

PLEASE RUN IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE  
ONE TIME ONLY  
(DATE BELOW)

Questions? Contact Isabel M. Trevino at 361.668.5706

AD STARTS HERE

REQUEST FOR PROPOSALS

**Jim Wells County** is Soliciting for sealed Requests for Proposals (RFPs) from qualified consultants for Grant Writing (application preparation), Project Management and Grant Administration for funding opportunities through USDA, the Economic Development Administration (EDA), the Texas Department of Agriculture (TDA) and other state or federal agencies. Proposals will be received until February 28, 2023. Submission of Proposals: One (1) Original, Four (4) copies and One (1) USB Flash Drive. Proposals shall be submitted in a sealed envelope, clearly marked: **"Request for Proposals": Grant Writing, Project Management and Grant Administration, REP # 2023-004**. Mailed Proposals shall be sent to: **Jim Wells County REP# 2023-004 Grant Writing, Project Management and Grant Administration Attention: Isabel M. Trevino Executive Administrative Assistant to the County Judge 200 N. Almond Ste. 101 Alice, Texas 78332**. Hand delivered Proposals shall be delivered to: **Isabel M. Trevino Executive Administrative Assistant to the County Judge RFP # 2023-004 Grant Writing, Project Management and Grant Administration Attention: Isabel M. Trevino 200 N. Almond Ste. 101 Alice, Texas 78332**. Proposals received after the deadline will not be opened and will be returned, upon the request by respondent.

AD ENDS HERE

PRINT IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE

## REQUEST FOR PROPOSALS

Jim Wells County is soliciting sealed Requests for Proposals (RFPs) from qualified consultants for Grant Writing (application preparation), Project Management, and Grant Administration for funding opportunities through USDA, the Economic Development Administration (EDA), the Texas Department of Agriculture (TDA) and other state or federal agencies. Proposals will be received until Tuesday, February 28, 2023, at 10:00 a.m. Proposals received will then be opened in the Jim Wells County Judges' Chambers and read aloud.

**Submission of Proposals:** One (1) Original, Four (4) copies and One (1) USB Flash Drive. Proposals shall be submitted in a sealed envelope, clearly marked: "Request for Proposals: Grant Writing and Grant Administration, RFP # 2023-004  
"Do Not Open in the Mailroom."

**Mailed Proposals shall be sent to:**

Jim Wells County Judge's Office  
RFP # 2023-004 Grant Writing and Grant Administration  
Attention: Isabel Trevino  
200 N. Almond Street Ste. 101  
Alice, Texas 78332

**Hand-Delivered Proposals shall be delivered to:**

Jim Wells County Judge's Office  
RFP # 2023-004 Grant Writing and Grant Administration  
Attention: Isabel Trevino  
200 N. Almond Street Ste. 101  
Alice, Texas 78332

**Proposals received after the deadline will not be opened and will be returned, upon the request by respondent.**

**Special Instructions, Limitations:**

The Jim Wells County reserves the right to refuse and reject any or all RFP's and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the County and hold the Proposals for a period of 60 days without taking action. Respondents are required to hold their Proposal for same period of time.

Please read the RFP requirements thoroughly and be sure that the Proposal offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point- by- point basis, attached to and made part of the Proposal submitted. If exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

**Contact Person/RFP Administrator:**

This RFP is issued by the Jim Wells County. Inquiries involving the procedural matters, scope of work, minimum qualifications, or response requirements of the RFP, must be submitted at least 3 business days prior to the deadline and submitted via email to [isabel.trevino@co.jim-wells.tx.us](mailto:isabel.trevino@co.jim-wells.tx.us)

Contact: Isabel Trevino, Executive Administrative Assistant to:  
Jim Well County Judge  
200 N. Almond Street Ste. 101  
Alice, Texas 78332  
(o) 361.668.5706  
email: [isabel.trevino@co.jim-wells.tx.us](mailto:isabel.trevino@co.jim-wells.tx.us)

**RFP#\_2023-004\_  
GRANT WRITING & GRANT ADMINISTRATION SERVICES**

**INTENT**

(1) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this RFP solicitation. There is no intention to disqualify any respondent who can meet the requirements.

**SUBMITTAL OF RFP**

(2) Proposals shall be submitted in sealed envelopes as referred to in the attached solicitation. Five (5) complete sets of the response One (1) original marked "ORIGINAL," and four (4) copies. RFPs submitted by facsimile (fax) or electronically shall NOT be accepted. Submittal of a Proposal in response to this solicitation constitutes an offer by the respondent. Once submitted, Proposals become the property of the Jim Wells County and as such the County reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of an RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the County and the successful respondent. Proposals which do not comply with these requirements may be rejected at the option of the County.

