



620 Florida Street, Suite 110
Baton Rouge, Louisiana 70801
(225) 387-5606
www.ebrra.org

**REQUEST FOR PROPOSAL
GRANT MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES FOR CDBG DISASTER
RECOVERY and HUD ENTITLEMENT FUNDING
Federal Grants Programs - Procurement of Professional Services
Solicitation Number: 3042019.1**

The East Baton Rouge Redevelopment Authority (“EBRRA”) is soliciting competitive sealed proposals in the form of written statements of qualifications and quotes from contractors or other agencies/organizations which currently provide or are qualified to provide management and administrative services required in the implementation of the East Baton Rouge, Parish of East Baton Rouge (“City-Parish”) CDBG Disaster Recovery Program (CDBG-DR) and HUD Entitlement Funding as outlined in the Scope of Services, and potentially those services to accommodate other similar programs yet to be defined, including programs occurring as a result of past and future disasters or other federally and/or City-Parish funded initiatives.

The Proposer(s) awarded the contract resulting from this RFP will be paid the actual billable rates proposed or lower negotiated rates for all “Programs” served.

Introduction

The East Baton Rouge Redevelopment Authority (EBRRA) was created by the 2007 Louisiana Legislature. EBRRA is governed by a five-member Board of Commissioners, appointed by the Mayor-President, the Baton Rouge Area Foundation, and the Baton Rouge Area Chamber. The EBRRA’s goals are to transform the quality of life for all citizens, foster redevelopment in disinvested areas, facilitate partnerships, create a vibrant, competitive community, and preserve and enhance a sense of place in East Baton Rouge Parish.

In the spirit of the aforementioned goals, EBRRA entered into a Cooperative Endeavor Agreement (CEA) with the City of Baton Rouge, Parish of East Baton Rouge and the City of Baton Rouge, Parish of East Baton Office of Community Development (OCD) to provide grant administration services for the City-Parish’s HUD Community Planning and Development (CPD) grant programs, specifically the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships (HOME) program. Additionally, EBRRA administers other grants programs operated with private funding, federal funding and/or City-Parish funding, for example, but not limited to CDBG-DR.

Point of Contact

All questions pertaining to this RFP shall be addressed to:

Tasha S. Saunders, Grants Director
East Baton Rouge Redevelopment Authority
620 Florida Street, Suite 110
Baton Rouge, LA 70801
Telephone: (225) 387-5606
E-mail: tsaunders@ebrra.org

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I. ADMINISTRATIVE AND GENERAL INFORMATION

1.0 TIMELINE

Responsive Entity shall submit qualifications and proposed quotes, prior to the posted deadline, as provided for herein. Responsive Entity must be able to meet the estimated deadlines outlined below regarding submission and selection. This projected timeline is subject to change.

Activity	Commencement Date	End Date
RFQQ Announcement	Friday, February 15, 2019	Friday, February 15, 2019
Submission of Intent to Respond	Friday, February 15, 2019	Friday, March 1, 2019
Release of RFP	Monday, March 4, 2019	Thursday, April 4, 2019
Submission of Questions from Responders	Monday, March 11, 2019	Friday, March 15, 2019
Release of Responses to Questions	Monday, March 18, 2019	Tuesday, March 19, 2019
Submission of Written Responses	Monday, March 4, 2019	Thursday, April 4, 2019
Final Decision Announced and Entity Notified	Monday, April 22, 2019	Tuesday April 23, 2019
Contract Negotiation/Execution	Monday, April 24, 2019	Friday, May 3, 2019
Begin Contract Work	Monday, May 6, 2019	Wednesday, September 30, 2019

2.0 REQUEST FOR PROPOSAL GENERAL INFORMATION SUBMISSION

This RFP is available in PDF format or in printed form by submitting a written request to the RFP Contact. All proposals shall be received by EBRRA no later than the date identified below and shown in the Schedule of Events.

All responses to this RFP should be submitted in writing, via mail or hand-delivery and include all requested information and documentation requested herein, no later than the established deadline for submission. If submissions are mailed or hand delivered, the envelope must be sealed and include the following notation on the envelope:

Company Name
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The proposer is solely responsible for ensuring that the courier service provider makes inside delivery to EBRRA. EBRRA is not responsible for any delays caused by the Proposer's chosen means of proposal delivery. Additionally, the proposer is solely responsible for the timely delivery of its proposal.

Failure to meet the proposal submission deadline and time shall result in rejection of the proposal.

Deadline for Submissions: Thursday, April 4, 2019 no later than 5:00 pm central standard time.

