Example Document for Procurement Using Competitive Bids: RFP FOR PROFESSIONAL SERVICES

**Description:** This example document is provided for Community Development Block Grant Disaster Recovery (CDBG-DR) grantees seeking examples of competitive procurements utilizing a Request for Proposals (RFQ). This particular example seeks to procure a firm or individual to provide grant coordination and management and project management services for Birmingham, Alabama’s disaster recovery efforts following the devastation caused by 62 tornadoes on April 27, 2011.

**Source of Document:** This document was an actual RFP used by Birmingham, Alabama for its CDBG-DR funded tornado recovery program. The example was obtained through Birmingham’s tracking and reporting webpages for CDBG-DR grant funds (<https://www.birminghamal.gov/cdbg-dr>) which was established in conformance with the appropriation legislation providing the CDBG-DR grant to Birmingham and other state and local grantees. This document is not an official HUD document and has not been reviewed by HUD counsel. It is provided for informational purposes only.

**How to use this document:** Chapter 9 of the CDBG-DR Procurement Toolkit addresses the regulations, requirements, considerations and processes associated with procurement by Competitive Bid. Options under this method include procurement using a Request for Proposals (RFP) and, in the case of the procurement of architectural and/or engineering services, Requests for Qualifications.

The regulations governing competitive bids for all non-State grantees and for States that have elected to adopt 2 CFR Part 200 procurement regulations are as follows:

* ***§200.320(d)*** *Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:*
* ***§200.320(d)(1)*** *Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;*
* ***§200.320(d)(2)*** *Proposals must be solicited from an adequate number of qualified sources;*
* ***§200.320(d)(3)*** *The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;*
* ***§200.320(d)(4)*** *Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and*
* ***§200.320(d)(5)*** *The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/ engineering (A/E) professional services whereby competitors’ qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.*

Competitive RFPs for services other than architectural and/or engineering services must include price as a selection criterion. As explored in Chapter 9 of this toolkit – all other requirements and recommendations for procurement by competitive bids should be followed, including:

* Broad advertisement and distribution of RFQ with a goal of receiving a minimum of three responses.
* Adequate time for individuals and firms to prepare their responses.
* A clear statement of the required elements of the RFQ.
* Conformance between the evaluation criteria public in the RFQ and those used by the evaluation committee of the Grantee.

Bracketed text ([Input]) in the example below suggests the placement of text that the Grantee should enter to identify project-specific information and state and local requirements for respondents and bidders.

**For More Information**

This resource is part of the *Community Development Block Grant Disaster Recovery (CDBG-DR) Toolkits*. View all of the Disaster Recovery Toolkits here: [https://www.hudexchange.info/programs/cdbg-dr/toolkits/](https://www.hudexchange.info/programs/cdbg-dr/toolkits/program-launch/).

*Community Development Block Grant Disaster Recovery (CDBG-DR) Toolkits are designed to provide general guidance across all types of disasters (e.g. hurricanes, f****l****oods; tornadoes; earthquakes; etc.).  CDBG-DR Toolkits are NOT disaster specific.  CDBG-DR grant funding for a disaster or group of disasters is governed by CDBG requirements and any modifications contained in one or more Federal Register Notices (FRN) applicable to the disaster.  Grantees subject to the Disaster Relief Appropriations Act of 2013 (Public Law 113-2) should review all footnotes for additional applicable citations and guidance.  In addition to the FRN, Toolkit users should review applicable Federal cross-cutting requirements. The FRN, as well as cross-cutting requirements, are available on the Department’s website.*

For additional information about disaster recovery programs, please see your HUD representative.

