GEORGIA DEPARTMENT of COMMUNITY AFFAIRS

Procurement for Application Development and Administrative Services

CDBG payments for Grant Administration services are subject to the "competitive negotiation" requirements of 24 CFR 570.489(g). These provisions apply, typically, to contracts with private consultants, and are not necessary when contracting with Regional Commissions (RCs). Note, however, that RCs that wish to subcontract directly with private consultants must use the procedures in this section and follow the requirements of 24 CFR 570.489(g), before entering into subcontracts with private consultants. Alternately, the local government may contract with both RC and private consultant, provided the requirements herein are followed for the procurement of the private consultant.

To comply, the applicant government (not the individual or firm proposing to provide services) must:

Step 1. Establish or appoint a local Selection Review Committee
The city or county must establish a Selection Review Committee to determine the evaluation criteria and to rate proposals for services. This committee may consist of the entire local governing body (council/board of commissioners), a subset of this council/ board, as appointed by the Mayor/Chairman, or a combination of elected officials and city/county staff. Cities/counties should have a minimum of three members on the committee.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest. For further guidance regarding potential conflicts of interest, please see the most recent version of the CDBG Recipients' Manual at the following web page: https://dca.georgia.gov/financing-tools/infrastructure/community-development-block-grants-cdbg/annual-cdbg-competition/cdbg.

Step 2. Determine the Selection Criteria to Evaluate Respondents
Determine what evaluation criteria will be used to rate the proposals submitted to the city/county. Prepare a Ratings Criterion Score sheet to evaluate and score each proposal received. See sample in Appendix D.

Step 3. Develop the Request for Proposals (RFP) Package
Develop a Request for Proposal (RFP) package that includes "evaluation factors" selected by the Review Committee and their level of importance. The RFP package should include the submission deadline and instructions for submission, a local point of contact for any questions regarding the RFP, and a format for a Statement of Qualifications. See sample in Appendix C.

It is important to ensure that firms interested in submitting a proposal are aware that the project may be subject to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act. BABA requires products purchased in connection with infrastructure projects funded by Federal financial assistance programs to be produced in the United States, known as the "Buy America Preference (BAP)". Specifically, this is a statutory requirement

that Federal funding for infrastructure projects use “covered materials” that are “American-made.” The BAP applies to the following products: Iron and steel; Manufactured products; Construction materials; and Manufactured products.

Step 4. Advertise the RFP

Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposals must be publicized and reasonable requests by other sources to compete must be honored to the maximum extent practicable. "Solicitation" requests by the Recipient/Applicant must be specifically addressed to a list of more than one potential proposer identified by the City/ County.

To "publicize" the RFP, the applicant must also offer the RFP through publication in a newspaper with adequate circulation or publication by other means such that reasonable exposure to potential proposers can be expected. Potential locations include the local government web site and/or the applicant's “legal organ”. Allow 30 days for responses. See the sample in Appendix A.

If the contract will be for more than $100,000 it must be advertised on the Georgia Procurement Registry (https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp).

Send an email or letter with a copy of the RFP, Statement of Qualifications to a minimum of 7 "known providers". If sending letters by mail, DCA requires that letters be sent certified return receipt to provide the required documentation. Sole source approval is required from DCA when only one response is received. Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method. See the sample in Appendix B.

When soliciting firms to develop applications/administer projects, RFP’s should be sent to at least 7 “known providers.” As a service to applicants, recipients and others, DCA maintains a list of consultants who have expressed an interest in making proposals on CDBG projects. This is not an "approved" list. DCA does not approve or disapprove consultants. This is the applicant’s or recipient's responsibility. The list can be found on the DCA web site.

Step 5. Review and rate proposals

After the submittal deadline, the committee should review and rate each of the proposals received. Committee members should use the evaluation criteria established in step 2 above. Each committee member should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected. See the sample in Appendix D.

Step 6. Approve the selected contractor and award contract

The City Council/Board of Commissioners has final authority to award the contract to the selected contractor. The review committee should present a recommendation to the city/county attorney and to the governing board for final approval. A contract for services should be prepared between the city/county and the selected consultant.

Letter(s) or emails thanking unsuccessful respondents for making a proposal should then be sent. Based on evaluation criteria contained in the RFP, this letter should briefly state the reasons why the respondent was not hired.

Step 7: Record keeping
The city/county must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Copy of the full RFP
- Proof of publication of the RFP (by full tear sheet from newspaper or screen shot of web site; photo of posting on bulletin board)
- List of firms/individuals that were sent RFPs
- Copies of proposals received
- Scoring sheet that shows the rankings for each of the submitted proposals
- Meeting minutes indicating the council/board approved the selection of the selected firm for service
- Executed contract for services with applicable federal language

Because CDBG funds cannot be used to pay for any application development costs, applicants are cautioned only to obligate CDBG funds for grant administration services and not for grant writing services. Contracts should initially only obligate the applicant to pay for costs of application development using local or other non-CDBG sources. Communities are encouraged to include a contingent contract for administrative services that will become effective if the CDBG application is funded. ***Note: Even if local sources of funds are planned for grant administration services and no CDBG funds are budgeted for this activity, this procurement process described herein and in the most recent version of the CDBG Recipients' Manual must be followed for both grant writing and grant administration services based on the requirements of federal regulations.***

If an acceptable procurement process was followed for an application that is being resubmitted because it was denied in the previous program year, it is not necessary for the local government to re-advertise for professional services if they choose to retain the same firm for the same application. Any older procurements will not be valid, and a new advertisement and solicitation of RFP's is required.

