

# ***ALLEN COUNTY COURTHOUSE***

*Sherrie L. Riebel*  
COUNTY CLERK

*I N. Washington*  
Iola, KS 66749

620-365-1407  
Fax: 365-1441  
Email: [coclerk@allencounty.org](mailto:coclerk@allencounty.org)

Date May 28, 2020

Area #6 South East (Allen County) Qualified CDBG Administrator

RE: RFP for Administrators

Dear CDBG Administrator:

Allen County, KS is soliciting your interest in submitting a Request for Proposals for administrative services. The County will be submitting an application for Community Development Block Grant funds for CV funding. The County is requesting that the selected firm assist the County with the administration of the application, if funded.

If you are interested, please respond to the county clerk to the email listed below by June 16, 2020: [coclerk@allencounty.org](mailto:coclerk@allencounty.org)

The response from your firm shall include the following:

1. *Verify the firm has qualified personnel who can be assigned to the project.*
2. *Experience with CDBG and capabilities of the firm.*
3. *Ability and willingness of firm to assist the City/County with this project.*
4. *Bid amount*
5. *Other pertinent information, including interest in project, does firm appear organized and professional*

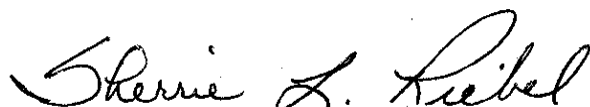
Please list "CDBG-CV Administrative Proposal" in subject line of the email.

A personal interview may be requested by the County to be held during the selection process. The administrator will be selected at the commissioner meeting on June 16, 2020 at 9:00 a.m. CDT. The Commission of Allen County will complete its rating that day and select an administrator.

Firms not responding with a proposal on or before June 16, 2020 at 9:00 a.m. CDT will not be considered for the project. The County reserves the right to reject any or all proposals.

The factors to be considered and the method to be utilized in the evaluation of the proposal and selection of the administrator are set forth in the Addendum #2 (enclosed).

Sincerely,



Sherrie Riebel  
Allen County Clerk

## Addendum #2

### Basic administration services required of the administrator:

- Provide assistance with the signing of the state contracts, meeting any contract conditions.
- Environmental review
- Citizen Participation
- Quarterly Report
- Conducting a Pre-Monitoring, attend the monitoring and resolve any monitoring deficiencies
- Assist the County with Record Keeping and setting up of the files
- Assist with the setting up a financial management system that complies with CDBG regulations
- Procurement of all other professional services as needed, including MBE and WBE
- Assist the engineer/architect in the procurement of construction activities
- Complete all URA activities in any land acquisition needs
- Labor Standards requirements
- Civil Rights activities and documentations
- Complete Close out packet
- Attendance to council/commission meeting as requested or deemed necessary by the council/commission to explain documents

This is not an all-inclusive list. The community should expect the hired administrator to complete paperwork and explain anything in the application guidelines or grantee handbook that is necessary for proper completion of a CDBG project.