

CDBG Over Coffee(s) are informal webinars held throughout the year to help you and your community implement a successful CDBG project.

Today we'll discuss the procurement of professional administrators using the pre-qualified list, and we'll be focusing on the steps included in "phase 2". Note that the following slides are directed to communities as administrators and/or firms are prohibited in assisting in their own procurement. However, if you are an administrator, service provider, or grant writer, you may be interested in seeing what has been provided to communities so that you can advise them in your limited capacity. If you have a situation that deviates from this or needs additional technical assistance, please contact our office.

Before we get started, just a friendly reminder to please mute your lines at this time. Questions will be taken at the end of the presentation, and can also be submitted through the Instant Message feature.

So grab your cup of coffee, and lets get started...

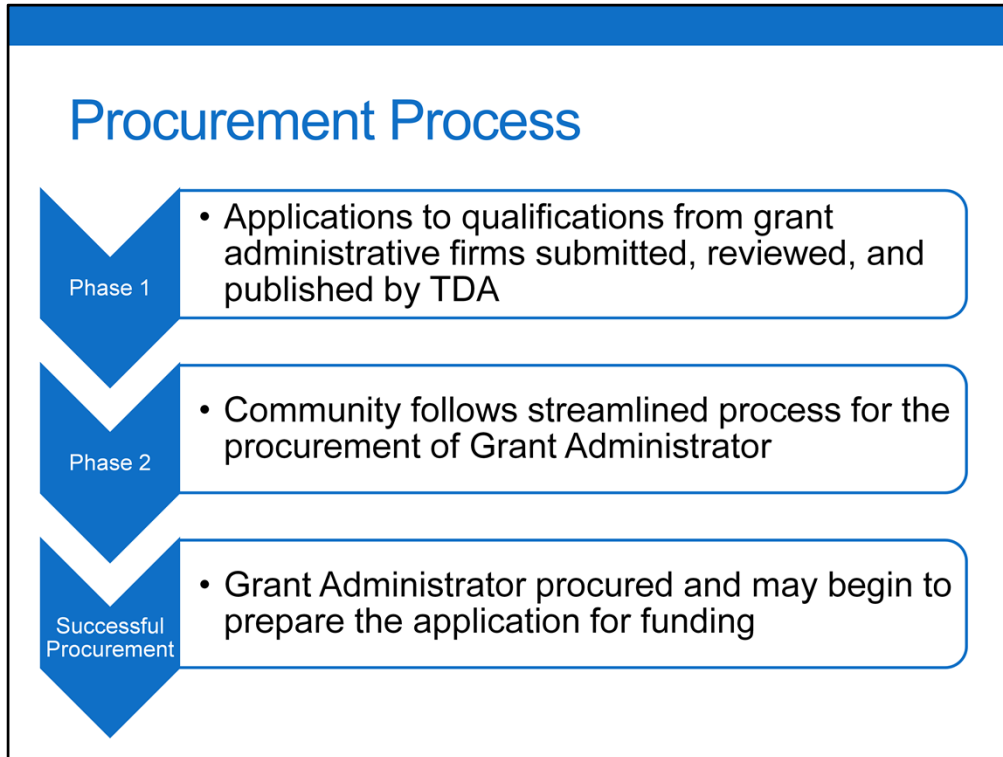
Administrative Services Procurement using the Pre-Qualified list

- Streamlined process to select grant administrator
- Communities must procure administrative service providers before the provider conducts any work to prepare the application for TxCDBG funding
- Applicants for grant funding in Program Year 2018 may only use administrative service providers that are:
 - Employees of the Applicant community (self-administering community),
 - Councils of Government acting as sub-recipients to applicant community
 - Vendors included on the Pre-Qualified List (Approved Vendor List)

Communities who apply for grant funding this year (Program Year 2018), are responsible for identifying the person or firm that will provide administrative services for the project, if funded. Federal guidance has become increasingly restrictive, and prevents vendors from providing “statements of work” prior to being procured. Therefore, communities must procure administrative service providers before they may be involved in preparing the application and prior to any project-specific discussions.

