

Horry County, South Carolina
Request for Proposals (RFP) for Technical Assistance
Federal Housing Assistance Programs
U.S. Department of Housing and Urban Development Programs

Section 1 – Introduction and Project Overview

The Horry County Community Development and Grants Department is seeking a consultant to provide grants compliance and management assistance to support the department's compliance with federal grant program regulations and guidelines for the following programs:

- (1) Community Development Block Grant (CDBG);
- (2) Community Development Block Grant – COVID 19 (CDBG-CV);
- (3) HOME Investment Partnerships Program (HOME);
- (4) HOME Investment Partnerships Program –American Rescue Plan (HOME-ARP);
- (5) Emergency Solutions Grant (ESG);
- (6) CDBG-MIT Funding;
- (7) Other Federal and State Programs as required.

Assistance will include: General Administration

Provide general assistance and recommendations in matters relating to the administration and execution of its HUD funded programs, as well as other task-specific items including but not limited to policy development and updates, HOME underwriting, financial management, staff training, neighborhood-based market analysis, internal project file monitoring, unmet needs analysis and HOME/Community Housing Development Organization (CHDO) Project planning; Annual Action Plan development and associated amendments, program start-up and design.

Monitoring & Compliance

1. Reviewing program/project files connected with HUD-funded projects.
2. Comparing content of departmental files with designated program checklists, monitoring exhibits, and other applicable federal regulations to determine completeness and compliance with federal requirements.
3. Meeting with departmental staff to assess concerns and confirm risk assessment methods for implementing a project monitoring strategy and conducting file audits.
4. Preparing a final summary report of findings including recommendations to improve file completeness and enhance overall programmatic compliance.
5. Reviewing and proposing revisions to CDBG, ESG, and HOME policies and procedures as required to satisfy current regulatory requirements.

Section 2 – Proposal Requirements

All proposals should be organized in the following manner:

A. Contact Information

Please provide the name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding

commitments should be included and identified. If proposers bid as a team, the bidder must identify team members as well as the key point of contact for staff.

B. Experience

Describe the responder's experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients with associated dates when services were provided.

Identify the person or people who will be assigned to work with Horry County to provide the requested technical assistance. Describe each person's qualifications, including education and relevant experience. Also describe experience in CDBG, CDBG-CV, ESG, HOME, HOME-ARP, CDBG-MIT program management and compliance for comparable jurisdictions.

C. Budget

Consultants will be required to participate in an annual meeting and a monitoring visit. Projects will be assigned through task orders. Consultants should provide a rate structure for administering the identified task.

D. Project Timeline

The contract will be awarded on an annual basis, with the option to extend the contract for no more than two additional years. Technical assistance contract will include two (2) semi-annual meetings including an annual monitoring visit. All other assistance requests will be made on an as-needed basis via a task order issued by Horry County.

E. Professional References

Provide a minimum of two (2) complete references (name, title, address, phone number, and email address) that Horry County may contact to verify services previously rendered or currently being provided. After written proposals have been reviewed, discussions with prospective consultants may or may not be required to clarify any portions of the proposal.

Section 3 – Evaluation and Anticipated Schedule

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

(1) Responsiveness 25%

Responsiveness will be evaluated based upon the quality of the information submitted in the proposal including completeness, relevance, conciseness, and organization of material presented.

(2) Experience 50%

Experience will be evaluated based upon the Consultant's documented capacity and performance, not only with managing successful HUD programs, but also with providing services assistance to counties. References should also report positive experience.

(3) Price 25%

Price will be evaluated through an analysis of cost competitiveness. Horry County reserves the right to negotiate with the selected consultant on technical assistance topics, deliverables, scheduling, and budget issues. Horry County shall not be obligated to accept the lowest-priced proposal, but shall make an award in the best interest of the project.

This RFP will be governed by the following schedule:

RFP Release Date:	July 3, 2024
Proposals Due Date:	July 29, 2024 by 5:00 pm
Notification of Award:	August 5, 2024 (anticipated)
Execution of Contract:	August 12, 2024 (anticipated)

Section 4 – Submission Process

Proposals must be received no later than **5 PM on July 29, 2024**. Submittals should not exceed 20 pages in length. Proposals must be submitted via email to dobson.michael@horrycountysc.gov and one (1) hard copy to:

Horry County Community Development and Grants
100 Elm Street
Conway, SC 29526

Proposals should include **“Federal Housing Technical Assistance RFP”** in the subject line of the email and on the lower right hand corner of the sealed envelope.