
JONES COUNTY
REQUEST FOR PROPOSAL
FY 2023 USDA RURAL DEVELOPMENT
ADMINISTRATIVE SERVICES

Jones County has been awarded an Emergency Rural Health Care Grant in the amount of \$1,000,000 by the United State Department of Agriculture, Rural Development (USDA-RD), for the construction for a new EMS and EOC Facilities located in Trenton NC.

Jones County is requesting proposals for grant administration services to assist the County in the management of this project in compliance with all applicable requirements under the USDA Program.

Scope of Work:

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following USDA compliance areas:

1. Labor Standards Compliance.
2. Completion of all required reports and documentation.
3. Assistance with Financial Reimbursements Forms.
4. Setting up and managing official records.

The services will not include the disbursement or account of funds distributed by the County's financial officer, legal advice, fiscal audits, or assistance with activities not related to the USDA project.

Proposal Content and Submission Requirements:

Three (3) copies of the proposal should be provided to the County and shall include at a minimum.

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.
2. Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to state and federal grant administration, description of firm's prior experience, size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references.
3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of USDA related activities, and firm's anticipated availability during the term of the project.
4. Familiarity with Local Government: description of County's assets, needs and its funded USDA-RD program.

Fee Proposals

Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and

Federal and State Terms and Conditions

Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Criteria for Award/Evaluation and Consultant Selection Procedure:

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equally competitive basis. The following criteria will be used in the evaluation process.

Evaluation Factors	WEIGHT 1-25
Specialized Experience & Competence similar to RTG	25
Past record of performance of firm or individual consultant with respect to grant related activities with the municipality	25
Capability of carrying out all grant related activities	20
Familiarity with local government	10
Cost of services*	10
References	5
Met requirements for submittal	5

*Cost comparison is only applicable to Request for Proposals, not Requests for Qualifications.

Upon completion of the review, the Committee will make its recommendation to the County Commissioners Board.

Respondents may review the USDA application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the County offices during regular office hours.

You are invited to submit a proposal to be received not later than **5:00 PM on March 22, 2023** to Kyle Smith, County Manager, Jones County, 110 S Market St, Trenton, NC 28585, telephone (252) 448-7571.

The Jones County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The County invites the submission of proposals from a certified Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Kyle Smith, County Manager, Jones County, 110 S Market St, Trenton, NC 28585, telephone (252) 448-7571 for accommodations for this request.”

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con *Kyle Smith* al (252) 448-7571 110 S Market St, Trenton, NC 28585 de alojamiento para esta solicitud.”

February 23, 2023

Kyle Smith
County Manager