Applicant communities may use the following administrative service providers:

- Employees of the Applicant community – applicants may choose to self-prepare a grant application and/or self-administer any subsequent awards
- Councils of Government acting as sub-recipients to applicant communities
- Vendors included on the Pre-Qualified List, which may be often referred to as the “Approved Vendor List”




This method of procurement has two phases. During Phase 1, TDA solicited applications to prequalify grant administrators. Individuals and firms interested in grant writing and administering projects then submitted applications to TDA. TDA reviewed the submittals for completeness and prepared a “Pre-qualified list”.

Please be aware, preapproval of a grant administrator does not include an evaluation of the quality of services offered by the administrator.

Since Phase 1 has been completed, we will focus on the community’s responsibilities in Phase 2 today. Communities will follow the process outlined in today’s presentation for the procurement of a grant administrator.

After the completion of Phase 2 process, an applicant community will have successfully procured their Grant Administer and are cleared to begin project-specific discussions and application preparation.



Community follows streamlined process for the procurement of Grant Administrator

1. Identify evaluation team and review approved vendor applications
2. Select firms to consider further
3. Complete Phase 2 Solicitation – Request for Project Specific Proposal
4. Receive and review the proposals
5. Select a Grant Administrator using local procedures to award the contract
6. Work with Grant Administrator to prepare the application

Good morning, my name is Barbara Chandler. I am a program compliance monitor and the procurement specialist for the TxCDBG program.

I would like to start by briefly reviewing the six steps in Phase 2 that the applicant community will need to complete for the procurement of a grant administrator .

Step 1: Identify an evaluation team or committee

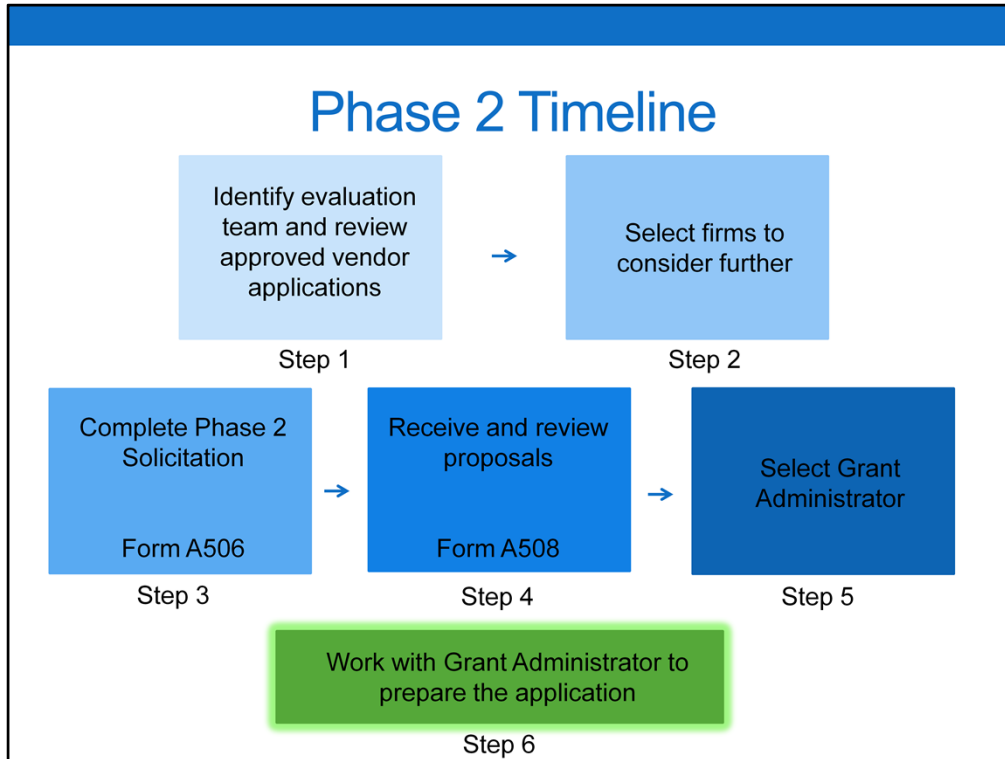
Step 2: The committee will select firms to consider for solicitation

Step 3: Complete Phase 2 Solicitation – Request for Project Specific Proposal

Step 4: The committee will then review and evaluate the proposals submitted

Step 5: Using local procedures, the applicant community will award the contract(s) to a Grant Administrator

Then, last Step 6: The community works with the selected Grant Administrator to prepare an application.



