

Procurement Example

Competitive Bids Procurement of Professional Services by Request for Proposals (RFP)

This example document is provided for Grantees using state ARP Competitive and Non-competitive grant funds and reporting to the State Water Infrastructure Grants (SWIG) program. This is an example of local government procurement using a Request for Proposal solicitation for professional services. **Generally, the Request for Proposal (RFP) form of procurement is most often used when an entity needs more information on what good or service to be acquired.**

Procurement regulations from Uniform Guidance, 2 CFR Part 200 Subpart D:

- **§200.320(d)** Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - **(1)** Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - **(2)** Proposals must be solicited from an adequate number of qualified sources;
 - **(3)** The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - **(4)** Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - **(5)** The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/ engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Competitive RFPs for services **other than architectural and/or engineering services** must include price as a selection criterion. All other requirements and recommendations for procurement by competitive bids should be followed, including:

- Broad advertisement and distribution of RFQ with a goal of receiving a minimum of three responses.

- Adequate time for individuals and firms to prepare their responses.
- A clear statement of the required elements of the RFQ.
- Conformance between the evaluation criteria public in the RFQ and those used by the evaluation committee of the Grantee.

When using this document, please note any items bracketed in **[RED]** will need to be customized for each entity's usage. If you have any questions about which items should be customized or how to use this document, please reach out to us at TDEC.ARP@tn.gov.

REQUEST FOR PROPOSALS

[Grantee Name]

General Grant Coordination and Management and Project Management State Water Infrastructure Grants (SWIG) program utilizing American Rescue Plan (ARP) Fiscal Recovery Fund grant

I. INTRODUCTION

[Grantee Name] is soliciting proposals from interested firms and individuals to provide General Grant Coordination and Management and Project Management Services for a State Water Infrastructure Grants (SWIG) program utilizing American Rescue Plan (ARP) Fiscal Recovery Fund grant. The [Grantee Name] has received approximately [Grant Amount] in overall ARP funding and anticipates potentially receiving future funding. The [Grantee Name] will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

II. QUALIFICATIONS

The Proposer must show to the complete satisfaction of [Grantee Name] that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a past history and references in order to satisfy [Grantee Name] in regard to the Proposer's qualifications. [Grantee Name] may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to [Grantee Name] all information for this purpose that may be requested. [Grantee Name] reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy [Grantee Name] that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer's qualifications shall include:

- The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- The quality of performance of previous contracts or services.

*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

III. SCOPE OF WORK

A. General Statement

[Grantee Name] requests proposals for services of providing Grant Coordination and Management and Project Management Services for all activities related to State Water Infrastructure Grants (SWIG) program utilizing American Rescue Plan (ARP) Fiscal Recovery Fund grant allocations provided to [Grantee Name].

B. Supporting Data

Additional information on the projects that are currently planned can be found on [Grantee Name]'s website.

This can be found at: [Grantee Website / Purchasing Portal]

C. Specifically, [Grantee Name] requests the following services to be provided:

- Action Plan and program development and support including Action Plan amendments.
- Establishment of timelines, goals, metrics and deliverables.
- Document control and management.
- Policy development and Review.
- Program and financial compliance requirements and local financial procedural support.
- Support of communications strategy.
- Development of monitoring plans and execution of said plans.
- Manage program operations for all State Water Infrastructure Grants (SWIG) program projects
- IT Oversight as required.
- Training/Outreach support for grant recipients, partners, and [Grantee Name] Staff.
- Other support and consulting functions as required by [Grantee Name].
- [Grantee Name] reserves the right to select a firm/individual to provide any or all of these tasks and [Grantee Name] may choose to select multiple firms/individuals using this same RFP.

IV. TIMELINE

It is expected that the Grant Coordination and Management and Project Management process will begin in [Month and Year]

- RFP Issued: [Date]
- RFP Responses due: [Date and Time]
- Selection of Consultant: [Date]

[Grantee Name] reserves the right to make adjustments as needed to the above schedule.

V. QUESTIONS

Please direct all questions to: [Name of Procurement Office or POC]

VI. SUBMISSION REQUIREMENTS

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
- Resumes of the personnel assigned to the project.
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
- References including contact information for at least three organizations.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

VII. SELECTION CRITERIA

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include [must total 100%]:

- [#]% Proposal for accomplishing the tasks listed in Project Scope
- [#]% Cost
- [#]% Capacity to perform the services within the established timeframe
- [#]% References

VIII. RFP SUBMISSION PROCESS

Proposal deadline: Proposals must be received no later than [Time and Date]. Sealed proposals must be received in the [Designated Grantee Office] at the address referenced below. Submittals should include three hard copies including signatures. No proposals received by fax or e-mail transmission will be accepted.

[Designated Grantee Office]

[Street Address]

[City, State and Zip Code]

Proposing entities must note on the outside of their proposal package:

REQUEST FOR PROPOSALS

[GRANTEE NAME] PROFESSIONAL SERVICES

IX. *SUPPLEMENTAL CONDITIONS*

Required State or Grantee Certifications

The following documents outline required supplementary conditions to be completed and provided by the bidders with your RFQ response.

- [BYRD Anti-Lobbying Amendment Certification](#)
- [Iran Divestment Act Certification](#)
- [Debarment Certification](#)
- [Non-Boycott of Israel Certification](#)

Required and Recommended Federal Contract Provisions

The following document outline the required and recommended provisions that must be included in contracts that are being funded in part or whole with grant funding from the SLFRF.

- [Required and Recommended SLFRF Supplemental Conditions for Contracts](#)