

**SPALDING COUNTY**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**GRANT WRITING/ADMINISTRATIVE & RELATED GRANT SERVICES**

Date: **November 1, 2019**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, and related services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, with a reputable consulting firm for grant writing and administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Innovative CDBG Grants, Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Redevelopment Fund Projects (RDF), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, and any other federally funded project in compliance with CFR 200 for Procurement. The County is considering applying for DCA's Innovative CDBG Program this year. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services, for State and Federally funded projects. This is **not** a request for retainer services. All firms submitting will be considered, on a project by project basis, should federally funded opportunities arise in the next 2 year period.

**Information which should be submitted for our evaluation is as follows:**

- 1) History of firm and resources**
- 2) Federal Funds Grant Writing & Administration Experience, including HUD, EDA, ARC, etc.**
- 3) Key personnel/qualifications**
- 4) Current workload**
- 5) Scope and level of service proposed**
- 6) Experience with similar projects and list of references**
- 7) Fees associated with Grant Writing and Administration – percentage of grant amount for administration is acceptable.**
- 8) Statement of Qualifications Form**
- 9) Section 3 Certification Form for HUD assisted projects**

Future projects are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs and other federal agencies listed above. HUD project are covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

*Spalding County also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*

Interested parties should request a copy of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **2:00 PM on December 2, 2019**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and proposal packages should be submitted to the name and address listed below:

**Terri Bass, Purchasing Agent**  
**Spalding County**  
**P.O. Box 1087, Griffin, GA 30224**  
**Email: [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com)**