**TIME ALLOWED FOR ACTION TAKEN**

(3) Jim Wells County may hold RFP/s 60 days after the deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

**RIGHT TO REJECT/AWARD**

(4) Jim Wells County reserves the right to reject any or all RFPs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the Jim Wells County.

**ASSIGNMENT**

(5) Respondents are advised that the Jim Wells County shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the Jim Wells County.

## I. INTRODUCTION

- A. The Jim Wells County is soliciting Request for Proposals from qualified grant writing and grant administration consultants.
- B. By submitting its Proposal in response to the RFP, respondent accepts the evaluation process as outlined in this section and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the County may require subjective judgments by the County.
- C. All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation is completed and contract executed with selected firm.
- D. There is no expressed or implied obligation for the County of Jim Wells to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.
- E. The County of Jim Wells reserves the right to retain all proposals submitted and to use any ideas in the submission regardless of whether that submission is selected. RFP indicates acceptance by the firm of the conditions contained in the RFP unless clearly and specifically noted in the proposals submitted and confirmed in the contract between the County and the firm selected. It is anticipated that the selection of a firm will be completed no later than April 31, 2023
- F. Questions and correspondence concerning this RFP should be directed in writing to the following individual:
- Isabel Trevino, Executive Administrative Assistant  
200 N. Almond Street Ste.101  
Alice, Texas 78332  
(o) 361.668.5706  
email: isabel.trevino@co.jim-wells.tx.us
- G. Any clarification or interpretation of the RFP, if made, will be made only by written addendum posted on the County website: The Jim Wells County Website: <https://www.co.jim-wells.tx.us/page/homepage> and be e-mailed to each Respondent submitting a Proposal. Addenda to the RFP may be issued in response to a request of clarification or objection, or for any other reason the County considers advisable. Once issued, an addendum becomes a part of the RFP documents.
- H. It is respondent's responsibility to check with the County to determine if the County has issued any addenda. The County will not be responsible for any other explanation or interpretation of the RFP made or given prior to the award of the contract.

## **II. SCOPE OF SERVICES**

The Selected firm will serve as integral members along with the County Judge and County representatives. The selected firm will provide grant writing services for County projects including, but not limited to preparation of Programming, Development, Grant Management, Closeout Documents, and Grant Administration Services, Grant Compliance, and any other necessary service to successfully develop County Projects. The ability to design and coordinate construction documents, forecast cost, respect budgets, assess geological and environmental information, foresee and correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meet deadlines are prime factors for consideration. The County will consider a firm (s) with a reputation for grant writing services.

## **III. EVALUATION CRITERIA**

Evaluation of Proposals received by may consider but shall not be limited to the following review criteria:

- Firm Information (5 points)
- Project Team/Qualifications (20 points)
- Experience (10 points)
- Project Specific Expertise (15 points)
- Approach to Work (15 points)
- References (15 points)
- Proposed Cost (20 points)

## **IV. CONTENT OF SUBMITTAL**

Each Request for Proposal shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project ("RFP # Grant Writing and Grant Administration Services") the name of the Respondent, contact information, and the submittal date.

Please provide an opening letter indicating your interest in this project, and briefly describe what you believe makes your company a suitable candidate to be selected as the grant writer and grant administrator for County Projects. Limit this introduction to two (2) pages. A table of contents should be next, followed by tabbed dividers separating each of the following eight (8) sections. Please provide the following information in the sequence and format prescribed below. Supplemental materials providing additional information may be attached, if limited to three (3) pages, but the information requested below is to be provided in this format.

**Divider 1: Firm Information (5 Points)**

- a. Firm name, address, and telephone numbers of all firm offices.
- b. Names of principals in the firm.
- c. Primary individual to contact.
- d. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e. Years firm has been in business.
- f. Organizational description.

**Divider 2: Project Team/Qualifications (20 Points)**

- a. A brief history of the services routinely provided in-house on City or County projects.
- b. An organizational chart that explains team member responsibilities.
- c. The resumes of all persons to be assigned to the project with their prospective roles identified. State if proposed personnel have worked on similar type projects.
- d. Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e. List USDA, Economic Development Administration (EDA), Texas Department of Agriculture (TDA), or other state/federal agency funded projects key team members have worked on.

**Divider 3: Experience (10 Points)**

- a. Discussion of the firm's experience in working with Federal/State agencies, specifically with USDA, EDA and TDA.
- b. List, and describe all of the City or County projects you have provided grant writing and grant administration services for, whether ongoing or completed, over the last five (5) years that are comparable in size and complexity.

**Divider 4: Projects Specific Expertise (15 Points)**

- a. Experience includes preparation and submission of applications, and administration of grant-funded projects.
- b. Previous experience on projects with Jim Wells County.