This flowchart depicts the six steps mentioned in the previous slides.

You may note that Steps 3 & 4 include the corresponding Forms that are associated with those procedures; we'll go into greater detail in the upcoming slides.

Step 1 – Identify evaluation team & review approved vendor applications

- Identify an Evaluation Team
 - At least 3 people
 - At least one local official
 - No potential conflicts of interest with vendors under review

- Evaluation Team reviews qualifications for each approved vendor

- Applications of respondents identified on the Pre-Qualified Vendor List can be found under [Professional Administrative Services](#) webpage

Firm Name	Application	Contact Information	Open	Closed	Pending	Priority
F.B. Brown Services	Completed	Tom Brown - tom@fbs.com		x		
Emerging Growth, Inc.	Completed	Ryan Lee - Ryan@emerginggrowth.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Evansville Service Company	Completed	Chris Woodruff - woodruffc@evansville.com		x		
Community Development Management Co.	Completed	Tom Stone - tomstone@evansville.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
Elite & Associates, Inc.	Completed	Tom Stone - tomstone@eliteinc.com		x		
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I would like to go into greater detail for each step: For Step 1

The community should first assemble the evaluation committee (or team) which should be comprised of at least three people; including at least one local official (such as member of the elected governing body).

When identifying committee members, communities should ensure that there are no potential conflicts of interest between the evaluation team and any vendors under review.

The evaluation team should review the applications and qualifications for **each** approved vendor. The “pre-qualified list” of vendors and their corresponding applications are posted on the TDA website under the “Professional Administrative Services” tab.

To help facilitate review of vendors’ qualifications, the evaluation team may also request a copy of “part 2” responses from any vendor’s application. These responses include descriptions of character, reputation, good standing with TDA and clients, any previous contract termination and/or noncompliance, and information regarding the respondents history of debarment, suspension, or exclusion from federally funded programs.

Step 2 – Select firms to consider further

- Evaluation Team must select at least three vendors from the Pre-Qualified List to consider further
- One or more of the vendors selected for further consideration must qualify under at least one of these categories:
 - Minority-owned Business (MBE)
 - Woman-owned Business (WBE)
 - Small Business Enterprise (SBE)
 - Section 3 Business (S3)

Based on the qualifications reviewed by the evaluation team, at least three vendors must be selected from the “pre-qualified list” for solicitation. The committee may choose (and is highly encouraged) to consider as many vendors as it wishes.

Please keep in mind that one or more of the vendors selected for solicitation must qualify as:

- Minority Owned (MBE)
- Woman-Owned (WBE)
- Small-Business Enterprises (SBE)
- Section 3 Businesses

These self-identified categories are included in the pre-qualified list on our website.

Step 3 – Complete Phase 2 Solicitation - Request for Project Specific Proposal

- Enter information into Form A506
 - Description of Anticipated Project
 - Anticipated Scope of Work
 - Evaluation Criteria
- Send to each vendor selected by Evaluation Team (step 2).
 - Print a copy of each A506 sent to vendors for your files
- Allow vendors a reasonable period of time to prepare proposal
 - Ex. 5 – 10 business days

A506 – Request for Project Specific Proposal

Evaluation Team will complete the form



Send completed A506 to vendors identified in Step 2

Next, communities will complete the A506 Form which is the “Request for Project-Specific Proposal” from the vendors identified in Step 2.

The completed A506 form will be sent to each vendor for their response. Please ensure that you allow vendors a reasonable period of time to prepare and submit the proposal, such as 5-10 business days.

Be sure to print a copy of each form and retain for recordkeeping purposes as you must document proof that Form A506 was sent to firms. Please keep in mind that all documents involved in the procurement process are essential in providing verifiable sources during the monitoring review.

