

**REQUEST FOR PROPOSALS
TO PROMOTE AND ACHIEVE THE GOALS OF
THE MONTGOMERY COUNTY COMMISSION'S
MINORITY AND WOMEN OWNED 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 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 July 27th, 2022.