

Request for Proposals (RFP) for Grantsmanship Services

September 15, 2020

Re: Preparation and submission of a grant application under the Rules and Regulation of U.S. Department of Commerce, Economic Development Administration (EDA) under the Cares Act Recovery Assistance Program.

Attached is a copy of Jim Wells County Request for Proposals for Grantsmanship Services. These services are being solicited to assist Jim Wells County in its efforts for assistance in the preparation and submission of a grant application under the Rules and Regulation of U.S. Department of Commerce, Economic Development Administration (EDA) under the Cares Act Recovery Assistance Program.

The submission requirements for this proposal are also included on the attached Request for Proposals (RFP) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a sealed proposal of services and statement of qualifications to:

Attn: Linda Reynolds, Executive Administrative Assistant for County Judge Juan Rodriguez, Jr.
200 N. Almond, Suite 1, Alice, TX 78332

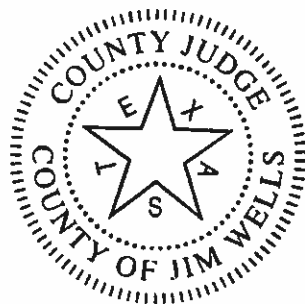
Along with your proposal, you must also include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please include a printout of the search results.

The deadline for submission of proposals is September 24, 2020 by 4:00 p.m. Please submit (1) original, (5) physical copies and (1) thumb drive or CD, in a sealed package with Company name & "JWC-EDA 09.2020" written on the top right corner. Jim Wells County reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Jim Wells County is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

A handwritten signature in black ink, appearing to read "Juan Rodriguez Jr." with a stylized flourish at the end.

Juan Rodriguez Jr., County Judge
Jim Wells County



Request for Proposals (RFP) for Grantsmanship Services

Jim Wells County is seeking to enter into a professional services contract with a competent professional grantsmanship consultant to assist the County in the preparation and submission of an EDA application under the Rules and Regulation of U.S. Department of Commerce, Economic Development Administration (EDA) under the Cares Act Recovery Assistance Program. The following outlines the request for proposals for the project:

I. Scope of Services Requested

Providers will help Jim Wells County fulfill Federal U.S. Department of Commerce Economic Development Administration statutory responsibilities.

II. Statement of qualifications

The County is seeking to contract with a competent professional grantsmanship firm/consultant that has had experience in grants/contracts administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in managing federally-funded local public works construction projects
- Related Experience / Background with specific project type
- Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide administrative or technical assistance to Jim Wells County on this project if your firm is awarded this services contract.

III. Proposed Cost of Services

Please provide your cost proposal to accomplish the scope of work outlined above. The proposed budget must include all costs that are necessary to successfully complete this application. Please note that Jim Wells County will not use lowest/best bid as the sole basis for entering into this contract.

IV. Evaluation Criteria

The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
<u>Proposed Cost</u>	<u>20</u>
Total	100

Deadline for Submission - The sealed proposals with name of company or individual clearly marked on the top right hand corner will be received no later than September 24, 2020 by 4:00 p.m. at the following address: 200 N. Almond, Suite 1, Alice, TX 78332