

REQUEST FOR QUALIFICATIONS

Purpose: Hancock County solicits qualification from firms or individuals interested in providing grant administration services in Hancock County.

Project:

The Hancock County Board of Supervisors is soliciting qualifications for administration of grants in Hancock County. Duties include researching, identifying, applying for, administering, and monitoring federal, state, local and private grants; assisting with the application and monitoring of federal, state, local and private grants for other county departments; representing the County as a grant liaison between the federal, state and local governments; generating and implementing grant program and policy related recommendations for elected officials and County staff; ensuring compliance with all laws, statutes, regulations and rules, or the like pertaining to grants; reviewing and evaluating the performance of grant projects and programs; coordinating, supervising auditing, and monitoring grant reports of various County departments; maintaining accurate accounting of all grant funds; participating in preparation of the annual County budget in respect to grant funding; and reporting grant funding status regularly to the Board of Supervisors; coordinating and providing all information necessary to the County's private auditors in their compilation and preparation of audits required for grant funding; and completing all closeout paperwork necessary to ensure that grants have been closed out in accordance with program requirements.

Requirements: The selected firm or individual shall provide all necessary services for the above items of work in accordance with applicable state and federal laws, regulations, and procedures. Firms or individuals proposing to perform these professional services should submit:

- Statement of qualifications
 - Qualifications of firm or individuals in-house including license, organizing documents, etc.
 - Qualifications and experience of each staff member assigned to the project
 - Evidence that the firm or individual is eligible to conduct business with federal, state and county government.
- Experience
 - Experience administering State and Federal funding sources, from project inception and development to closeout
 - Experience managing federal funds
 - A listing of all State and Federal grant programs administered
- Capacity for performance of the required tasks and list of key personnel intending to supply the services hereunder

Selection: Respondents interested in providing the required services should submit the qualifications as described below. The contract will be awarded to the qualified firm(s) or individual whose proposal is determined to be most advantageous to the county. The Board of Supervisors will appoint a selection committee, which will rank proposals from most advantageous to least advantageous to the County. The County will then enter into contract negotiations with the firm whose proposal is deemed most advantageous. If an agreement cannot

be reached, the County will then enter into negotiations with the next highest ranked firm, and so on, until a contract can be successfully negotiated. The Committee will be a recommending body of the Board of Supervisors. Both the Committee and Board of Supervisors reserve all rights to reject any and all proposals, waive any and all requirements not affecting the price or competitiveness of the award.

The Hancock County Board of Supervisors and Committee reserves the right to award multiple contracts or reject all proposals and make no award if either option is deemed in the best interest of Hancock County. The Hancock County Board of Supervisors and Committee reserves the rights to reject any or all submissions and to waive any informalities or irregularities in the qualification process. By submitting a proposal, proposers agree and acknowledge that they waive any right to seek damages or relief from the County by any decision of the County to not accept that proposal, or any part thereof.

To be considered, respondents must submit five (5) copies of its statement of qualifications to the address below. It may be hand-delivered, delivered by U.S. Postal Service or an overnight service on or before September 15, 2016 at 10:00 a.m. CST. Hancock County is an equal opportunity employer. Hancock County expressly hereby invites and takes affirmative steps to include and solicit small, minority, women's business firms, and labor surplus area firms to submit qualifications for this future service.

Questions may be submitted only by email to Felicity Edwards at Felicity.Edwards@co.hancock.ms.us.



Publication Dates:
August 20, 2016 and August 27, 2016
/s/ Blaine Lafontaine, Board President
Board of Supervisors
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