

**REQUEST FOR PROPOSALS
TO PROMOTE AND ACHIEVE THE GOALS OF
THE MONTGOMERY COUNTY COMMISSION'S
MINORITY AND WOMEN BUSINESS INITIATIVE**

The Montgomery County Commission ("MCC") is requesting proposals from qualified consultants to promote and achieve a minimum of 30% participation by minority and women owned businesses ("M/WBs") in the award and execution of County contracts and to increase M/WBs' participation in the procurement process in Montgomery County.

The consultant selected must have:

1. Thorough knowledge of State of Alabama Competitive Bid Laws and Public Works Laws and other applicable laws and policies governing contracting with county government;
2. Thorough knowledge of the procurement process to include contracts and bid procedures;
3. Thorough knowledge of Disadvantaged Business Enterprises and related programs;
4. Documented experience in minority business recruitment;
5. Ability to maintain effective working relationships with M/WBs, elected officials and Montgomery County department heads, contractors, vendors, and the general public.

The consultant selected will be expected to:

1. Create and manage a plan which identifies and verifies M/WBs for bid opportunities;
2. Plan and market a process which assists M/WBs increase their participation in the bid process and the award and execution of contracts with MCC;
3. Create a handbook on "How To Do Business with Montgomery County" to be accessed on the Montgomery County website;
4. Conduct M/WB training sessions on MCC procurement process;
5. Develop internal M/WB awareness programs for Montgomery County department heads;
6. Publicize MCC's Initiative with local businesses;
7. Review bids and RFPs prior to issuance and make recommendations on specifications;
8. Assist M/WBs in becoming qualified to bid on MCC contracts and support M/WBs in bid and RFP preparation;
9. Assist MCC in developing and maintaining a data base of M/WBs; and
10. Provide monthly updates to MCC, including recruitment and training efforts and statistical and financial analysis of M/WBs' participation and performance in the procurement process.

All proposals must include the following:

1. Summary of experience in minority business recruitment and knowledge of government procurement at the state and county level;
2. Resume of professional experience and education;
3. Contact information for three business references with knowledge of consultant's business recruitment experience;

4. Proposed one-year contract for professional services, including all fees and any reimbursable expenses.

Proposals should be mailed to:

Montgomery County Commission
Attn.: Administrator Florence M. Cauthen
P.O. Box 1667
Montgomery, AL 36102

Or hand delivered to:

Montgomery County Commission
Attn.: Administrator Florence M. Cauthen
101 South Lawrence Street
Montgomery, AL 36104

If you have questions, please contact Florence Cauthen at 334-832-1203.

Proposals must be received by 5:00 p.m. on November 6, 2020.