



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

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1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

September 12, 2011

**Request for Statements of Qualification**  
**RFQ 11-053/KJS**  
**Grant Administration and Management for Jefferson County**

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 11-053/KJS, Grant Administration and Management for Jefferson County. Jefferson County is requesting statements of qualifications from qualified firms to provide professional administration and management services.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County Purchasing Department, 1149 Pearl Street, Beaumont, Texas 77701, between the hours of 8:00 AM and 5:00 PM, or from the Purchasing web site at [www.co.jefferson.tx.us](http://www.co.jefferson.tx.us).

All submittals shall be evaluated by a Review/Selection Committee. The Review/Selection Committee will evaluate submissions to this request and select the firm most qualified, responsive and experienced.

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: **Grant Administration and Management for Jefferson County**. Responses will be received by the Jefferson County Purchasing Department no later than **October 11, 2011 at 11:00 AM**. Address your Proposal to Jefferson County Purchasing Department, Deborah L. Clark, Purchasing Agent, 1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, Texas 77701. Responses will be opened at that time and only the names of responding firms will be read aloud.

Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to: Karen J. Smith, MBA, Assistant Purchasing Agent via fax 409-835-8456 or e-mail [ksmith@co.jefferson.tx.us](mailto:ksmith@co.jefferson.tx.us).

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

Deborah Clark  
Purchasing Agent

Published: Beaumont Enterprise and Port Arthur News: September 14 & 21, 2011

**Request for Statements of Qualification  
RFQ 11-053/KJS  
Grant Administration and Management for Jefferson County**

**I. BACKGROUND**

Jefferson County is seeking Statements of Qualifications from individuals or firms to provide the following services: grant writing, grant program administration and management, and facilities planning.

Statements of Qualifications must be received by the County no later than 11:00 AM on October 11, 2011 to be considered. The County reserves the right to negotiate with any and all individuals or firms that submit Statements of Qualifications, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

Jefferson County is an Affirmative Action/Equal Opportunity Employer.

**II. SCOPE OF WORK**

Statements of Qualifications shall encompass all project-related Administration and Management Services to Jefferson County, including, but not limited to, the following:

**Grant Writing Services**

- Review existing project information, background data and other information available to develop a complete application for the County's program.
- Provide recommendations on content and approach in the applicable funding applications.
- Advise County on the mixing and leveraging of funds (if any).
- Identify needs for application enhancement or backup documentation.
- Write complete application for comment by County staff for use in requesting funds.
- Provide technical assistance to County staff in follow-up to application submittals.

**Grant Program Administration and Management**

- Conduct required review(s).
- Coordinate with funding agencies.
- Develop and administer agency contracts.
- Request, track, and manage program funds in compliance with program guidelines.
- Develop required public record systems.
- Establish and maintain Davis-Bacon record keeping requirements.
- Ensure compliance with Uniform Relocation Act.
- Advise and manage any required technical services or criteria.
- Develop appropriate agency reports, schedules, and certifications.
- Coordinate and conduct any required public input.

- Develop annual and close-out submissions.

**Facilities Planning**

- Provide engineering, environmental, financial, and governance expertise as needed to complete facilities planning documents or preliminary engineering reports.
- Provide an environmental document in support of overall funding programs, within the guidelines of the funding agency.

Please specify actual tasks to be performed under each of these categories.

**III. STATEMENT OF QUALIFICATIONS**

Jefferson County is seeking to qualify competent firms, registered to practice in the State of Texas that have had experience in the following areas:

- Managing federally-funded local public works construction projects; and
- Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities or Texas Community Development Program.

Please provide within your Statement of Qualifications a list of past client local governments, as well as resumes of all employees who will or may be assigned to this project if you receive the Administration and Management Services contract award.

