

Step-by-Step
Selection of Administration/Professional Services

Step 1. Establish or appoint a local Selection Review Committee

The City/County Manager/Mayor/Judge establishes a Selection Review Committee to determine the criteria to select and rate competing Respondents. This committee may consist of the entire local governing body, a subset of this body, appointed by the City, County Administrator/Mayor/Judge, or one of the aforementioned with designated staff support.

- The committee **must** include at least one person, with no maximum number of members.
- The committee **must** include at least one local official, such as a member of the elected governing body.
- The committee may also include other elected officials; employees of the locality; employees or officers of third-party public utilities served through this project; or other relevant persons.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest.

Name	Title/Office/Position
1. John Gradberg	Commissioner, Pct. 2
2. Wade Allums	Manager
3. Debbie Allums	Office Manager
4. Jimmie Dunn	President

Duties of Selection Review Committee:

Step 2. Determine the Scope of Services

Determine the scope of services needed to successfully administer the TxCDBG contract. The scope of work should itemize the tasks needed, with timeframes and achievable goals.

[Sample scopes of work can be found in the sample RFP/RFQ in this Appendix.]

Step 3. Determine the Written Selection Criteria to Evaluate Respondents

Use the Sample 1 or 2 Administration/Professional Services Rating Sheet or develop written weighted criteria that will be used to select the Administrator/Service Provider based on the proposed CDBG project. Cost must be included in the selection criteria, and the Selection Review Committee may determine the relative weight of this factor.

The local governing body, which has final authority to approve all administration services contracts, should be closely involved in the establishment of these written selection criteria.