

Request for Proposal (RFP) for Contract Management

County of Cass seeks a qualified management consulting firm to assist **County of Cass** in the administration of its recent **Home Investment Partnership Program** grant #2025-0017/ CFDA: 14.239 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 **County of Cass Home Investment Partnership 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. **County of Cass** 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:

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

V. Deadline for Submission

Proposals will be accepted no later than: **2:00 p.m. on September 3, 2025** at **County of Cass Auditor's Office, Physical Address: 604 Hwy 8 N, Linden, TX 75563**. The mailing address is **P.O. Box 299, Linden, TX 75563**.