**IV. EVALUATION CRITERIA**

The Statement of Qualifications received will be evaluated and ranking according to the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
<b>Experience</b>	
1. Federal Procurement Procedures	5
2. Environmental Reviews	5
3. Fair Housing/EEO	5
4. Financial Management	5
5. Uniform Act Acquisition/Relocation	5
6. Project Construction Management	5
7. Labor Standards Requirements	5
8. Audit/Contract Close-out	5
Subtotal	<b>40</b>
<b>Work Performance</b>	
1. Submits requests in a timely manner	5
2. Responses to requests in a timely manner	5
3. Past projects completed on schedule	5
4. Work products consistently high quality with few errors	5
5. Past projects have low level of monitoring findings/concerns; offeror responds to monitoring reports in a timely manner	5
6. Manages projects within budgetary constraints	5
Subtotal	<b>30</b>

<b>Criteria</b>	<b>Maximum Points</b>
<b>Capacity to Perform</b>	
1. Staffing level/experience of staff	5
2. Adequacy of resources	5
Subtotal	<b>10</b>

Each respondent will be evaluated and ranked upon information submitted for information requested above.

## **V. TERMS AND CONDITIONS**

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from the acceptance of proposal shall be on forms approved by Jefferson County and shall contain, at a minimum, applicable provisions of the request for proposal. Jefferson County reserves the right to reject any agreement that does not conform to the request for proposal and any County requirements and contracts.
3. The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information or data given to or prepared by the Consultant under the contract shall be made available to any individual or organization by the Consultant without the prior written approval of the County.

## **VI. PROPOSAL SUBMISSION**

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: **Grant Administration and Management for Jefferson County.**

RFQ packets will be received by Jefferson County Purchasing Department no later than October 11, 2011. Address your Proposal to Jefferson County Purchasing Department, Deborah Clark, Interim Purchasing Agent, 1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, Texas 77701

Statements of Qualifications received after that time will be considered late and will be returned unopened. Jefferson County reserves the right to reject any and all Statements of Qualifications. Failure to comply with providing the above-required information for the Committee's review may result in disqualification of that firm.

All questions regarding technical or contractual matters should be in writing and directed to: Karen J. Smith, MBA, Assistant Purchasing Agent via fax 409-835-8456 or e-mail [ksmith@co.jefferson.tx.us](mailto:ksmith@co.jefferson.tx.us).

## **VII. STATEMENT OF QUALIFICATIONS SUBMISSION**

Opening	October 11, 2011
Review/Evaluation	October 17, 2011
Conduct Negotiation	October 24, 2011
Execute Contract (estimated)	October 31, 2011



## II. COMPENSATION

COUNTY shall pay CONTRACTOR as follows:

- \$\_\_\_\_\_ for the completion of all tasks associated with \_\_\_\_ contract.

COUNTY shall process payments of invoices within thirty (30) days after presentation of an invoice by CONTRACTOR.

## III. SPECIAL CONDITIONS

CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its officials and employees, against all suits or claims that may be based on any injury to persons or property that may occur, or may be alleged to occur, in the course of the performance of this agreement by CONTRACTOR, its agents or employees, provided that the damage, claims, loss, demand, or suit it caused in whole or in part by any negligent act or omission of CONTRACTOR, or any subcontractor of CONTRACTOR, or anyone directly or indirectly employed by CONTRACTOR.

No officer, agent, or employee of the COUNTY is employed by CONTRACTOR or has a financial interest direct or indirect in this agreement or the compensation to be paid under this agreement.

The SUBCONTRACTOR(s) shall be solely and entirely responsible for procuring all appropriate licenses and permits which may be required by any competent authority for the SUBCONTRACTOR(s) to perform the subject work.

COUNTY OF JEFFERSON, TEXAS

CONTRACTOR

\_\_\_\_\_  
Jeff R. Branick, County Judge

\_\_\_\_\_  
(Name)

ATTEST:  
  
\_\_\_\_\_

## RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other proposer is interested in said proposal: and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
Name of Business

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title, Typed or Printed

Sworn and subscribed before me this \_\_\_\_  
day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
City, State, Zip Code

State of: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

My Commission Expires: \_\_\_\_\_