

**REQUEST FOR PROPOSALS FOR
PROGRAM ADMINISTRATION SERVICES AND FINANCIAL MANAGEMENT**

OBJECTIVE: The Town of Marion is accepting proposals from consultants for management and administrative services required by the TOWN for the administration/implementation of a FY 2021 CARES-CV Love Louisiana Outdoors Program.

TOWN OF MARION BACKGROUND: The Town of Marion is an incorporated municipality in the north central eastern part of the State. The population according to the 2010 Census is 765. The total number of full time and part time employment for the Town of Marion is nine (9). Town of Marion is an eligible applicant under the FY 2021 CARES-CV Love Louisiana Outdoors Program.

PROJECT DESCRIPTION: The type of project involved is to provide management and administrative services to keep the Town of Marion in compliance with all federal, state, and local standards for the construction of a park, including, but not limited maintaining program files, updating policies regarding equal opportunity, construction compliance, and financial management.

**PLEASE NOTE THAT THE GRANT HAS ALREADY BEEN AWARDED.
ADMINISTRATIVE SERVICES ARE REQUIRED FOR THIS PROJECT.**

SCHEDULE OF EVENTS:

Publicizing RFP:	April 22, 2022
Final Date for Inquiries or Clarifications:	April 29, 2022
RFP Submittal Deadline:	May 4, 2022
Estimated Contractor Selection:	May 10, 2022

*If adequate responses are not received by the initial submission deadline above, the submission deadline will automatically be extended by two weeks.

Project Duration: The activities undertaken by the selected contractor are expected to be concluded within two (2) years of grant award. No contract extensions will be granted.

SCOPE OF SERVICES

The services to be provided will include, but not be limited to:

- a. Assist the Town of Marion in setting up and maintaining their general LCDBG program files in accordance with the requirements of 24 CFR 570.490(b) and the requirements of Part A of the 2021 LCDBG Program Handbook.
- b. Assist the Town of Marion in reviewing and updating as appropriate their policies regarding equal opportunity in accordance with 24 CFR 570.602, and the requirements of Part A of the current LCDBG Handbook.

- c. Prepare the appropriate level of Environmental clearance in accordance with the regulations of 24 CFR Part 58 and the requirements of Part A of the 2021 LCDBG Handbook.
- d. Provide assistance to the Town of Marion with labor compliance in accordance with the requirements of 29 CFR Part 5 and the requirements of Part B of the 2021 LCDBG Handbook.
- e. Provide assistance to the Town of Marion with construction compliance in accordance with the requirements of 24 CFR 570.201(c) and Part A of the 2021 LCDBG Handbook.
- f. Provide assistance to the Town of Marion with program monitoring and closeout in accordance with the requirements of 24 CFR Part 570 and the requirements of Part E of the 2021 LCDBG Handbook.
- g. Provide assistance to the Town of Marion with financial management in accordance with the requirements of 2 CFR 200 Subparts D, E, and F and the requirements of Part A of the 2021 LCDBG Handbook.
- h. Provide assistance to the Town of Marion with procurement activities in accordance with 2 CFR 200 Subpart D and the requirements of Part A of the 2021 LCDBG Handbook.

ADMINISTRATION SERVICES SELECTION CRITERIA

The Town of Marion will select a firm based on Threshold Requirements and Scoring Criteria. All proposers/offerors must meet the minimum Threshold Requirements detailed below. Proposers that do not meet the Threshold Requirements will be excluded from competition for this service.

Threshold Requirements

Proposers must meet the following requirements to be considered for this service. Each item listed below should be presented in the response in such a manner that the Town of Marion can easily determine the firm's eligibility:

Proposers should have a minimum of five (5) years' experience in the LCDBG program.

Proposers must have administered a minimum of five (5) LCDBG projects in the last five (5) years.

Scoring Rating Factors

After the initial threshold review is complete, the Town of Marion will determine all eligible firms and score each submittal based on the factors detailed below. In addition to price/cost; proposers will be evaluated in the areas of qualifications, experience, and capabilities according to the submission requirements listed below.

Rating Factor: Qualifications 10 pts

Submission requirements: Proposer will submit documentation stating his/her team's general academic qualifications and experience. The proposer shall also submit documentation regarding the proposer team's academic qualifications in the area of financial management/accounting. Finally, the proposer shall submit documentation stating the firm's total cumulative number of projects administered by the firm's current employees.

