

**REQUEST FOR PROPOSALS FOR CDBG GRANT ADMINISTRATION  
TOWN OF GREENWOOD FOR FFY 2015**

The Town of Greenwood hereby request proposals from qualified individuals or firms to provide Administration services for a Florida Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. The Town has been awarded CDBG grant #17DB-OL-02-41-02-N21 in the amount of \$600,000.00 for the FFY 2015 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 three (3) copies in a sealed envelope marked "SEALED PROPOSAL FOR CDBG ADMINISTRATION SERVICES". Proposals must be received by 2:00 p.m. on Wednesday, July 5, 2017 at the Town of Greenwood Town Hall, Attention: Alicia L. Corder, Town Clerk, Town of Greenwood, 4207 Bryan Street, Greenwood, Florida 32443. Proposals will be publically opened on Wednesday, July 5, 2017 at 3:00 p.m. at the Town of Greenwood Town Hall. You may contact Town Hall at 850-594-1216 for additional information.

The Town of Greenwood 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 Town.

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

THE TOWN OF GREENWOOD SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".