

**REQUEST FOR PROPOSALS FOR CDBG GRANT ADMINISTRATION
UNION COUNTY FOR FFY 2012**

Union County hereby request proposals from qualified individuals or firms to provide Administration services for a Florida Small Cities Community Development Block Grant (CDBG) in the Housing Rehabilitation category. The County has been awarded CDBG grant #13DB-OI-03-73-01-H13 in the amount of \$700,000.00 for the FFY 2012 funding cycle; therefore, procurement and contracting will follow CDBG regulations.

Administration services will include complete management and reporting for the project, with separate tracking for each funding source. A scope of work outlining the tasks to be performed and a proposed cost must be included in the proposal.

The evaluation criteria that will be utilized in the selection of a grant administrator are as follows:

1. The staff's number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program. 20 pts.
2. The number of years of experience of the firm's management group with the State of Florida Small Cities Community Development Block Grant program. 20 pts.
3. Proposed approach to administration of the grant (requires an outline of the proposed tasks to be performed). 20 pts.
4. Number of favorable client reference letters dated 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. 20 pts.
5. The quality of the response from the client references provided from other communities. 15 pts.
6. Fee or proposed fee basis. 5 pts.

In the event of a tie, if one of the businesses involved in the tie is minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

Proposals for CDBG Administration Services should include a fee for the services and an explanation or a basis for the fees proposed. Fees shall be lump sum for CDBG services.

Respondents are required to submit one (1) original and six (6) copies in a sealed envelope marked "SEALED PROPOSAL FOR CDBG ADMINISTRATION SERVICES". Proposals must be received by 4:00 p.m. on Tuesday, September 23, 2014 at the Union County Board's Office. The mailing address is: 21 NE 1st Street, Lake Butler, Florida 32054. Proposals will be publically opened on September 24, 2014 at 11:00 a.m. at the Union County Board's Office, 15 NE 1st Street, Lake Butler, FL 32054.

Union County reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the County.

Administration service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

UNION COUNTY SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".