (city hall/parish office) at (address) or mailed to (city clerk/ parish administrator) , at the (city hall/parish office) at (address) .

- End of Sample RFP -

SECTION A: EVALUATION AND SELECTION

The following instructions are to assist the City/Parish in completing the required information within the Sample RFP provided above:

*Instructions for Selection Criteria*

Each local governing body **must develop its own criteria** and identify those along with the corresponding rating system (including ranges) which will be used to evaluate the proposals received. Evaluations may be conducted using any rating method or combination of methods, including color or adjectival ratings, numerical weights, and ordinal rankings. The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file. The rating system should represent the key areas of importance and emphasis to be considered in the source selection decision; and support meaningful comparison and discrimination between and among competing proposals. Price or cost **must be** **one of the criteria** utilized in evaluating proposals and selecting a contractor. The solicitation shall also state, at a minimum, whether all evaluation factors other than cost or price, when combined, are (1) Significantly more important than cost or price; (2) Approximately equal to cost or price; or (3) Significantly less important than cost or price.

In addition to price or cost; **one or more** of the following non-cost evaluation factors such as past performance, compliance with solicitation requirements, technical excellence, management capability, personnel qualifications, and prior experience shall be considered in the selection of a contractor. [See SECTION B]

*Proposal revisions*

If a proposal is eliminated or otherwise removed from the competitive range, no further revisions to that proposal should be accepted or considered.

The Parish **may** request or allow proposal revisions to clarify and document understandings reached during negotiations. At the conclusion of discussions, each proposal still in the competitive range shall be given an opportunity to submit a final proposal revision. The Parish is required to establish a common cut-off date only for receipt of final proposal revisions. Requests for final proposal revisions shall advise proposers that the final proposal revisions shall be in writing and that the Parish intends to make award without obtaining further revisions.

*[Source: Title 48 CFR Part 15.3]*

SECTION B: Non Cost Evaluation

**Non Cost Evaluation Factors [choose one or more for Selection Criteria]**

Below are six non-cost evaluation factors and ***suggested*** ***considerations*** for using in a rating system. After choosing one or more or the non-cost factor(s) rating criteria; the Parish may add or change suggested considerations for insertion into Part Three the RFP.

Personnel qualifications

 *Suggested considerations*

* Consideration can be given to a combination of education attainment and years of CDBG experience of proposer’s staff.
* Consideration can be given to particular types of experience relevant to the Disaster Recovery proposal. [*for example: if the DR proposal includes drainage projects, identify the drainage projects of which proposer’s staff members have previously worked*]

Management capability

*Suggested considerations*

* Consideration can be given to employees’ depth of skills of proposer.
* Consideration can be given to the number of employees proposers will devote to this proposal.
* Consideration can be given to the length of time proposers have been in business.
* Consideration can be given to diversity of experience proposers have in conducting federal grant programs.
* Consideration can be given to financial capacity of the firm to undertake the contract.

Prior experience

*Suggested considerations*

* Consideration can be given to the number and types of local government proposers have worked with in the past.
* Consideration can be given to the number of CDBG projects proposers have completed relevant to the DR proposal. [*for example: if the DR proposal includes housing or economic development, then the evaluation should be weighted to experience in those types of programs*]
* Consideration can be given to the diversity of types of programs [*housing, public facilities, economic development*] proposer has conducted in the past.

Technical excellence

*Suggested considerations*

* Consideration can be given to the proposer’s knowledge of the CDBG program.
* Consideration can be given to the proposer’s staff expertise in particular CDBG program areas [*acquisition, housing rehabilitation, financial management etc*.]
* Consideration can be given to the proposer’s unique contributions or processes developed in the conduct of previous CDBG programs.

Past performance

*Suggested consideration(s)*

* Consideration can be given to the number and quality of proposer’s references attesting to the quality of work with previous CDBG grants.

Note: When using the past performance criteria; the solicitation must clearly describe the approach for evaluating past performance, including evaluating proposers with no relevant performance history, and shall provide proposers an opportunity to identify past or current contracts that are similar in nature to the proposal. The solicitation shall also authorize proposers to provide information on problems encountered on the identified contracts and the proposer corrective actions. The solicitation must clearly state that in the case of proposer(s) without a record of relevant past performance or for whom information on past performance is not available, the proposer may not be evaluated favorably or unfavorably on past performance.

Compliance with solicitation requirements

*Suggested considerations*

* Consideration can be given to the proposer’s understanding of the scope of the work to be performed.
* Consideration can be given to the proposer’s completeness in its submission to the RFP.

*[Source: Title 48 CFR Part 15.3]*

**SECTION C: SCOPE OF SERVICES PROGRAM ADMINISTRATIVE TASKS**

Below are common tasks associated with administering a Community Development Block Grant Program. Grantees should review the list and decide which tasks are appropriate for the Grantee’s project(s) and then decide which tasks can be performed by the Grantee in house. The remaining tasks [and other program related tasks deemed necessary] should be inserted in PART ONE: SCOPE OF SERVICES of the RFP.

1. General Program Administration

*Suggested Task(s)*

* Establish project files in the local governing body's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
1. Citizen Participation

*Suggested Task(s)*

* Assist in the conduct of public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
1. Acquisition

*Suggested Task(s)*

* Assist *City/Parish* in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc).
1. Environmental Compliance

*Suggested Task(s)*

* Prepare Environmental Review Record(s)
1. Financial Management

*Suggested Task(s)*

* Ensure that the *City/Parish* has an acceptable financial management system as it pertains to finances of the Disaster Recovery CDBG program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
* Prepare the Requests for Payment to ensure consistency with the procedures established for the Disaster Recovery CDBG Program.
* Assist *City/Parish* in meeting the OCD/DRU's financial reporting requirements.
1. Public Facilities/Construction Management

*Suggested Task(s)*

* Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
* Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, DBA Labor Standards, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over $100,000), HUD Handbook (6500.3), 24 CFR 85.36,
* Obtain contractor clearance(s).
* Make progress inspections and certify partial payment requests.
* Assist in a final inspection of the project and in the issuance of a final acceptance of work.
1. Labor Compliance

*Suggested Task(s)*

* Secure the Department of Labor’s federal wage decision and include it in the bid documents.
* Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
* Monitor construction to ensure compliance with labor standards provisions.
1. Fair Housing/Equal Opportunity

*Suggested Task(s)*

* Prepare the Section 504 self-evaluation and transition plan, if applicable.
* Prepare analysis of impediments to fair housing.
* Monitor construction to ensure compliance with equal opportunity Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over $10,000), Section 503, etc.
1. National Objective Compliance

*Suggested Task(s)*

* Conduct survey(s) in target area(s)
* Compile census data for target area(s)
* Conduct income verification of beneficiaries
1. Program Monitoring and Closeout

*Suggested Task(s)*

* Maintain project files in the local governing body's office. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
* Attend and assist the *City/Parish* during the OCD/DRU's monitoring visit(s). Prepare *City/Parish's* response to all monitoring findings.
* Prepare close-out documents.