

## **PUBLIC NOTICE**

### **Request for Proposals for Personal Service Contract**

#### **CDBG-DR Technical Assistance and Grants Management Advisor**

RFP 112 2400000152

This notice constitutes a Request for Proposals (RFP) for a Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Cabinet of General Government / Department for Local Government (DLG). Offerors are advised that any personal service contract resulting from this RFP must comply with all applicable provisions of Kentucky Revised Statute (KRS) 45A and KRS 12.210 prior to becoming effective. A contract, based on this RFP, may or may not be awarded. Any contract award from this RFP is invalid until properly approved and executed by the Finance and Administration Cabinet and filed with the Legislative Research Commission, Government Contract Review Committee.

Through this RFP, DLG is seeking up to two (2) vendors to provide Community Development Block Grant – Disaster Recovery (CDBG-DR) technical assistance and grant management in order to deliver the highest quality services to local governments, eligible private and non-profit organizations, as well as state and federal agencies at the most favorable, competitive prices.

The Contractor(s) will provide assistance to DLG in its administration and the interpretation of the HUD federal regulations governing the CDBG-DR program. This will include, but is not limited to, the knowledge of HUD National Environmental Policy Act regulation 24 Code of Federal Regulations (CFR) Part 58, Section 106 of the Historic Preservation Act, Davis-Bacon and Related labor laws, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d), HUD 24 CFR Part 35 Lead Based paint, 2 CFR Part 200, consolidated waivers and alternative requirements notices, and other state and federal laws and regulations. The Contractor(s) will also assist in funding application review, preparing written analysis of projects, and will assist with the input and tracking of all funded projects, evaluate numerous monthly requests from HUD, and conduct research involving contacting project managers and DLG staff to determine status of each project, and will assist other federal grants staff regarding wage rates and compliance issues, including checking for weekly changes to wage decisions, advises grantees of any changes, and monitors contracts to ensure that each contractor is compliant with labor laws. The Contractor(s) will oversee and coordinate the work of CDBG-DR subrecipients and/or developers, monitoring projects for program compliance, site visits, reviewing financial data and requests for disbursement, preparing reports for state and federal government entities, and project close-out. The Contractor(s) will provide training, technical assistance and support regarding program requirements of the CDBG-DR program cost types, which may include project planning, application preparation, project implementation, project administration, other activity delivery costs, and reporting.

Complete RFP documents can be found on the Commonwealth of Kentucky's Vendor Self-Service System website at <https://vss.ky.gov/vssprod-ext/Advantage4> starting December 29, 2023.

The DLG contact named below shall be the sole point of contact throughout the procurement process. All communications, oral and written, concerning this procurement shall be addressed to: Laura Redmon, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky, 40601, (502) 892-3453, [Laura.Redmon@ky.gov](mailto:Laura.Redmon@ky.gov).

All proposals must be received no later than 4:30 p.m. (EDT) January 25, 2024. DLG reserves the right to reject any and all proposals.

