

---

## Sample Request for Proposal Publication

Please read thoroughly and edit text appropriately.

---

### REQUEST FOR PROPOSAL TOWN OF AMERICANA, INDIANA

In order to assure compliance with the Indiana Office of Community and Rural Affairs (OCRA) and related requirements regarding competitive negotiation of \_\_\_\_\_ services, the *Town of Americana* is seeking Proposals for the provision of the services described below relating to a \_\_\_\_\_.

#### Description of Services Needed

(Describe Services.)

#### Type of Contract

The *Town of Americana* will execute a firm, fixed-price type of contract for these services that is contingent on the final commitment of grant funding. All services will be delivered for the agreed upon price.

#### Federal Requirements

Prospective offerors should note the successful proposer must meet the following terms and conditions:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063.
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts.

#### Proposal Content

The proposal should include the following:

1. A description of expertise, experience and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.
3. A list of references.

4. Resumes of professional staff members that will work on this project.
5. Name of person to be in charge of project.
6. Description of scope of services as per "Description of Services Needed" and proposed prices as per "Type of Contract".
7. A project time line.
8. Proposed Fee for Providing Services

The proposal shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

**Award of Contract**

Proposal Evaluation criteria shall include:

1. Firm's history and resource capabilities to perform required services. (1-10 Points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price comparison. (1-10 Points)

If you are interested in providing the required services, please note that *six (6)* copies of the Proposal of each prospective organization must be received by the *Town of Americana, Clerk Treasurer's Office, P.O. Box 177, Americana, Indiana 46777* no later than 12:00 p.m. (Noon) local time on May 1, 20XX. Each Proposal will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held on May 16, 20XX.

The Town may or may not negotiate the fee schedule with one or more offers. The Town reserves the right to reject any and/or all proposals. The Town is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by the Town on June 1, 20XX. Offerors may desire additional information, a site visit or clarification regarding the Proposal. If so, please contact John Smith between 9:00 a.m. and 5:00 p.m. local time at (317) 555-1234.