



REQUEST FOR PROPOSAL

APPLICATION DEVELOPMENT, GRANT ADMINISTRATION AND GRANT MANAGEMENT SERVICES OR THE SMALL BUSINESS DEVELOPMENT GRANT PROGRAM

CITY OF FAIRBURN, GA

RFP #22-016

INTRODUCTION

The City of Fairburn is seeking sealed proposals from competent service providers to assist the City in the overall management of its Small Business Development Grant Program activities. Awarded Responder will be responsible for application development and project management along with management and administration of the grant.

DEFINITIONS

<u>Terms</u>	<u>Meaning</u>
Scope of Service	A written description of the entity's needs and desired outcomes for the procurement
Initiatives	The right to initiate, to start legislative action. Procedures enabling a specified number of voters by petition to propose a law and secure its submission to the electorate or to the legislature for approval.
Responder	A supplier who submits a response to a Request for Qualifications (RFQu), Expression of Interest (EOI), Request for Information (RFI), Qualifications Based Selection (QBS), or other solicitation types, methods, or processes where price is not a factor in the evaluation process for award determination.
Compliance	Agreeing to conform to standards, regulations, laws and other requirements within the terms and conditions of the contractual agreement.

Internal Controls	a system or plan of accounting and financial organization within a business including all the methods and measures necessary for safeguarding its assets, checking the accuracy of its accounting data or otherwise substantiating its financial statements, and policing previously adopted rules, procedures, and policies as to compliance and effectiveness.
Grant Programs	A transfer of federal government funds to state or local governments to support or stimulate programs authorized by federal or state laws, to carry out objectives that are locally defined and managed under a broad federal or state program. 2. The furnishing of assistance by a jurisdiction whether financial or otherwise, to any person to support a program authorized by law; does not include an award whose primary purpose is to procure supplies, services, or construction.
Small Business Development	Funding, educational, disaster relief and federal contracting assistance provided small business, denoted by their industry standards and the Small Business Administration.
City-the	a person granted authority, in accordance with agency procedures, to conduct business, and enter into agreements on behalf of the City of Fairburn.
Requests for Information	A non-binding method whereby a jurisdiction publishes via newspaper, Internet, or direct mail its need for input from interested parties for an upcoming solicitation.
City Staff City Attorney	Individuals employed by the City of Fairburn The legal agents or firm qualified by the state or federal court hired to represent and provide legal services guidance to the City.
Grant Administration Services	Services inclusive of fiscal management; preparation of Environmental Review Records and completion of release of funds process; record keeping; preparation of status reports; procurement; preparation or project revisions and amendments; compliance with national objectives and monitoring and compliance with program regulations; preparation of close-out documents and other work required to implement and complete your project.
Disaster Recovery Projects	Projects involving policies, tools and procedures purposed to recover or restore vital technology infrastructure and systems, following a natural or human-induced disaster.

SCOPE OF SERVICE

Awarded Responder will work with City staff and City Attorney and evaluation scoring, contract preparation, and project management, programmatic and financial monitoring of any sub-recipient allocations for funding, project management along with management and administration of the grant. Awarded Responder will perform grant management and administration services to accommodate other programs, yet to be defined, including programs occurring as a result of past or future awards or federally, state, or locally funded initiatives.

Funding for the Small Business Development Grant Program is \$350, 000.

Any awarded Responder shall be tasked with the following:

1. Comprehensive administration and compliance of the program in accordance with established guidelines; administration and compliance of any other grant-related programs administered by the awarded Responder while engaged by the City under the scope of this request for proposal and any resulting contract thereof.
2. Research, develop and prepare grant applications and/or other program documents as needed.
3. Collaborate with the City on project formulation; information gathering, and project development eligibility within applicable guidelines.
4. Working with the City, develop program guidelines, policies, procedures, implementation plans or other pertinent documents.
5. Ensure that proper internal controls are developed and implemented for the prevention of fraud and abuse.
6. Review and assist with processing payment requests, determining allowable costs, compliance with federal, state, and local regulations with the scope of review and assistance to be set by the City.
7. Assist with and/or present public hearings in conjunction with the City.
8. Attend meetings in conjunction with and on behalf of the City.
9. Assist in responding to Requests for Information from citizens, organizations, and other agencies.
10. Provide at a minimum, monthly project status reports and cash management reports showing the projected schedule for reimbursement requests and the actual status of the reimbursements received.
11. Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, requests

for proposals, or other applicable procurement processes for identified projects that align with the grant in compliance with Federal and State Law.