**REQUEST FOR PROPOSALS**

**[Grantee Name]**

General Grant Coordination and Management and Project Management Community Development Block Grant – Disaster Recovery (CDBG-DR)

**INTRODUCTION**

[Grantee Name] is soliciting proposals from interested firms and individuals to provide General Grant Coordination and Management and Project Management Services for a Community Development Block Grant – Disaster Recovery (CDBG-DR grant). The [Grantee Name] has received approximately [Grant Amount] in overall CDBG-DR funding and anticipates receiving future funding from the National Disaster Resilience Competition (CDBG-NDR). The [Grantee Name] will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer’s experience and abilities in the specified area and other disciplines directly related to the proposed service.

**QUALIFICATIONS**

The Proposer must show to the complete satisfaction of [Grantee Name] that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a past history and references in order to satisfy [Grantee Name] in regard to the Proposer’s qualifications. [Grantee Name] may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to [Grantee Name] all information for this purpose that may be requested. [Grantee Name] reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy [Grantee Name] that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer’s qualifications shall include:

1. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
2. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
4. The quality of performance of previous contracts or services.

\*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person’s area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

**SCOPE OF WORK**

1. General Statement:

[Grantee Name] requests proposals for services of providing Grant Coordination and Management and Project Management Services for all activities related to the CDBG-DR and any CDBG-NDR allocations provided to [Grantee Name].

1. Supporting Data:

Additional information on the projects that are currently planned can be found on [Grantee Name]’s website in [Grantee Name]’s Initial CDBG-DR Action plans.

This can be found at: [Grantee Website / Purchasing Portal]

1. Specifically, [Grantee Name] requests the following services to be provided:
2. Action Plan and program development and support including Action Plan amendments.
3. Establishment of Program charters, timelines, goals, metrics and deliverables.
4. Document control and management.
5. Policy development and Review.
6. Program and financial compliance requirements and local financial procedural support.
7. Support of communications strategy.
8. Development of monitoring plans and execution of said plans.
9. Manage program operations for all CDBG-DR and CDBG-NDR Programs.
10. IT Oversight as required.
11. All allowable reporting required in the DRGR System or its equivalent.
12. Training/Outreach support for grant recipients, partners, and [Grantee Name] Staff.
13. Other support and consulting functions as required by [Grantee Name].
14. [Grantee Name] anticipates the firm/individual will use current and future plans to make recommendations for use of funds to [Grantee Name]. [Grantee Name] further anticipates that the firm/individual will be aware of and be the lead agency on all aspects of projects approved for funding by [Grantee Name] using CDBG-DR and/or CDBG-NDR funds.
15. [Grantee Name] reserves the right to select a firm/individual to provide any or all of these tasks and [Grantee Name] may choose to select multiple firms/individuals using this same RFP.

**TIMELINE**

It is expected that the Grant Coordination and Management and Project Management process will begin in [Month and Year]

* RFP Issued: [Date]
* RFP Responses due: [Date and Time]
* Selection of Consultant: [Date]

[Grantee Name] reserves the right to make adjustments as needed to the above schedule.

**QUESTIONS**

Please direct all questions to: [James.Roberts@birminghamal.gov](mailto:James.Roberts@birminghamal.gov)

**SUBMISSION REQUIREMENTS**

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

* A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
* Resumes of the personnel assigned to the project.
* A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
* Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
* References including contact information for at least three organizations.
* At least one (1) example of work.
* A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

**SELECTION CRITERIA**

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

[#]% Proposal for accomplishing the tasks listed in Project Scope

[#]% Cost

[#]% Capacity to perform the services within the established timeframe

[#]% References

**[Must total 100%]**

**RFP SUBMISSION PROCESS**

Proposal deadline: Proposals must be received no later than [Time and Date]. Sealed proposals must be received in the [Designated Grantee Office] at the address referenced below. Submittals should include three hard copies including signatures. No proposals received by fax or e-mail transmission will be accepted.

[Designed Grantee Office]

[Building and Room Number]

[Street Address]

[City, State and Zip Code]

Proposing entities must note on the outside of their proposal package:

REQUEST FOR PROPOSALS

[GRANTEE NAME] CDBG-DR SERVICES