



CDBG – Appendix 5-4 Sample RFP/RFQ Notice

The document on the following page provides a sample Request for Proposals/ Request for Qualifications (RFP/RFQ) Notice that grantees can use as part of their procurement process. Grantees should amend and adjust the language to reflect their jurisdiction’s noticing process and the specifics of the project.

For more guidance on procurement, grantees should review Chapter 5 of the Grants Management Manual. For more detailed information on incorporating equity in the procurement process, see Appendix B: Equity and Belonging Toolkit. Appendix 5-4 Sample RFP/RFQ Notice



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REQUEST FOR PROPOSALS TOWN OF SAMPLE, CALIFORNIA RFP/RFQ NO. ##-####

(Modify to accommodate any virtual meetings)

NOTICE IS HEREBY GIVEN that the Town of Sample is soliciting proposals / qualifications for _____ *insert services being requested* _____ related to the _____
_____ *Insert program / project name* _____ in the Town of Sample, California. Interested firm / individuals (“Proposer(s)”) may pick-up a copy of the Request for Proposal (RFP) / Request for Qualifications (“RFQ”) from the Town of Sample Purchasing Department, at 123 Main Street, Sample, California 12345, or may download it from the Town’s website at www.townofsample.gov. The RFQ provides specific information about the scope of services, templates and checklists for submission requirements, and evaluation criteria and selection procedures. The Town of Sample is committed to offering accessible and equitable procurement, should a proposer need assistance in accessing available information about this opportunity please contact the town at the information provided below.

PROPOSAL / QUALIFICATION SUBMITTAL DEADLINE: Proposers shall submit the completed and executed **proposal / qualifications** *in at least one of the following formats: 1) unbound paper copy, 2) electronic file via email, or 3) USB drive.* The **Proposals / Qualifications** must be received by the Purchasing Department by no later than January 31, 20## at 10:00 am (“Submission Deadline”), to the following address: Town of Sample Purchasing Department, at 123 Main Street, Sample, California 12345. Bids will only be accepted in a format listed above. No late bids will be accepted.

PRE-PROPOSAL MEETING: There will be a pre-proposal meeting on **May 1, 20##, at 10:00 AM.** A Pre-Proposal Submission Conference is scheduled for February 1, 20## at 10:00 AM at the Town of Sample, Council Chambers, 123 Main Street, Sample, California 12345.

Proposers attending the pre–submission meeting may ask questions or seek clarification regarding this RFP / RFQ via the procedures outlined below. Questions or clarifications concerning the RFQ / RFQ must be received by the Town of Sample, Purchasing Department, no later than 5:00 PM, January 14, 2022. Questions regarding the RFP / RFQ may be submitted in writing directly to Town of Sample, Purchasing Department, at the following address: 123 Main Street, Sample, California 12345, or via email to: purchasing@townofsample.gov. Any questions received by the Purchasing Department after the stated deadline will be disregarded. All questions received by the Purchasing Department prior to the stated deadline shall be answered via an Addendum to this RFP / RFQ and circulated to all registered Proposers.



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DESCRIPTION OF SERVICES: The services to be performed shall include, but not be limited to: _____
Describe Services

QUALIFICATIONS:

The proposal must include sufficient information regarding qualifications and determine that the respondent is qualified and has relevant experience. The proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project. Include reference contact information.
5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area, if relevant.
7. Bid price to perform services identified in the proposal.
8. Additional information as required by the owner.
9. Authorization - The response must be signed by an individual authorized to bind the firm and shall contain a statement to the effect that the response is valid for at least 90 days.

EVALUATION CRITERIA: Evaluation criteria for the selection of the firm shall be based on the following:

1. Proposer's documented capacity to perform required services = 10 points max.
2. Evaluation of assigned personnel = 10 points max.
3. Related Experience = 10 points max.
4. Proposer's proven experience with budget control = 10 points max.
5. Demonstrated knowledge of local community and experience developing trust-based relationships = 10 points max.
6. Analysis of narrative statement = 10 points max.
7. Reference checks = 10 points max.
8. Demonstrated experience centering equitable processes and outcomes in service provision = 10 points max.
9. Certified MBE, WBE, Section 3, Small Business = 10 points max.
10. Cost Comparison = 10 points max.

The Town reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any proposal from a proposer which is qualified and best serves the interests of or represents the best value to the Town.

FEDERALLY ASSISTED PROJECT:

This project is a federally assisted in whole or in part with Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development, Catalog of Federal Domestic Assistance Number 14.218.



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Contractors shall be required to document their status as a Minority Business Enterprise (MBE), a Women-Owned Business Enterprise (WBE), or a non-MBE or WBE firm. The *Town of Sample's* CDBG Program encourages the participation of MBE and WBE businesses to the greatest extent feasible on CDBG-funded projects in accordance with Executive Order 11625 and Executive Order 12138.

DEBARRED CONTRACTORS: The regulations at 2 CFR Part 180 restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assisted program, project, or activities. Contractors that have been debarred and are listed on the federal Systems for Awards Management found at SAM.gov, will not be eligible to participate.

CONFLICT OF INTEREST: In the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict-of-interest provisions in (State LCA, 2 CFR 200.317 and 318, and 24 CFR 570.611), respectively, shall apply. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

LABOR REGULATIONS: The Contractor shall comply with all applicable requirements of the California Labor Code and the *Town of Sample's* Municipal Code, if applicable.

PROJECT ADMINISTRATION: All questions relative to this RFP / RFQ prior to submitting bids shall be prepared in writing and transmitted to the attention of Town of Sample, Purchasing Department, 123 Main Street, Sample, California 12345, or via email to: purchasing@townofsample.gov. No inquiries will be accepted later than five (5) business days prior to the bid opening date as this would not allow time to respond to all plan holders. No phone inquiries will be accepted.

The Town may or may not negotiate the fee schedule with one or more offers. The Town reserves the right to reject any and/ or all responses. Town of Sample is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by City of Sample on June 1, 20##.

Town of Sample

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