

## LEGAL NOTICE

The City of Tiffin is soliciting proposals for a grants administrator to apply for and oversee compliance with the 2024 Community Development Block Grant (CDBG) program. The contract for grants administrator will require the selected consultant to manage application and reporting required for the CDBG program. Upon selection and approval of Tiffin City Council, the City of Tiffin will authorize the consultant to begin providing services including application for the program. The submission should conform to all CDBG requirements, and include proposals for scope of work and price. The estimate for grants administration is \$25,000. Following the opening of proposals, the City of Tiffin shall rank proposals and recommend a consultant for approval by Tiffin City Council. Proposals will be ranked based on the following criteria (out of 100): 1) Project Manager – 20; 2) Strength/Experience of Assigned Staff including Subconsultants – 30; Firm's Current Workload/Availability of Personnel – 10; Consultants Past Performance – 40. Questions should be directed to City Administrator Nick Dutro. The Consultant Selection Rating Form can be obtained from the City Administrator by email at [cityadministrator@tiffinohio.gov](mailto:cityadministrator@tiffinohio.gov). Firms interested in being considered for selection should respond by submitting a sealed Proposal to the City of Tiffin Administrator's Office, Tiffin City Hall, 51. E Market St., Tiffin, Ohio, no later than 10:00 a.m. on Wednesday, May 15, 2024.