

REQUEST FOR PROPOSALS

Sealed RFP's will be received for:

GRANT ADMINISTRATION SERVICES FOR KLEBERG COUNTY

**General Land Office (GLO) Community Development
Block Grant Mitigation (CDBG – MIT) Funds
Coastal Bend Council of Governments' (CBCOG) Method
of Distribution (MOD)**





Kleberg County

Request for Proposals (RFP) for Grant Administration Services

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Cover Letter

August 29, 2022

Re: Kleberg County General Land Office (GLO) Community Development Block Grant Mitigation (CDBG – MIT) Funds Coastal Bend Council of Governments' (CBCOG) Method of Distribution (MOD)

Dear Grant Administrator:

Attached is a copy of Kleberg County's RFP for grant administration. Notice is hereby given that the Commissioners' Court of Kleberg County, Texas, is seeking a qualified grant administrator to assist the County with the administration and development of eligible projects in accordance with the criterion set forth for and through the Texas General Land Office (GLO) for the Community Development Block Grant Mitigation (CDBG-MIT) funds through the Coastal Bend Council of Governments' Method of Distribution (MOD).

The submission requirements for the proposal are included in the Submission Requirements section of this RFP. Firms and/or individuals should have past experience with State and Federally funded programs. **Please send one (1) digital copy of your statement of qualifications as well as two (2) hard copies as directed below.**

Email digital copy to:

fgarcia@co.kleberg.tx.us

Mail hard copies to:

Kleberg County
Judge Rudy Madrid
P.O. Box 752
Kingsville, TX 78364

The deadline for submission of RFP's is September 19, 2022 at 5:00 P.M. Central Standard Time. **Responses received after this date and time will not be accepted.**

RFPs will be reviewed on September 20, 2022 and the qualified firm will be awarded on September 26th. Kleberg County 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.

Kleberg County is an Affirmative Action/Equal Opportunity Employer.



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1. Background

Kleberg County was allocated \$5,076,900 from the Coastal Bend Council of Governments' (CBCOG) Method of Distribution (MOD) for the General Land Office (GLO) Community Development Block Grant Mitigation (CDBG) funds.

Kleberg County is seeking a qualified grant administrator to assist the County with the administration and development of eligible projects in accordance with the criterion set forth for and through the Texas General Land Office (GLO) for the Community Development Block Grant Mitigation (CDBG-MIT) funds through the Coastal Bend Council of Governments' Method of Distribution (MOD)

2. Scope of Work

The professional administration/management firm to be selected is to provide timely and professional services to the County of Kleberg, including, but not limited to the following areas:

- RFQ and Public Notice for Professional Engineering Services
- Project Development
- Identifying Eligible Uses
- Project Management
- Financial Management
- Contract Close-out Assistance

3. Statement of Qualifications

- Brief history including general background, knowledge of and experience working with relevant agencies and programs;
- Related experience in applying for and managing federally-funded local projects, in particular recent experience;
- Describe which specific parts of the Scope of Work the service provider proposes to perform;
- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires;
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline; and
- References.



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4. Selection Process

This RFP provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the County using the point system described in the evaluation criteria section of this RFP. Kleberg County personnel assigned by the County Judge will evaluate the SOQ using the 100-point system described in the evaluation criteria below.

The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence, qualifications, and proposed costs to perform the services.

5. Proposed Cost of Services

Please provide your cost proposal to accomplish the scope of work by category and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note, Kleberg County will not use lowest/best bid as the sole basis for entering into this contract.

6. Evaluation Criteria

The RFP received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	30
Work Performance	25
Capacity to Perform	25
Proposed Costs	20
Total	100



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7. Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. Affirmative steps must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (5) of this section.

8. Certification Regarding Lobbying

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements. Prior to entering into an agreement, respondent shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



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9. Submission Requirements

Submittal to be provided in the order below:

- Statement of Qualifications.
- A copy of your current Certificate of Insurance for professional liability.
- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note the County may, in its sole discretion, determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- System for Award Management. Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification the service provider as well as the its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.
- Questionnaire Form CIQ (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ is included in the RFP and must be submitted with the response.
- Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response. Form 1295 (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.

Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered and may be returned to submitter as non-responsive.

All questions regarding this Request for Qualifications should be submitted in writing and directed to:

Frances Garcia
fgarcia@co.kleberg.tx.us

Questions will not be answered after 5:00 P.M. on September 16, 2022