3.0 APPLICABILITY

By submitting a proposal to the EBRRA, contractors, agencies, firms, and/or organizations doing so, are automatically agreeing to abide by all terms and conditions listed herein, detailed in any ensuing contract, and outlined by any applicable terms and conditions governing HUD funding.

4.0 ERRORS AND OMISSIONS IN PROPOSAL

EBRRA will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal

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documents after the deadline for proposal submission, except under the following condition: EBRRA reserves the right to make corrections or clarifications due to patent errors identified in proposals by EBRRA or the Proposer. EBRRA, at its option, has the right to require clarification or additional information from the Proposer.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing prior to the proposal submission deadline, signed by an authorized representative of the Proposer, cross referenced clearly to the relevant proposal section, and submitted in writing via mail or hand delivery as stated in Section 2.0. Such submission(s) shall meet all the requirements for the proposal.

5.0 WITHDRAWAL OF PROPOSAL

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the RFP Point of Contact.

6.0 RESERVATION OF RIGHTS

EBRRA reserves the right to:

- 6.1. Reject any or all submissions, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the EBRRA to be in the best interest of the EBRRA;
- 6.2. Terminate a contract awarded pursuant to this RFP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful Proposer;
- 6.3. Determine the days, hours and locations that the successful Proposer shall provide the items or services called for in this RFP;
- 6.4. Reject and not consider any submission that does not, in the opinion of the EBRRA, meet the requirements of this RFP, including but not necessarily limited to incomplete submissions offering alternate (not including “or equal” items) or non- requested items or services.

7.0 PROPOSER RESPONSIBILITY

Proposer must carefully review and comply with all instructions provided herein and/or provided within any named attachments. Proposer must submit all required documentation and information no later than the established deadline for submission noted herein.

8.0 SUBMISSION COSTS

There shall be no obligation for EBRRA to compensate any Proposer or prospective Proposer for any costs associated with responding to this RFP.

9.0 CONFIDENTIAL INFORMATION, TRADE SECRETS, and PROPRIETARY INFORMATION

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the submitted proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposer is reminded that while trade secrets and other proprietary information submitted in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposer should refer to the Louisiana Public Records Act for

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further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, EBRRA shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the EBRRA’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposer must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another applicant's confidential data, EBRRA will notify the proposer of the asserted data of the request. If the proposer of the asserted data does not want the information disclosed, it must agree to indemnify EBRRA and hold EBRRA harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order EBRRA to disclose the information. If the owner of the asserted data refuses to indemnify and hold EBRRA harmless, EBRRA may disclose the information.

EBRRA reserves the right to make any proposal, including proprietary information contained therein, available to the Parish agencies, organizations, or individuals for the sole purpose of assisting EBRRA in its evaluation of the proposal. EBRRA shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If a proposal contains confidential information, the proposer should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from EBRRA. When submitting your redacted copy, you should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

10.0 HOLD PRICES/NON-ESCALATION

By submitting a response, and whereas the quote submitted is a firm-fixed quote, each Proposer thereby agrees to "hold" or not increase the proposed quote prices during the term of the work. Proposer also acknowledges and understands that due to Federal grant regulations, any contracts entered into agreement by any party expending federal grant funds shall not be a “cost plus” agreement and/or contract.

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11.0 CONTRACT

EBRRA will procure the applicable goods or services by issuance of a contract.

- 11.1. If a contract is completed pursuant to this RFP, and unless otherwise instructed in writing by EBRRA, the award shall be made to the Proposer whose business services guarantee completion of the entire scope of services AND whose services are most advantageous to EBRRA.
- 11.2. By submitting a response to this RFP, the Proposer understands any ensuing contracts are governed by State and local procurement guidance, EBRRA procurement guidance (www.ebrra.org) and applicable Federal law and standards identified in 24 CFR Part 85. Copies of each will be provided upon request.

12.0 ASSIGNMENT OF PERSONNEL

EBRRA shall retain the right to request and receive a change in personnel assigned by the successful Entity to provide services to EBRRA if it is the belief of EBRRA that such change is in the best interest of EBRRA and/or the completion of the work or provision of the items.

No substitution of principal personnel included in the response may occur without prior written approval from EBRRA. Replacement for principal personnel under the ensuing contract must have the equivalent professional qualifications and experience as those listed in the Proposer's response. The Proposer must submit, in writing, the professional qualifications and experience for approval within ten (10) working days prior to any anticipated replacement.

13.0 USE OF SUBCONTRACTORS

The Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including: but not limited to, selling or transferring the ensuing contract) without the prior written consent of EBRRA. Any purported assignment of interest or delegation of duty, without the prior written consent of EBRRA shall be void and may result in the cancellation of the ensuing contract with EBRRA.

