

## **Request for Proposal (RFP) for Planning/Administration Professional Service - Cover Letter**

May 21, 2020

Re: TxCDBG 2020 Planning and Capacity Building Fund Services

Dear Planning Service Provider:

Attached is a copy of the Request For Proposals for necessary planning services to apply to the 2020 Planning and Capacity Building Fund and, if funded under a grant contract with the Texas Department of Agriculture – Office of Rural Affairs (TDA), to carry out grant contract activities and generate appropriate reports and mapping for the City of Pearsall. The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Mail to:

*Estrellita Ballesteros  
215 S. Ash St.  
Pearsall, Texas, 78061*

*Email digital copy to:  
eballesteros@cityofpearsall.org*

Along with your proposal, you must also include verification that your company as well as the company's principal or principals are not listed (is not debarred) through the federal government's System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Please include a printout of the search results.

The deadline for submission of planning services is 2:00 PM on June 4, 2020. Please submit four copies of your proposal.

The City of Pearsall reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards Act.

The City of Pearsall is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Mayor Mary Moore