

**A-29: SAMPLE ADVERTISEMENT REQUESTING PROPOSALS**

**SAMPLE ADVERTISEMENT\***

**REQUEST FOR PROPOSALS FOR ADMINISTRATIVE CONSULTING SERVICES**

The \_\_\_\_\_ (City/Parish) \_\_\_\_\_ is applying for a grant under the *FY 20xx/20xx* Louisiana Community Development Block Grant (LCDBG) Program for the purpose of \_\_\_\_\_ (identify the specific type of project for which funds will be requested) \_\_\_\_\_.

\_\_\_\_\_ (City/Parish) \_\_\_\_\_ is interested in procuring the services of an administrative consulting firm to prepare the application package and to administer and implement the project if it is successful in being funded.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the LCDBG Program. All responses received will be evaluated in accordance with the selection criteria and corresponding point system that is identified in the request for proposals package. That package also identifies the scope of services to be performed by the selected firm.

The \_\_\_\_\_ (City/Parish) will \*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interested parties are invited to secure a proposal package from \_\_\_\_\_ (name of person) at \_\_\_\_\_ (address and telephone number) \_\_\_\_\_. The response to this request must be hand-delivered or mailed to the above named person at the above named address in such a manner that it is received no later than \_\_\_\_\_ (time) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_.

The \_\_\_\_\_ (City/Parish) \_\_\_\_\_ is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women’s business enterprises to apply.

\*This is a sample notice soliciting proposals for an administrative consulting firm. Each local government must prepare a request for proposals that is specific to its own needs. Refer to the sample request for qualifications for a similar, acceptable format. This notice may also be revised as a combined notice requesting qualification statements from engineering/architectural firms and requesting proposals from administrative consulting firms.

\*\*The local government must state one of the following:

- a) award the contract to the respondent obtaining the highest score in the evaluation process; or,
- b) conduct oral interviews with those firms receiving points within the range of \_\_\_\_\_ to \_\_\_\_\_ for the purpose of obtaining a "best and final offer"; following those interviews the proposals will be re-scored and the highest scoring firm will be selected.