SAMPLE
Request for Proposal (RFP) for Contract Management

[Administrator] seeks a qualified management consulting firm to assist [Administrator] in the administration of its recent [Name of Program] grant [Contract/Reservation Award Number] 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 [Name of 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. [Administrator] 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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proposal Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>50</td>
</tr>
<tr>
<td>Financial Resources</td>
<td>10</td>
</tr>
<tr>
<td>Technical Resources</td>
<td>10</td>
</tr>
<tr>
<td>Background and Experience</td>
<td>15</td>
</tr>
<tr>
<td>References</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
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</tbody>
</table>

V. Deadline for Submission
Proposals will be accepted no later than: [Time Deadline] on [Date] at [Address].