



*REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL CONSULTANT SERVICES*

Issued by:

HINDS COUNTY BOARD OF SUPERVISORS

All questions regarding this RFQ must be submitted in writing to
Carmen Y. Davis, County Administrator, at cdavis@co.hinds.ms.us by
March 31, 2016 at 3:00 pm CST.

**PROPOSALS MUST BE SUBMITTED
VIA HAND DELIVERY OR U.S. MAIL BY:**

FRIDAY, APRIL 1, 2016, 2 PM CST

To:

Carmen Y. Davis, County Administrator
Hinds County Board of Supervisors
Hinds County, MS
cdavis@co.hinds.ms.us
316 S. President Street
Jackson, MS 39205
(601) 968-6501



**HINDS COUNTY BOARD OF SUPERVISORS
Hinds County, MS**

Request for Qualifications

Hinds County Board of Supervisors Seeks Qualifications for a *Professional Consultant* to develop, implement and oversee a program to ensure the involvement and participation of Hinds County residents, firms, and businesses, including minority businesses, in economic, contracting and job opportunities within Hinds County

Section 1. Introduction.

The Hinds County Board of Supervisors is committed to enhancing the quality of life for the residents and businesses in Hinds County. One of the board's priorities is to promote economic development opportunities and encourage an environment for job growth and sustainability and economic expansion. The Board of Supervisors promotes strong minority business participation opportunities through collaboration, capacity building and networking.

This is a Request for Qualifications ("RFQ") containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional consulting services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition. To wit:

- a. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide Professional Consulting Services Related to the Development, Implementation, and Oversight of the Involvement and Participation of Hinds County residents, firms and business, including minority businesses, in economic, contracting, and job opportunities within Hinds County.
- b. The County will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and technical resources.

- c. Written proposals will be reviewed and rated by a panel of County agents. The rating criteria will consist of a numerical grading system, as set forth in Section 3. The County may or may not elect to interview one or more of the responding firms.
- d. The County has exclusive and sole discretion to determine the firm whose services will be most advantageous to the County, with price and other factors considered, and reserves the right to reject all firms. The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional consulting services required. A number of firms may be asked to express their interest in regard to these services in the form of a proposal. Following the receipt of proposals, a certain firm or firms may be selected for further consideration or interview.

Section 2. General Scope of Services

The Hinds County Board of Supervisors seeks the services of a professional consultant which has the knowledge, experience and expertise to perform the services as requested. The selected professional consultant is to develop, implement, and oversee the participation of Hinds County residents, contractors and businesses, including minority-owned and other disadvantaged businesses, in the economic, contracting and job opportunities.

Hinds County desires to expand the base of qualified residents, contractors and businesses, including minority-owned businesses, to participate in contracts and job opportunities to encourage Hinds County businesses, particularly minority-owned businesses, to participate in economic, contracting and job opportunities within Hinds County.

The general scope of services includes:

1. Consultant must serve as a facilitator who works collaboratively with the Hinds County Board of Supervisors and Hinds County agents/staff to realize the County's minority participation goals. As such, the Consultant must have a local office within Hinds County during the lifespan of this project.
2. Identify Hinds County businesses, firms and contractors in order to create a database of Hinds County businesses, firms, and contractors.
3. Identify minority-owned Hinds County businesses, firms and contractors in order to create a database of Hinds County minority-owned businesses, firms and contractors.
4. Coordinate and assist Hinds County, businesses and those desiring to establish a business in Hinds County, to diversity and increase the number of Hinds County businesses, particularly minority-owned and disadvantaged businesses.
5. Assist current and potential Hinds County businesses, firms and residents in increasing their capacity to obtain and secure contractual opportunities.

6. Examine the County's overall participation status of Hinds County businesses, particularly minority-owned and disadvantaged business, in contractual and economic opportunities and development of a plan for improvement pursuant to the Board of Supervisors' established set aside policy and intent to provide equal opportunity and participation to all segments of the community, to achieve a goal of thirty percent (30%) minority participation in all activities and projects within Hinds County.
7. Provide the Hinds County Board of Supervisors monthly updates and reports on the scope of work specified herein.
8. Ability to establish a collaborative planning process that helps the County implement supporting activities to address issues related to the general scope of services and minority participation (e.g., workshops, training sessions).
9. Monitor the success of applicants who apply and applicants who receive contracts jobs or employment with Continental Tires.
10. Assist, coordinate with, and monitor existing and future businesses and firms within Hinds County seeking contractual services and/or letting projects in order to successfully increase the involvement of such Hinds County businesses, firms and residents in economic and contractual opportunities.
11. Ability to work with Hinds County staff to develop or revise internal policies and/or procedures that have an impact on minority participation. The firm must comply with all applicable state, local, and federal regulations related to the services provided to the County.

The County reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon an agreed-upon not to exceed amount.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to fifteen (15) pages in 12-point font of either Times New Roman or Arial. Front and back shall be considered 2 pages. All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFQ. Fancy binding and color displays other than those necessary are highly discouraged.

Responses are due no later than 2 pm (CST) on Friday, April 1, 2016.

Provide three (3) bound copies to: (email submissions will not be accepted)

Carmen Y. Davis, County Administrator
Hinds County Board of Supervisors
Hinds County, MS
316 S. President Street
Jackson, MS 39205
(601) 968-6501
cdavis@co.hinds.ms.us

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2.

The following information must be submitted with the proposal on the date indicated above and in the order indicated below (a., b., etc.):

- a. Statement of Qualifications and Experience. Statement should include the following:
 1. Previous experience (including 3 references) (10 points possible)
 2. Present a plan on how you can meet the stated scope of services and intend to educate, train, facilitate and promote the advancement of Hinds County residents, businesses and contractors, including minority and disadvantaged businesses, to assist in becoming job ready and/or qualifying for Hinds County economic contractual opportunities and ventures. (20 points possible)
 3. Proposed Timeline Schedule for Required Scope of Services (5 points possible)
 4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 point possible)
 5. Statement identifying and explaining any potential general conflicts of interest with your firm entering into a contractual agreement with the Hinds County Board of Supervisors pursuant to this RFQ. If none exists, such a statement should be made. (5 points possible)
 6. Name of Professional Services Contractor (including business address, phone number, and email address, lead provider information, and contact information) (pass/fail)

The County reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason, in the discretion of the County.

Any questions by the firm related to this RFQ should be submitted in writing via email to Carmen Y. Davis, County Administrator. In the interest of fairness and in order to maintain impartiality, the County will respond to questions in writing and will make all questions and responses available to other respondents following the close of the RFQ process.