Notwithstanding the prior requirement of EBRRA consent, the Successful Proposer shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

EBRRA is an equal opportunity employer and encourages the participation of Disadvantaged Business Enterprises (DBE) in all of its projects. Proposers are strongly encouraged to make positive efforts to utilize minority subcontractors for a portion of this project. Proposers are requested to include in their proposal a description of plans for minority participation under this Contract as suppliers or subcontractors.

Information required of the prime contractor under the terms of the RFP, is also required for each subcontractor and the subcontractor(s) must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

The Proposer will be as solely responsible to EBRRA for any acts or omissions of all subcontractors and all persons employed by any subcontractor. All transactions of the subcontractor will be with the Proposer. Subcontractors will be considered only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competency.

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To the fullest extent permitted by law, Proposer shall indemnify, defend, and hold harmless EBARRA from any claim of damage, cost expense, or amount owed under any lien or claim of privilege, including, but not limited to, attorney fees, involving Proposer's subcontractors or suppliers.

Proposer shall submit list of proposed Subcontractors, including their address and area of assigned work, to EBARRA prior to Contract execution.

14.0 LICENSING AND INSURANCE REQUIREMENTS

Prior to award (but not as a part of the Entity's submission) the Entity will be required to provide:

- 14.1.** An original certificate evidencing Entity's current industrial (Worker's Compensation) insurance carrier and coverage amount;
- 14.2.** An original certificate evidencing General Liability coverage, naming EBARRA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of EBARRA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible not greater than \$1,000;
- 14.3.** An original certificate showing the Entity's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of the ensuing contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000; and
- 14.4.** A copy of Entity's business license(s) allowing Entity to provide such services within the jurisdiction of the Parish of East Baton Rouge, Louisiana.

The Successful Proposer shall include all subcontractors as insureds under its policies or shall ensure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

EBARRA reserves the right to require complete certified copies of all required policies, at any time.

15.0 PROPOSER'S CERTIFICATION OF OMB UNIFORM GUIDANCE 2 CFR PART 200 COMPLIANCE

By signing and submitting any proposal for \$100,000 or more, the Applicant certifies that their company, any subcontractors, or principals are not presently suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by the General Services Administration (GSA) in accordance with the requirements in OMB Uniform Guidance 2 CFR Part 299.

Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.31, including suspension or debarment. (See also 2 CFR Parts 180 and 376, respectively and 31 U.S.C. 3321)

The Proposer must sign and submit the Certification Statement as shown in Attachment A.

16.0 GOVERNING LAW

All activities associated with this RFP process shall be interpreted under applicable Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to section 1:701-710 of the City-Parish Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

In accordance with the provisions of Louisiana R.S. 38:2212.9 in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has

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entered a plea of guilty or nolo contendere to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

II. SCOPE OF SERVICES

The following scope of services presents the minimum that will be required. Additional specific administrative support services and/or grant management duties may be assessed during the contract period as identified by HUD and/or other federal regulatory requirements.

1.0 GENERAL PROGRAM ADMINISTRATION

- 1.1.** Assist in administration of grant proposals selected for funding which address community development needs for the City-Parish.
- 1.2.** Assist in developing policies and procedures for HUD Entitlement and Disaster Recovery Grant programs.
- 1.3.** Assist with creation and/or maintenance of project files. These files must demonstrate compliance with all applicable state, local and federal regulations.
- 1.4.** Assist with carrying out overall administration of grant related activities identified in the City-Parish's Annual Action Plan and/or the Five (5) Year Consolidated Plan.
- 1.5.** Assist with compliance and monitoring of subrecipients and developers with projects awarded federal funding.
- 1.6.** Assist with program design and/or development for activities identified in the City-Parish's Annual Action Plan and/or the Five (5) Year Consolidated Plan.

2.0 FINANCIAL MANAGEMENT

- 2.1.** Assist in establishing an internal financial tracking system to ensure funds are expended within established timelines.
- 2.2.** Assist with review of draw requests submitted by subrecipients and/or developers.
- 2.3.** Assist with management of HUD's Integrated Disbursement and Information System (CPD system).
- 2.4.** Assist with conducting required risk assessments, subsidy layering, and/or underwriting of projects being considered for funding.

3.0 LABOR COMPLIANCE

- 3.1.** Assist with review and/or certification of weekly certified payroll compliance with federal wage decision(s) submitted by contractors and/or developers.
- 3.2.** Assist with on-site interviews and comparison of the on-site results with the respective payroll results.
- 3.3.** Assist with monitoring of construction projects to ensure compliance with labor standards provisions.

