

RUN IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE

February 20 and February 27, 2025

Questions? Contact Frances Garcia at 361-595-8585

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**REQUEST FOR PROPOSALS
Kleberg County**

The County of Kleberg is soliciting a Request for Proposals (RFP) to provide Project Development Grant Writing and Administration Services related to Public Safety, Law Enforcement and Emergency Response Border Security Projects and Efforts. Proposals must be received no later than March 6, 2025 at 11:00 a.m. Please electronically submit your proposal in .pdf format via email to fgarcia@co.kleberg.tx.us and/or submit your proposal to Rudy Madrid, 700 E. Kleberg, Kingsville, TX 78363 on a thumb drive to the address provided. It is the responsibility of the submitting firm to ensure that the proposal is received in a timely manner. Kleberg County reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service provider(s). Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals. The County of Kleberg is an Affirmative Action/Equal Opportunity Employer. Servicios de traducción están disponibles por petición.

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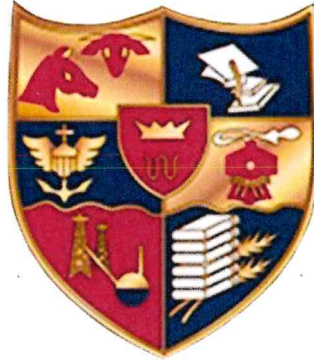
PRINT IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE

Run Date	February 20 and 27, 2025
Newspaper	Kingsville Record
Billing to	Rudy Madrid, Kleberg County Judge
Questions call	Frances Garcia at 361-595-8585
Due at Paper	February 17, 2025

REQUEST FOR PROPOSALS

Sealed RFP's will be received for:

**PROJECT DEVELOPMENT, GRANT WRITING, AND
ADMINISTRATION SERVICES FOR KLEBERG
COUNTY PUBLIC SAFETY, LAW ENFORCEMENT,
AND EMERGENCY RESPONSE BORDER SECURITY
PROJECTS AND EFFORTS**



Kleberg County
Request for Proposals
Project Development, Grant Writing, and Administration
Services
Table of Contents

Cover Letter.....Pg. 3

Background.....Pg. 4

Scope of Work.....Pg. 4

Statement of Qualifications.....Pg. 4

Selection Process.....Pg. 5

Proposed Cost of Services.....Pg. 5

Evaluation Criteria.....Pg. 5

Small and Minority Businesses.....Pg. 6

Certification Regarding Lobbying.....Pg. 6

Submission Requirements.....Pg. 7

Kleberg County
Request for Proposals
Project Development, Grant Writing, and Administration
Services

Cover Letter

February 20, 2025

Re: Public Safety, Law Enforcement, and Emergency Response Border Security Projects and Efforts

Attached is a copy of Kleberg County's RFP for project development, grant writing and administration services. Notice is hereby given that the Commissioners' Court of Kleberg County, Texas, is seeking a qualified firm to assist the County with Project Development, Grant Writing, and Administration Services.

The submission requirements for the proposal are included in the Submission Requirements section of this RFP. Firms or individuals should have past experience with federal and state Funds. **Please send one (1) digital copy of your response to RFP.**

Email digital copy to:

fgarcia@co.kleberg.tx.us

The deadline for submission of RFP's is March 06, 2025, at 11:00 A.M. Central Standard Time. **Responses received after this date and time will not be accepted.**

RFPs will be reviewed on March 06, 2025. 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

Request for Proposals Project Development, Grant Writing, and Administration Services

1. Background

The County is seeking project development, grant writing, and grant administration services for Public Safety, Law Enforcement, and Emergency Response Border Security Projects and Efforts.

2. Scope of Work

The professional 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:

- Project Development
- Project Management
- Identifying Eligible Uses
- Administration
- RFQ and Public Notice for Professional Engineering Services (As applicable)
- Financial Management
- Contract Close-out Assistance (As applicable)
- Attend Meetings, Workshops, and Planning Sessions

3. Statement of Qualifications

- Brief history including general background, knowledge of and experience working with federal and state Funds;
- Related experience in applying for and managing federally funded local projects, in particular recent experience with federal and state Funds;
- 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.

Kleberg County

Request for Proposals Project Development, Grant Writing, and Administration Services

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 or individuals 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. 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	20
Other Relevant Experience	10
Work Performance	25
Capacity to Perform	25
Proposed Costs	20
Total	100

Kleberg County

Request for Proposals Project Development, Grant Writing, and Administration Services

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.

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.

Kleberg County

Request for Proposals Project Development, Grant Writing, and Administration Services

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 its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout 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 the awarded vendor at the 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 the submitter as non-responsive.

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

Frances Garcia
fgarcia@co.kleberg.tx.us

Questions will not be answered after 3:00 P.M. on March 05, 2025