Rating Factor: Experience 10 pts

Submission requirements: Proposer will submit documentation to exhibit the proposer's project experience. The proposer shall also submit documentation showing his/her work on LCDBG Projects, Recreation Projects and the firm's total cumulative experiences with the LCDBG Program Administration. The proposer shall also submit documentation that states that he/she has been conducting business in the State of Louisiana for a minimum of five (5) years.

Rating Factor: Capabilities 30 pts

Submission requirements: Proposer will submit documentation stating the number of different personnel performing specific project functions; proposers will identify how which personnel will perform the following functions: project manager, environmental specialist, labor specialist, financial controller/accountant, contracts specialist, civil rights/Sec. 3 specialist and clerical, and the average number of years that the firm maintains its employees.

In order to meet the cost reasonableness requirements of the Federal grant procurement regulations [2 CFR 200 Subpart E] when not using price only competitive bidding; all proposers will be required to prepare a cost reasonableness schedule for all required tasks based upon the estimate of time required and rate of compensation to establish a cost per task. Some tasks may be the contracted and billed on a price basis as long as they conform to the requirements of "Contract Prices"; page 5 of the LCDBG Procurement Procedures.

For the purpose of scoring "Costs" the proposers must submit a completed Cost Determination form to provide a common cost comparison for all proposers.

Costs Rating Factor 50 pts

It is the intention of the Town of Marion to make an award based upon a review and evaluation of the proposals as submitted and does not anticipate interviews will be required.

The Town of Marion will then determine which firm will be selected that is most advantageous to the Town of Marion. Unsuccessful firms will be notified as soon as possible. The Town of Marion reserves the right to cancel or alter this solicitation.

SUBMISSION REQUIREMENTS

Proposers/Offerors will submit to the Town of Marion the following:

Cover Letter

Proposers must submit a cover letter signed by an authorized representative of the entity committing proposer to provide the services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must include:

- 1) **Firm and location.** Indicate the full, legal company name of proposer, the address of its headquarters and the address of the office to which this project will be assigned.

- 2) **Contact person.** Clearly identify the name, address and telephone number of the proposer's contact person(s) for any and all communications pertaining to this RFP.
- 3) **Authorized submittal.** Include name, signature, title, address, and telephone number of the person authorized to submit and sign proposer's proposal.

The Town of Marion shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposers in responding to this RFP are entirely the responsibility of the proposers and shall not be reimbursed in any manner by the Town of Marion.

CONTRACT

The selected proposer shall be expected to enter into a contract that is substantially the same as the *LCDBG Administrative Consultant Contract*; found at the LCDBG website <https://www.doa.la.gov/doa/oed-lga/lcdbg-programs/forms-and-information/> Applicable general contract conditions are found in EXHIBIT II of the *LCDBG Administrative Consultant Contract*.

PAYMENT AND PROGRAM PERFORMANCE

Payment terms shall be negotiated with the successful proposer(s).

Payments are predicated upon successful completion of the described tasks and deliverables as provided in EXHIBIT III of the *LCDBG Administrative Consultant Contract*. Payments will be made to the contractor after written acceptance by the Town of Marion of the task and approval of an invoice. Payment will be made only on approval of the Town of Marion.

During the execution of tasks contained in the Scope of Services, the contractor shall submit periodic invoices for actual costs incurred in accordance with the price method negotiated.

Invoices detailing the fees charged and allowable costs to be reimbursed as set forth in the Scope of Services and Contract shall be submitted no more than monthly with progress reports. Compensation to the contractor for services rendered in connection with each Program Task to be performed according to EXHIBIT III shall be based on the billing terms negotiated in EXHIBIT III.

Questions should be addressed to:

Johnnie Baker, Town of Marion
Telephone: 318-292-4715
johnnieb@centurytel.net

Initial Proposal must be received by **May 4, 2022 @ 3:00pm.** using one of the methods described below. Responses received after the deadline will not be considered.

Responses should be hand-delivered, mailed or emailed to:

Town of Marion
398 Main Street
Marion, LA 71260
johnnieb@centurytel.net

Proposers must state "LCDBG-CARES-CV PROPOSAL FOR ADMINISTRATION SERVICES" on the cover or in the email subject line. One copy of the proposal should be provided. The Town of Marion reserves the right to reject any or all proposals.

The Town of Marion is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women's business enterprises to apply.