4.0 FAIR HOUSING/EQUAL OPPORTUNITY

- 4.1.** Assist with preparation of Analysis of Impediments to fair housing within the City-Parish.
- 4.2.** Assist with monitoring construction to ensure compliance with equal opportunity Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$100,000), Section 503, and any additional regulations applicable to meeting requirements.

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5.0 NATIONAL OBJECTIVE COMPLIANCE

- 5.1. Assist with national objective determination of projects, when applicable.
- 5.2. Assist with compilation of census data for target area(s).
- 5.3. Assist with compliance and monitoring of projects where beneficiary eligibility is based on income verification.

6.0 MONITORING VISITS/AUDITS

- 6.1. Assist with preparation of project files identified as the subject of monitoring visits and/or audits by any requesting entity.
- 6.2. Assist with preparation of monitoring and/or audit responses to findings and/or concerns.

7.0 OTHER DUTIES AS DIRECTED

- 7.1. Assist with other grant management related activities, as directed by EBRRA.

III. PROPOSAL SUBMISSION REQUIREMENTS

Entity shall submit a thoughtful, clear and well-organized package that meets the required Evaluation Criteria detailed herein and includes all of the following required information:

1.0 SUBMISSION FORMAT

1.1. Statement of Interest:

- 1.1.1. Formal statement of interest for the project including full contact information (Registered Company Name and DBA Name, if applicable, Address, Telephone Number, Federal Tax Identification Number and Email Address).
- 1.1.2. When applicable, the name and title of the individual authorized to negotiate the written agreement terms and make binding commitments shall be also included.
- 1.1.3. A brief statement confirming the Proposer understands of the scope of the work to be performed.
- 1.1.4. A confirmation that the Proposer has not engaged in any unethical practices within the last five (5) years.
- 1.1.5. A confirmation that the Proposer has not had a record of substandard work and/or been removed from a project due to substandard work within the last five (5) years.

1.2. Experience and Expertise:

- 1.2.1. A description of any prior engagements in which the Proposer assisted a governmental entity in dealings with federal disaster recovery projects and/or HUD Entitlement funding grant programs.
- 1.2.2. A complete list of completed similar projects including the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- 1.2.3. A description of the Proposer's knowledge of HUD's requirements for entitlement funding grant programs.
- 1.2.4. Names of all personnel who will be assigned to work with EBRRA. Include resume(s) and/or curriculum vitae of each staff member who will be assigned to this project highlighting qualifications and expertise highlighting personnel's experience with similar projects.

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1.3. Approach:

- 1.3..1.** The proposer must clearly describe the unique approach, methodologies, knowledge, and capability to be employed in the Scope of Services.
- 1.3..2.** Present innovated concepts, approaches, methodologies, if any, not discussed in the Scope of Services for consideration.

1.4. Cost Proposal:

- 1.4..1.** Proposer should provide a listing of staff classifications for positions identified as necessary to perform the task(s) identified in the Scope of Services.
- 1.4..2.** Proposers should identify the direct labor hours per task by job classification, hourly rate by job classification, fringe benefits as either percent or absolute dollar per hour amount; mileage and per diem required per task, contracted services or materials identified by quantities and cost per unit; and overhead as a percent of direct costs or dollar amount per direct labor hour. Only time properly billed and approved by EBRRA will be paid. Mileage and per diem will only be reimbursed up to the rates established and allowable by the State of Louisiana Travel policy in effect at the time of such travel and/or per diem expense.

1.5. Insurance, Licenses, and Certifications: At the time of submission, the Proposer is not required to submit evidence of the following policies with EBRRA named as an additional insured; however, evidence of the following existing policies, licenses, and certifications must be submitted with the Proposer's response:

- Professional liability insurance;
- Automobile liability insurance;
- Worker's compensation insurance, as identified in Section 10.0 herein;
- Professional qualifications relevant to the Scope of Services including copies of all Federal, State and Local licenses and certificates held by the Entity and/or principal team members;
- Professional business licenses;
- Certifications to perform lead-based paint evaluations and asbestos abatement, if applicable.

1.6. References:

- 1.6..1.** Listing of a minimum of three (3) business references, including name, address, phone number, and type of services performed and/or grant management services provided.

1.7. Statement of Acknowledgement:

- 1.7..1.** A statement acknowledging that the Entity is aware of the federal requirements related to this project and that it has the ability to comply with all regulations contained therein.

