



## Legislation Text

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**File #:** 13630, **Version:** 1

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### **TITLE**

Professional Services Agreement With Guardian Community Resource Management, Inc., for Grant Administration Related to Small Cities Community Development Block Grant for FY 2021-22 (Contract No. 23-RFPG00380/FH; Amount: \$90,000.00)

### **BRIEF OVERVIEW**

On June 28, 2023, the Procurement Department issued a Request for Proposals (RFP No. 23-RFPG00380/FH for professional services related to Community Development Block Grant (CDBG) Grant Administration FFY2021/2022 services.

The solicitation was sent to two thousand six hundred ninety-one (2,691) vendors including a combination of nine hundred eighty (980) Certified Small Business, Minority Business Enterprises, and was downloaded by twenty-six (26) potential proposers.

One (1) proposal was received on the opening date of July 31, 2023, from the following firm:

- Guardian Community Resource Management, Inc., Dade City, FL

On December 11, 2023, Housing and Supportive Services Director, Veda Ramirez, received approval from the Florida Department of Commerce, Bureau of Small Cities and Rural Communities Deputy Chief to move forward with the single proposal.

The Professional Services Review Committee (PRSC) met on January 11, 2024, to evaluate the proposal. The committee was comprised of Veda Ramirez, Housing and Supportive Services Director, Haydee Padin Alvarez, Community Development Specialist, Michelle Miller, Grant Writer, and Helen Gornes, Grants Compliance Analyst.

The PRC consensus evaluation resulted in the following score:

- Guardian Community Resource Management, Inc. - 88 out of max. 100 points

### **FINANCIAL IMPACT**

Funds are available in Account No. 0011-35086-5303415 Contr Srv - Grant Funds.

### **LEGAL NOTE**

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

### **RECOMMENDATION**

It is recommended that the Board approve and authorize the Chairperson's signature on the attached agreement to Guardian Community Resource Management, Inc., for Contract No. RFP No. 23-

RFPG00380/FH Community Development Block Grant (CDBG) Grant Administration FFY2021/2022 (\$90,000.00). It is further recommended that the Board authorize the Chief Procurement Officer to approve change orders up to allowable budget amount as they become necessary and required.