Form A506

**Texas Community Development Block Grant
Phase Two Solicitation for Administrative Services
Request for Project-Specific Proposal**

Applicant Community:			
Name of Firm Solicited:			
Firm Address:			
Date Phase 2 Solicitation Sent:		Date Response Due:	
Description of Anticipated Project:			
Anticipated Scope of Work: (check services requested)	<input type="checkbox"/> Application Preparation Services <input checked="" type="checkbox"/> Basic Contract Implementation Services <input type="checkbox"/> Assistance for Acquisition of Real Property <input type="checkbox"/> Compliance with federal Labor Standards (for construction contracts) <input type="checkbox"/> Section 106 compliance <input type="checkbox"/> Other _____		
Evaluation Criteria (provide for each):			
<ul style="list-style-type: none"> • the maximum number of points; • categories such as Very Important, Somewhat Important, or Minor Importance; or • other indication of the relative importance of the criteria 	Criteria	Maximum Score or Relative Importance	Not Used
	Experience		
	Prior Work Performance		
	Capacity to Perform		
	Proposed Cost (required)		
	Other		
	Other		
Send Response to:			
	Name		
	Address		

The top portion of the document is straight forward and includes basic information. You'll see a "date response due" field, which is where evaluation team will enter their due date after determining a reasonable response time for receiving proposals.

Next is the "description of anticipated project" section which you will use to provide any information that is available to describe the potential grant project - this section will help vendors understand your community's priorities. Examples might include water and/or wastewater system improvements, public healthcare facilities, housing rehab, or whatever your community priority may be.

Based on the anticipated project, you should select the services needed in the "anticipated scope of work" section – in addition to basic contract implementation services, this may include application preparation, acquisition assistance, compliance with federal labor standards, and more.

Finally, develop a weighted criteria that will be used to evaluate each proposal. This form lists many criteria that may be used, however the community may list additional elements to be considered. Cost must be included in the evaluation criteria. The relative importance of each criteria must be assigned and listed in the table. Evaluation teams may use either a point-system or categories such as "very important, somewhat important, minor importance" etc.

Step 4 – Receive and review the proposals

- Vendors will respond to the Phase 2 Solicitation using Form A507 or in their own format
 - Services being offered
 - Proposed cost
 - Identify conflict(s) of interest
- Evaluation Team will review all proposals using criteria established in Step 3, and make recommendation to community's governing body

