

Request for Information

RFQ Number: RFP 2024 – 001

Consulting Services to assist with Grant Writing and Administration Services of Community Development Block Grants (CDBG) programs.

RFI Number: 001

RFI Date: July 25, 2023

1. **Modification:** It was brought to our attention that the last date for respondents question was incorrect. Due to the error we will extend the last day for respondents questions and proposal due dates. The new schedule for RFP 2024-001 is as follows:

<u>Response to the RFP</u>	<u>Date</u>	<u>Time</u>
Advertisement Date	July 8, 2023	-----
Last day for Respondents Questions	August 14, 2023	2:00 PM
SOQ Due Date	August 24, 2023	2:00 PM
SCWSFA Selection Committee completes SOQ evaluation	September 1, 2023	-----
Interviews for selected Respondents (If needed)	TBD	TBA
Project Award	TBD	TBA

2. **Question:** May companies outside the United States bid on this project?

Answer: A preference may be given to bidders located in Spalding County when the difference between the lowest out-of-county bid and the lowest in-county bid does not exceed 5%, and no more than \$2,500 for purchases or contracts of \$50,000 or less, or 5% and \$5,000 for purchases or contracts of \$50,000.01 or more. Otherwise, bids must be awarded to the lowest responsible bidder, taking into consideration quality, performance and times of delivery. Formal bids are awarded by the Board upon recommendation from the General Manager. However, we reserve the right to reject any and all bids and accept the most favorable bid.

The federal Common Rule requires the county to follow specific purchasing rules when spending federal grant funds. The Common Rule stipulates that local

governments “will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.”

The county will make awards only to responsible contractors that possess the ability to perform successfully under the terms of a proposed procurement. Consideration will be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. A System for Award Management review of potential contractors or individuals will be documented and maintained in the procurement contract file to ensure that contracts are not awarded to contractors or individuals excluded from participation in federal programs.

All contracts awarded by the county using federal funds will provide an assurance of access by the federal grantor agency or any duly authorized representative of the agency to any books, documents, papers or records of the contractor which are directly pertinent to the contract for the purpose of making audit, examination, excerpts, and transcriptions. All required records will be retained by the contractor for three years after the county makes final payment and all other pending matters are closed.

The county will use minority-owned businesses, small businesses, and women’s business enterprises when practicable.

3. **Question:** Would the successful bidder be required to attend in-person meetings?
Answer: Video and teleconference meetings are acceptable unless the Board determines otherwise.
4. **Question:** Can we perform the required tasks outside of the United States?
Answer: Yes, if it is feasible to do so.
5. **Question:** Can we submit the proposals via email?
Answer: Proposals must be submitted in the format required by the RFP.