12. Review, advise and assist on the management of the closeout process.
13. Coordinate with the City staff on project-specific cost accounting and tracking.
14. Assist with all audit services and resolve any requests for information, justification, audit findings, and eligibility appeals.
15. Provide post-award grants administration.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

The Responder must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Responders should provide a detailed narrative of their experience as it relates to each of the items above. Responders should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the sub-recipient utilizing the City's guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the disaster recovery projects.

The complete proposal should be submitted in a sealed package. All proposals shall be marked, RFP# and Project Name as described in this document. Responders shall be responsible for the delivery of proposals during business hours to the City of Fairburn by the stated deadline. It is the responsibility of the Responder that proposals are received before the scheduled closing date and time. It shall not be sufficient to submit proposals after the closing date, even copies of a date stamp that the proposal was mailed.

The firm should provide the following information related to this RFP:

- Interest Letter
- Profile and qualifications
- Relevant case studies of past or current public-sector clients
- Resumes of key personnel
- Project Approach Summary
- A separate sealed fee proposal, consisting of no more than two pages, listing the hourly rates for each of the staff anticipated to work on the project; with itemized list of reimbursable expenses, shall be submitted with the RFP.

All proposals must be received at the below-referenced address no later than 5:00 pm on August 31, 2022. All proposals, delivered by hand or other methods, should clearly indicate the information below on the outside of the sealed package. One unbound and four (4) bound original copies of the complete proposal are required.

Solicitation Schedule

- Public Notice-----8/15/2022
- Inquiry Deadline (Questions from Potential Responders)-----8/25/2022
- Closing Date-----8/31/2022 by 5:00pm Eastern Standard Time
- Evaluation -----9/01/2022 to 9/7/2022
- Notice of Intent to Award-----9/08/2022
- Stand Still Period-----8/30/2022 to 9/08/2022
- Notice of Award-----9/09/2022

PROPOSAL DELIVERY AND MAIL INSTRUCTIONS

PROPOSAL: APPLICATION DEVELOPMENT, GRANT ADMINISTRATION AND GRANT MANAGEMENT SERVICES OR THE SMALL BUSINESS DEVELOPMENT GRANT PROGRAM

City of Fairburn
56 Malone Street
Fairburn, Georgia 30213
Attn procurement@fairburn.com

SELECTION CRITERIA FOR PROSPECTIVE CONSULTANTS

To receive consideration, the Responder's proposal should be responsive to the project requirements described in the Submission Requirements section of this document. The contract will be awarded to the Responder determined to be the most qualified to perform the work based on an established evaluation criterion. The City of Fairburn reserves the right to split a contract award such that multiple Responders receive at least a portion of the award. A selection committee will be convened to evaluate the proposals based on the following weighted criteria:

Firm/Staff Qualifications	30%
Similar Clients/Contracts	20%
Past Performance	20%
Project Understanding.	20%
Project Administration	10%
Total:	100%

NOTICE OF AWARD

The primary intent of this RFP is to identify a single source to provide all the needed services; however, the City of Fairburn reserves the right to make split awards. Page 4 of 7 If the City of Fairburn decides to split the prize, it will do so to the top highest scoring Responders. The highest scoring Responder(s) will be sent a Notice of Award. The Notice of Award is not noticing of an actual contract award; instead, it is a notice of the City of Fairburn's expected contract award(s) pending resolution of the protest process. The Notice of Award ("NOA") is the City of Fairburn's public notice of actual contract award(s) and must be approved by City Council.

CONFLICTS OF INTEREST

Each Responder must fully disclose all potential organizational conflicts of interest for each team member. The responder is prohibited from receiving any advice or discussing any aspect of the project or its procurement with any person with whom it has a conflict of interest. By submitting its proposal, each Responder agrees that, if a conflict of interest is thereafter discovered, the Responder must make an immediate and full written disclosure to the City of Fairburn, which includes a description of the action that the Responder has taken or proposes to take to avoid or mitigate such a conflict. If the Responder was aware of a conflict of interest before the award and did not disclose the conflict to the City of Fairburn, The City of Fairburn may terminate the award for default.

RESTRICTIONS ON COMMUNICATING WITH STAFF

From the issue date of this RFP until the results are announced, Responders are not allowed to communicate with any City staff except for submitting questions as instructed in the RFP. Prohibited communication includes all contact or interaction, including but not limited to telephone, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The City of Fairburn reserves the right to reject the request of any Responders violating this provision.