

Notice to Bidders

The City of Columbus, Indiana, requests proposals for a multi-year contract for grant administration technical assistance services appropriate to the implementation of federal Community Development Block Grant (CDBG) Entitlement funds allocated by the U.S. Department of Housing and Urban Development (HUD). This program is funded under Title I of the Housing and Community Development Act of 1974, as amended.

Description of Services Needed: Services include, but are not limited to, all activities necessary to comply with federal and state requirements for: citizen participation; environmental review (NEPA); satisfaction of grant conditions; letters of credit; financial system development and administration including the Integrated Disbursement and Information System (IDIS); federal labor standards administration, tracking, and monitoring (Davis-Bacon and Related Acts); housing rehabilitation program delivery services; civil rights compliance; federal fair housing requirements; **Section 3 compliance tracking (ensuring employment, training, and economic opportunities generated by this grant are directed toward low- and moderate-income local residents)**; professional services solicitation and selection in strict compliance with **2 CFR Part 200** standards; contract compliance activities; development of program amendments; development of Annual Action Plans; records maintenance system management; and required grantee, subrecipient, and Consolidated Annual Performance Evaluation Reporting (CAPER).

Type of Contract: The City of Columbus will execute a fixed-price type of contract for these technical assistance services not to exceed 20% of the annual CDBG award.

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

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570.611).
4. Access to Records (2 CFR Part 200.337).
5. Executive Order 14173 (Restoring Merit-Based Opportunity).
6. Executive Order 12138 - National Women's Business Enterprise Policy.
7. Architectural Barriers Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause of the Housing and Urban Development Act of 1968.
10. Section 504 of the Rehabilitation Act of 1973.
11. Retention and Custodial Requirements for Records (2 CFR Part 200.334).
12. Executive Order 11063 - Equal Opportunity in Housing.
13. Affirmative Action Program / Plan.
14. Davis-Bacon and Related Acts.
15. Build America, Buy America Act (BABA) Procurement Requirements.

Proposal Evaluation & Award Criteria (100-Point Matrix):

- Specialized Experience / Technical Expertise: (30 Points)

- Past Record of Performance: (25 Points)
- Program Familiarity: (20 Points)
- Capacity to Perform: (15 Points)
- Proposed Fees: (10 Points)

Submission Details: Proposals must be received by the **Community Development Office, City Hall, 123 Washington Street, Columbus, Indiana 47201** no later than **10:00 AM on September 28, 2026**. Late proposals will be returned unopened. Submissions must be written, sealed, and clearly labeled '*CDBG Entitlement Administration Proposal*'.