**Divider 5: Approach to Work (15 Points)**

- a. Describe how the firm will organize to perform the services-developing & submitting grant applications and tasks performed in administering a grant.
- b. Provide procedures for assisting in the development of project scheduling, coordination with clients, quality, and cost control.
- c. Description of firm's approach to providing client with administrative services in implementing grant-funded projects. List specific tasks you will provide.

**Divider 6: References (15 Points)**

Provide letters or references from five (5) clients for which you have provided grant services. Preferably, these references will be clients from the last five (5) years. Letters of reference must include the name of the company or governmental entity, correct contact names, telephone numbers, and email addresses. Respondents are to notify references of potential calls and authorize them to discuss the nature, value and level of satisfaction with your work. The person from whom the letter of reference is provided must be familiar with the services/work your firm provides.

**Divider 7: Proposed Cost (20 Points)**

- a. Provide proposed cost for grant application development, preparation, and submittal.
- b. Provide proposed cost for grant administration services.

**V. Evaluation**

**Procedures Review**

**of Proposals**

The Commissioner's Court will use a point formula during the review process to score proposals. The Scoring Committee will review and discuss these evaluations to arrive at a final score for each firm. At this point, firms with the highest final scores will be selected for further consideration.

**Right to Reject Proposals**

Request for Proposals indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the Proposals submitted and confirmed in the contract between the County and the firm selected. The County reserves the right without prejudice to reject an or all Proposals.

**Final Selection**

Jim Wells County will select the most highly qualified firm according to the published selection criteria and the ranking evaluation. After preliminary selection of the firm with the highest total score, the scoring committee will forward its recommendation to the Commissioners Court for approval. Once approved by the Commissioners Court, the Commissioners Court will enter into contract negotiations with the selected firm.

**V. Project Principal Contact**

The firm's principal contact for the project with the Jim Wells County Judge or his/her designee. The Jim Wells County Judge or his/her designee will coordinate the assistance to be provided by the County to the firm.

**VI. Offer and Certifications**

Request for Proposals constitutes an offer which shall remain open and irrevocable for a period of ninety (90) days from the due date for submitting the Proposals.

Request for Proposals indicated the acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the Proposals submitted and confirmed in the contract between County and the firm selected. The County reserves the right without prejudice to reject any or all submissions.

By submitting Proposals, the Respondent certifies that the Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.

By submitting Proposals, each Respondent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.



# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

## Grant Writing Services Rating Sheet

Name of Firm \_\_\_\_\_

Evaluator' Name \_\_\_\_\_

Date of Rating \_\_\_\_\_

### Firm Information (5 points)

- a. Firm name, address, and telephone numbers of all firm offices.
- b. Names of principals in the firm.
- c. Primary individual to contact.
- d. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e. Years the firm has been in business.
- f. Organizational description.

Score\_\_

### Project Team/Qualifications (20 points)

- a. A brief history of the services routinely provided in-house on City or Court projects.
- b. An organizational chart that explains team member responsibilities
- c. The resumes of all persons to be assigned to the project with their prospective roles identified.  
State if proposed personnel have worked on similar type projects.
- d. Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e. List USDA, Economic Development Administration (EDA), Texas Department of Agriculture (TDA), or other state/federal agency funded projects key team members have worked on.

Score\_\_

### Experience (10 points)

- a. Discussion of the firm's experience in working with Federal/State agencies, specifically with USDA, EDA and TDA.
- b. List, and describe all of the City or Court projects you have provided grant writing, project management and grant administration services for, whether ongoing or completed, over the last five (5) years that are comparable in size and complexity.

Score

### City or Court Projects Specific Expertise (15 points)

- a. Experience includes preparation and submission of applications, and administration of grant-funded projects.
- b. Previous experience on projects with Jim Wells County.

Score\_\_

**Approach to Work (15 points)**

- a. Describe how the firm will organize to perform the services-developing & submitting grant applications and tasks performed in administering a grant.
- b. Provide procedures for assisting in the development of project scheduling, coordination with clients, quality, and cost control.
- c. Description of firm's approach to providing client with administrative services in implementing grant-funded projects. List specific tasks you will provide.

**Score** \_\_\_\_\_

**References (15 points)**

Provide letters or references from five (5) clients for which you have provided grant services. Preferably, these references will be clients from the last five (5) years. Letters of reference must include the name of the company or governmental entity, correct contact names, telephone numbers, and email addresses. Respondents are to notify references of potential calls and authorize them to discuss the nature, value, and level of satisfaction with your work. The person from whom the letter of reference is provided must be familiar with the services/work your firm provides.

**Score** \_\_\_\_\_

**Proposed Cost (20 points)**

Provide proposed cost for grant application development, preparation, and submittal.  
Provide proposed cost for grant administration services.

**Score** \_\_\_\_\_