

# SAMPLE

## Request for Proposal (RFP) for Contract Management

**[Administrator]** seeks a qualified management consulting firm to assist **[Administrator]** in the administration of its recent **[Name of Program]** grant **[Contract/Reservation Award Number]** awarded through the Texas Department of Housing and Community Affairs (TDHCA). Bids must include the following required services:

### I. Statement of Qualifications

A competent consulting firm will possess experience administering federally-funded housing construction projects. Proposals must disclose past clients, types of housing programs administered, and résumés of all employees who might provide technical assistance under the winning contract.

### II. Scope of Work

The contracted firm will manage administrative duties including, but not limited to:

- Administration of the **[Name of Program]** grant in compliance with all applicable local/ state/ federal rules/ regulations;
- Financial management;
- Recordkeeping;
- Environmental clearance;
- Client identification, application intake, eligibility determination, and processing;
- Housing rehabilitation/ reconstruction management in compliance with applicable construction codes/standards/ specifications;
- Contract close-out;

Proposers must describe tasks they would perform to comply with the above administrative duties.

### III. Proposed Cost of Services

Your proposal must include your firm's estimated cost for each activity identified in the Scope of Work. **[Administrator]** will not use lowest bid as the sole basis for selecting the best bid for this contract.

### IV. Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

<b>Criteria</b>	<b>Proposal Points</b>
Price	50
Financial Resources	10
Technical Resources	10
Background and Experience	15
References	15
<b>TOTAL</b>	<b>100</b>

### V. Deadline for Submission

Proposals will be accepted no later than: **[Time Deadline]** on **[Date]** at **[Address]**.