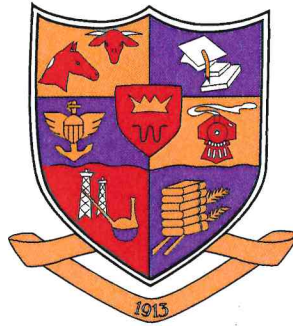


RUDY MADRID
County Judge



Kleberg County
P.O. Box 752
Kingsville, Texas 78364-0752
Phone: (361) 595-8585
Fax: (361) 592-0838
E-mail: rmadrid@co.kleberg.tx.us

COUNTY of KLEBERG
KINGSVILLE, TEXAS

August 6, 2026

Re: Tax Note Funded Projects

Dear Service Providers:

Attached is a copy of the Kleberg County's Request for Proposals ("RFP") for professional administration services. These services are being solicited to assist the County in submitting proposals for maximum leverage of potential funds generated from the Counties CO's.

The selected Service Provider *will* assist the County in the required administrative responsibilities, which might include the identification, application, and administration of grants and matching fund opportunities.

Service providers may submit proposals for any or all activities listed in the attached Scope of Work. Multiple contracts may be awarded as a result of this solicitation. The County will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The submission requirements for your proposal are included in the attached RFP. Please submit a proposal of services and statement of qualifications to:

Rudy Madrid, Kleberg County Judge
700 E. Kleberg, Kingsville TX 78363
fgarcia@co.kleberg.tx.us

The deadline for submission of proposals is August 20, 2026 at 11:00 a.m. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. Kleberg County reserves the right to negotiate with any and all service providers submitting timely proposals.

Kleberg County is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, Labor Surplus Area firms and any other applicable disadvantaged businesses including HUBs are encouraged to submit proposals.

Sincerely,

A handwritten signature in black ink, appearing to be "RM", written over a horizontal line.

Rudy Madrid
Kleberg County Judge

RFP for Administration Professional Services

Kleberg County is seeking a well-qualified administration/activity management and delivery service provider(s) (Provider) to assist the County in submitting proposals for maximum leverage of potential funds generated from the Counties CO's.

1. Project Description

Administration Services

The administration service provider to be hired will provide project selection and contract-related management services, including but not limited to the following areas:

Project Selection

Provider will assist in developing project scope(s) and complete the required identification, application, and administration of grants and matching fund opportunities. The Provider will work with the local government and finance staff, if applicable, to evaluate potential projects.

2. Statement of Qualifications

The County is seeking qualified professional administration service providers experienced in program administration. Please provide the following as it relates to your qualifications:

Experience of the Firm:

- Provide introductory statement for the firm, including:
 - Form of business (corporation, limited partnership, or limited liability company, indicate the state of formation and current standing with the Secretary of State)
 - Name of contact person (single point of contact with Respondent)
 - List of criminal charges, civil lawsuits, or dispute resolutions to which Respondent is a part in the past five (5) years and the nature of the issue. Indicated if and how it was resolved
- A brief history of the service provider and any teaming partners/subcontractors, including general background, knowledge of and experience working with Federal agencies and programs
- Related recent experience in securing and managing Tax Note Funded Projects.

Prior Work Performance References:

- Provide at least three project references including contact information (entity, name, title, email, and phone) from local government clients (must be within the last 3 years)

3. Proposed Cost of Services

Provide your cost proposal to accomplish the Scope of Work by activity or to accomplish the entire Scope of Work as outlined below. This cost proposal shall reflect all services provided to manage programs and/or provide services. The County will negotiate scope and pricing with the awarded vendor as those initiatives are identified.

4. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<u>Criteria</u>	<u>Maximum Points</u>
Experience of the Firm	30
Prior Work Performance	20
Capacity to Perform	30
Proposed Cost	20
Total	100

5. Submission Requirements

- 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 that City/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 Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>).
- **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, 2018, 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 the awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information. Form 1295 requires the inclusion of an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form.
- **Required Contract Provisions**. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.

6. Deadline for Submission – Proposals must be received no later than August 20, 2026 at 11:00 a.m. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Please electronically submit your proposal in .pdf format via email to fgarcia@co.kleberg.tx.us and/or submit your proposal on a thumb drive to the following address:

Kleberg County Judge
700 E. Kleberg
Kingsville, TX 78363

Any questions or requests for clarification must be submitted in writing via EMAIL to the address above at least 3 business days prior to the deadline. Kleberg County may, if appropriate, circulate the question and answer to all service providers submitted proposals.

Required RFP Forms as provided in the RFP must be submitted, or the proposal shall be considered non-responsive.

SCOPE OF WORK
Administration Services

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the County with the identification, application, and administration of grants and matching fund opportunities in order to leverage the maximum potential funding from the Counties CO's.

a) Financial Duties:

- i. Prepare required reports for submission.
- ii. Provide guidance in establishing a bank account for program funds.
- iii. Provide guidance on Program compliance.
- iv. Assist with developing fraud prevention and abuse practices
- v. Prepare for submission closeout documents
- vi. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications
- xi. Assist with other administrative duties required to deliver the project
 - Complete final audit to ensure all procedures were properly followed

COST OF SERVICES

The Responder should enter pricing which includes all costs, expense, and materials needed to perform the services in accordance with this RFP. Pricing for ARP funded projects other than Subtitle M Sec 603 projects will be determined with the awarded vendor once projects are identified.

LUMP SUM PRICE: \$ _____

If your pricing is only for a specific activity in this scope, please indicate the service(s) with your pricing. Respondents proposing to offer specific services are limited to environmental services and will be scored only on that service.

SPECIFIC SERVICE DESCRIPTION: _____.

PRICE: \$ _____

Administration Professional Services Rating Sheet

Respondent: _____

Final Score

Evaluator's Name: _____

Date of
Evaluation _____

Respondent will be scored 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 the submitted proposal and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (environmental) will be scored only on those services.

Experience of the Proposing Firm

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Firm Experience / Background with federally funded projects	10	
2	Related Firm Experience/ Background with specific services:		
a	Administrative, construction management	5	
b	Administrative, non-construction management	5	
c	Procurement of other services & construction	5	
d	Financial Duties	5	
	Subtotal, Experience	30	

Prior Work Performance References

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Work Performance	10	
2	References Provided for prior work	10	
	Subtotal, Performance / References	20	

Capacity to Perform

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Demonstrated understanding of scope of the ARP Act Project(s), as appropriate	5	
2	Qualifications / Experience of Proposed Staff		
a	Resumes appropriate to services required	5	
b	Organizational Chart	5	
3	Approach/Strategy to implement services/projects	5	
4	Current and Projected Workloads	5	
5	Financial Capacity	5	
	Subtotal, Capacity to Perform	30	

Proposed Cost

<u>Method to Evaluate Proposed Cost</u>			
"A" = The lowest priced proposal of all qualified respondents			
"B" = Respondents Proposed Price			
	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Use values A and B above, in the equation below (A ÷ B) X 20	20	

Total Score

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
	Experience	30	
	Prior Work Performance / References	20	
	Capacity to Perform	30	
	Proposed Cost	20	
	Total Score	100	

Insert Certificate of Insurance

**Insert System for Award Management (SAM) record search for
company name and company principal**

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.