Vendors will provide timely response to RFP

Form A507



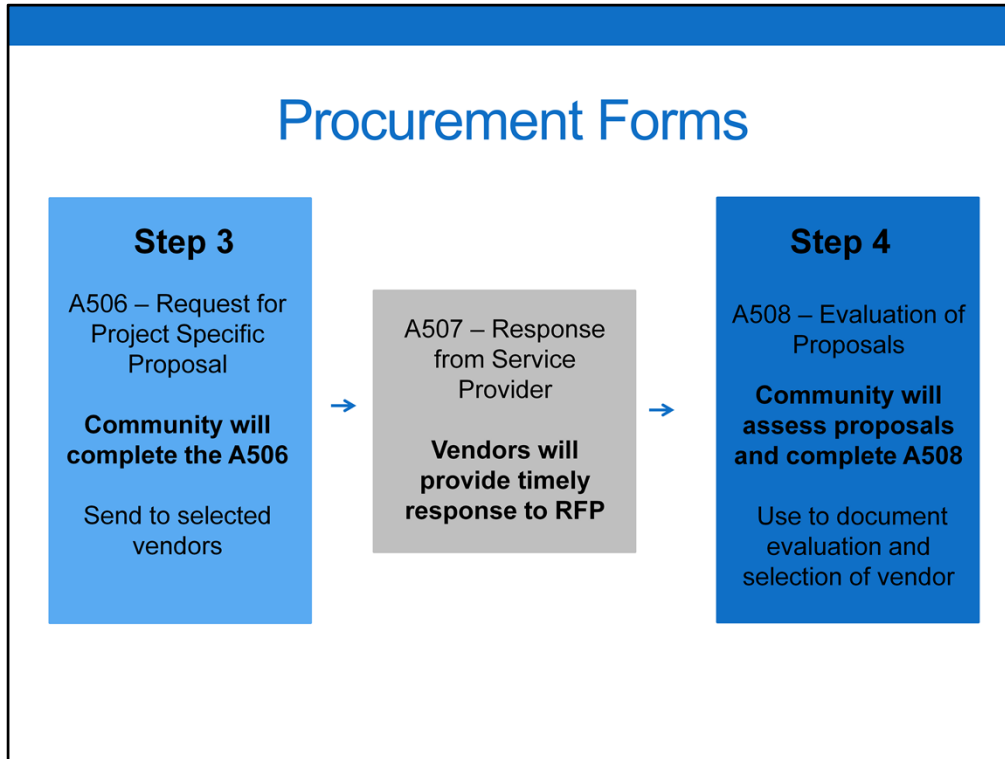
Evaluation Team reviews all proposals

Form A508

Next, vendors who are interested in competing for an administrative services contract will respond to the solicitation. Vendors may use the optional form provided by TDA (Form A507) or may provide information in their own format. In either case, the proposal must outline the services being offered and the proposed cost of those services. The proposal must also identify any potential conflicts of interest with the vendor and the project.

The evaluation team must review and evaluate each proposal using the specific criteria established in Step 3. Each member of the committee/team will utilize the Form A508 to document that the evaluation and selection process has been completed. The evaluation committee will then make a recommendation to the city council or commissioners court.

If a conflict of interest has been identified, the vendor may **not** be selected, even if the local official does not participate in the selection. Contact TDA for additional technical assistance.



Here is a visual representation of Steps 3 and 4 and the forms involved.

In Step 3, communities will complete the A506 and send requests for project specific proposals to selected vendors.

Then interested vendors will provide responses. They may choose to utilize TDA’s optional form, or may submit the proposal in their own format.

In Step 4, the applicant community’s evaluation team will review the proposals received and use the A508 to document the evaluation and selection of a vendor.

Step 5 – Select a Grant Administrator using local procedures to award the contract

- Applicant community's governing body **must** award the contract(s) for administrative services to the selected vendor
- See Appendix D of [TxCDBG Implementation Manual](#) for sample administrative services contract

An applicant's City Council/Commissioners Court, award the contract(s) for administrative services to the selected vendor.

Note: The local governing body has the final authority to award contracts and is encouraged to follow the committee's recommendation, but may select another respondent if justification for the selection is included in the meeting minutes.

A sample contract for administrative services-implementation is included in Appendix D of the TxCDBG Implementation Manual.

Step 6 – Work with Grant Administrator to prepare application

Only after formal award of the administrative services contract may the Grant Administrator be involved in grant application preparation.



Step 6; the community may begin working with the chosen vendor. Only after formal award of the administrative services contract may the Grant Administrator be involved in grant application preparation.

If a Grant Administrator or firm has been involved with discussions, recommendations or decisions regarding a grant application prior to the procurement process, that firm may NOT be awarded an administrative services contract.

Please keep in mind that costs related to preparation of an application are ineligible for CDBG grant reimbursement or matching funds.

Summary

- Keep all documentation of the procurement process to demonstrate compliance if the grant application is funded.
- Complete Phase 2 procurement process **before** beginning coordination/application work with Grant Administrator
- Contact office for technical assistance regarding procurement
- Contracts greater than \$50,000 must follow “Traditional” procurement procedures (Outlined in Chapter 5 of Implementation Manual)

Quick Links

- [Instructions to communities to complete Phase 2](#)
- [Form A506 – Request for Project-Specific Proposal](#)
- [Form A508 – Evaluation of Proposals](#)

- [Professional Administrative Services](#)
 - PY 2018 Pre-Qualified Vendor List
 - Vendor qualifications and contact information

- [TxCDBG Implementation Manual](#)
 - Appendix D provides sample administrative services contract
 - Other guidance on procurement methods

Here are some quick links to the material referenced in today's presentation. The slides will be posted on our Training page of the website later today.

Questions



Thank you for joining us for today's CDBG over Coffee Presentation. At this time the phone lines are open, and questions may also be submitted through the Instant Message feature.

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Once again, thank you for joining us! Have a wonderful day.