2.0 PROPSEER'S SUBMISSION

Each submission must be responsive to all aspects of the RFP and adhere strictly to the format and contents specified above, including all forms of documents requested. Failure to include each and every required submittal may render the submission non-responsive and result in the rejection. The Proposer must be able to meet the established estimated deadlines outlined below.

The Proposer shall submit **one (1) signed original response**, five (5) additional copies, one (1) redacted copy, if applicable, and an electronic copy on flash drive.

Any submission received after 5:01 p.m. central standard time on the statement submission deadline will be considered late and as a result of the late submission the submission will be rejected. Late packets will be returned to the proposer. EBRRA reserves the right to accept or reject any or all responses or any part

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of any response in connection with this RFP.

IV. EVALUATION CRITERIA

The Proposer should demonstrate knowledge and experience in the following areas, which will be scored accordingly. Point values associated with each evaluation criteria reflect the maximum amount of points allowable per category.

1.0 SCORING AND EVALUATION

1.1. Experience (25 points)

- 1.1.1. Previous experience, education, training, certification/licensing, designation(s) and other qualifications of individuals or principal staff performing tasks on similar projects.
- 1.1.2. Number and types of governmental entities supported in the past.
- 1.1.3. Previous experience of the Proposer's firm that have been completed relevant to the proposed scope of services.

1.2. Management Capability (25 points)

- 1.2.1. Employee's depth of skill of proposer.
- 1.2.2. Number of employees the proposer will devote to this proposal.
- 1.2.3. Length of time the Proposer has been in business.
- 1.2.4. Diversity of experience the Proposer has in administering federal grant programs.
- 1.2.5. Capacity of the proposer to undertake the contract.

1.3. Technical Excellence and Personnel Qualifications (20 points)

- 1.3.1. Education attainment and years of disaster recovery and/or entitlement funding grant programs.
- 1.3.2. The particular types of experience relevant to the scope of services identified.
- 1.3.3. Unique contributions or processes developed and/or proposed in the conduct of previous federal grant administrative projects.

1.4. Minority and/or Women's Businesses (10 points)

Qualifications submitted by minority businesses or women's businesses will be awarded points.

1.5. Location (10 points)

Proximity or familiarity with the area in which projects are located.

1.6. Cost (10 points)

The cost of to perform the scope of services in addition to the cost proposal prepared and submitted by the Proposer.

Total points possible = 100 points

2.0 SELECTION PROCESS

2.1. Qualifications-Based Selection Process

Professional services are procured in accordance with Federal, State, and local law and regulations. Selection of the most advantageous respondent will be made on the basis of demonstrated competence and qualifications, as well as cost, determined by EBRRRA, based upon the submission in response to this RFP, any supplements requested by EBRRRA, and any subsequent meetings with finalist.

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2.2. Evaluation of Proposals

EBRRA will organize a Selection Committee whose process will be facilitated by EBRRA. The Committee will review and score all responsive submittals based on the Qualifications Submissions Requirements and Evaluation Criteria detailed herein. An award will be made to the Proposer whose proposal is best suited to the requirements set forth herein.

The successful Proposer will be notified of a final selection by Tuesday April 23, 2019.

3.0 POST SELECTION

Upon notification of selection, the successful Proposer will be required to execute and deliver a contract within 7 business days of notification. If the Proposer is unwilling or unable to execute the agreement as required by the RFP, or if EBRRA in its sole discretion determines that negotiations during the contract negotiation phase are not progressing in a satisfactorily and timely manner, EBRRA reserves the right to terminate negotiations with selected Proposer. At which time, the proposer with the second highest score will be selected and notified of selection.

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ATTACHMENT A: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including requested attachments.

OFFICIAL CONTACT: EBRRA requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to EBRRA to contact the above named person or otherwise verify the information provided.

By its submission of this Proposal and authorized signature below, Proposer certifies that:

- The information contained in its response to this RFP is accurate;
- Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- Proposer accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFP.
- Proposer's quote is valid for at least *180 calendar* days from the date of Proposal's signature below;
- Proposer understands that if selected as the successful Proposer, he/she will have 7 business days from the date of delivery of draft Contract in which to complete Contract negotiations, if any, and execute the final Contract document.
- Proposer certifies, by signing and submitting a Proposal, that their company, any Subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR 200. (A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov.)
- There are no litigation or any suspension or debarment proceedings that could affect the services to be supplied in any contract resulting from this RFP, OR a list of such litigation/ proceedings is attached to this Certification.
- In the last ten years Proposer has not filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, OR if such events have taken place, an explanation providing relevant details is attached to this Certification.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____