For procurement processes that result in requests for sole source approval from DCA, the procurement process must be fully documented to DCA's satisfaction before DCA will grant approval, including but not limited to the following: 1) a description of the procurement process; 2) documentation of advertisement of the Request for Proposals; 3) a list of the active, qualified consultants or engineers/architects that were emailed/mailed the Request for Proposals; and 4) certified return receipt documentation that the Request for Proposals was mailed to the required number of active, qualified consultants or engineers/architects, or adequate email documentation that the Request for Proposals was delivered as required. For further guidance regarding procurement for professional services, please see the most recent version of the CDBG Recipients' Manual at the following web page: https://dca.georgia.gov/financing-tools/ infrastructure/community-development-block-grants-cdbg/annual-cdbg-competition/cdbg.

Appendix A:
Sample Notice for RFP

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CITY/COUNTY
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

Date: **DATE**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the city/county with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the city/county with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

CITY/COUNTY plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20__ CDBG project. The purpose of the project is to provide DESCRIBE PROPOSED IMPROVEMENTS.

Information which should be submitted for our evaluation is as follows:

1) **History of firm and resources**
2) **CDBG experience, including other DCA grant programs**
3) **Capacity to complete scope of work**
4) **Current workload**
5) **Scope and level of service proposed**
6) **Experience with similar projects and list of references**
7) **Fees associated with grant writing, and grant administration, if the project is funded**
8) **Statement of Qualifications Form**

CITY/COUNTY *also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act);*

Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); the Architectural Barriers Act of 1968; and the Build America, Buy America Act (BABA).

Interested parties should request copies of the Statement of Qualifications Form prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on [30 DAYS AFTER PUBLICATION]**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications form, and proposal packages should be submitted to the name and address listed below:

CLIENT CONTACT
CLIENT
ADDRESS
Phone:
Email:

****

Appendix B:
Sample Email Request for Proposals

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Copy and paste the "email" below, including the Fair Housing and ADA logos, to send to your selected Grant Administration firms and remember to select the Request for Delivery Receipt and Request a Read Receipt.

***Subject: PLEASE RESPOND: CITY/COUNTY RFP Grant Administration Services – FY20___CDBG/EIP/RDF

FROM: CITY/COUNTY, Georgia

RE: CITY/COUNTY Solicitation Package for Grant Administration Services – FY20___CDBG/EIP/RDF

PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.

Thank you,

CITY/COUNTY CONTACT
CITY/COUNTY NAME

CITY/COUNTY

REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, advertising and conducting the bid opening; Assisting the city/county with Davis-Bacon and related labor requirements including weekly payroll review and employee

interviews; Assisting the city/county with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

CITY/COUNTY plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY20__ CDBG project. The purpose of the project is to provide TYPE OF IMPROVEMENTS.

Information which should be submitted for our evaluation is as follows:

1) **History of firm and resources**
2) **CDBG/EIP experience, including other DCA grant programs**
3) **Capacity to complete scope of work**
4) **Current workload**
5) **Scope and level of service proposed**
6) **Experience with similar projects and list of references**
7) **Fees associated with grant writing, and grant administration, if the project is funded.**
8) **Statement of Qualifications Form, see attached.**

The City/County also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); the Architectural Barriers Act of 1968; and the Build America, Buy America Act (BABA).

Proposals should be received no later than **5:00 PM on 30 DAYS AFTER PUBLICATION**. Proposals received after the above date and time will not be considered. The City/County reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and Completed Proposals should be submitted to the name and address listed below:

CITY/COUNTY CONTACT
CITY/COUNTY ADDRESS
Phone:
Email:

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Appendix C:
Sample Statement of Qualifications

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GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

_____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

_____

_____

_____

3. Titles, names, and addresses of all officers.

_____

_____

_____

_____

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

5. If you were awarded the administration on these type of projects, what would your fee for grant writing/grant administration services be *(fees can be expressed in percentages, but all agreements will be lump sum amounts)*?

6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____
   6. _____

8. Certifying that:

   Mr./Mrs./Ms. _____ being duly sworn deposes and states that he/she is the _____ (title) of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

Appendix D.
GRANT ADMINISTRATION SAMPLE RATINGS CRITERION

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RFP Rating Score Sheet

Consultant's knowledge of CDBG guidelines and regulations. Years of experience

0 → No Experience.
1 → One to five years of combined experience with CDBG and other federal programs.
2 → Six or more years of combined experience with CDBG and other federal programs.

Capacity to complete scope of work.

0 → Concerns administrator does not have organizational capacity to complete scope of work
1 → Administrator has average organizational capacity to complete scope of work
2 → Administrator has exceptional organizational capacity to complete scope of work

Consultant's past performance. Check references.

0 → Reference information is incomplete.
1 → Three or less References are listed, with average recommendations
2 → More than three references are listed, with strong recommendations

Consultant's experience in administration of this type of project.

0 → Administrator has not completed a project of this type.
1 → Administrator has completed one to five projects of this type.
2 → Administrator has successfully completed six or more projects of this type.

Consultant's current workload.

0 → Administrator has more work than they can handle.
1 → Administrator has some difficulty managing their current work load.
2 → Administrator has demonstrated they can handle their projected work load.

Consultant's fee $_____.

0 → Fees are high, services do not appear to be a good value for the dollar.
1 → Fee is normal, services do not appear to be a good value for the dollar.
2 → Fee is normal, services appear to be a good value for the dollar.