



Request for Proposals (RFP)

For

Line of Credit for Development Projects



**REQUEST FOR PROPOSALS
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SECTION 0 – ADVERTISEMENT FOR BID

ADVERTISEMENT FOR BIDS

REQUEST FOR PROPOSALS: LINE OF CREDIT FOR DEVELOPMENT PROJECTS

RFP NUMBER: 24-003

The Jackson Redevelopment Authority (JRA) is requesting proposals from qualified banking institutions to provide a **\$3.5 million line of credit** to support the revitalization and renovation of properties on Farish Street in downtown Jackson, Mississippi. This initiative aims to transform the historic district into a vibrant hub of retail and restaurant establishments.

Submission Deadline:

Sealed proposals will be received by the Jackson Redevelopment Authority no later than **12:00 PM Central Time on January 31, 2025**.

Proposal Submission Requirements:

- Proposals may be submitted electronically via www.centralbidding.com.
- For assistance with the electronic bidding process, please contact Central Bidding at **225-810-4814**.

Obtaining RFP Documents:

The official Request for Proposals (RFP) documents may be obtained from the following sources:

1. Central Bidding Website: www.centralbidding.com.
2. Jackson Redevelopment Authority's website: www.jrams.org.

JRA Rights Reserved:

The Jackson Redevelopment Authority reserves the right to reject any and all proposals, waive any irregularities or informalities in any proposal, and award the contract to the proposer deemed to offer the most advantageous proposal to JRA, as determined by JRA in its sole discretion.

Contact:

Christopher G. Pike, Executive Director
Jackson Redevelopment Authority
601-960-1815 | Bids@jrams.org

Publication Dates:

This advertisement will be published in accordance with Mississippi law on the following dates:

- **December 26, 2024**
- **January 2, 2025**



SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The Jackson Redevelopment Authority (JRA) is issuing this Request for Proposals (RFP) to solicit proposals from qualified financial institutions to provide a \$3.5 million line of credit to support development projects on Farish Street. The selected institution will play a critical role in facilitating the revitalization and redevelopment of properties within this historic district, enabling JRA to transform the area into a vibrant hub for retail and restaurant establishments. This initiative aligns with JRA’s mission to revitalize urban renewal zones and enhance economic and community development within the City of Jackson.

1.2 Background

The Jackson Redevelopment Authority (JRA) was established to serve as a catalyst for urban renewal and economic development in the City of Jackson, Mississippi. Created in response to challenges posed by urban decay and economic stagnation, JRA has played a critical role in revitalizing key areas of the city, fostering public-private partnerships, and leveraging investments to support long-term community and economic growth.

History

JRA was founded in 1968 under the Urban Renewal Law of Mississippi to address the city’s pressing need for reinvestment in deteriorated neighborhoods and commercial areas. Over the decades, JRA has evolved into a vital organization responsible for implementing redevelopment strategies that transform blighted areas into thriving spaces for businesses, residents, and visitors. By prioritizing community-centered development, JRA has become a trusted steward of Jackson’s urban transformation efforts.

Mission

The mission of JRA is to eliminate slum and blight, stimulate economic growth, and foster sustainable development that enhances the quality of life for all residents. This mission drives JRA’s commitment to investing in infrastructure improvements, preserving historic districts, and creating opportunities for small businesses and entrepreneurs to flourish in a revitalized urban environment.

Vision

JRA envisions a vibrant, inclusive, and economically resilient Jackson where innovation, community, and culture converge. The organization strives to be a model for redevelopment authorities across the country, leading with integrity, collaboration, and a commitment to equitable progress that benefits all citizens.



Urban Renewal Responsibilities

JRA operates within designated Urban Renewal Zones, focusing on areas with high potential for economic transformation. These zones encompass historically significant neighborhoods, downtown corridors, and commercial districts that have experienced disinvestment over the years. Key responsibilities include:

- **Strategic Redevelopment:** Overseeing large-scale projects such as the Union Market at the Mill Street Viaduct and the Farish Street Historic District revitalization to breathe new life into underutilized spaces.
- **Property Management:** Managing and maintaining JRA-owned properties, including Union Station, parking facilities, and historic sites, to ensure their preservation and readiness for future development.
- **Funding Advocacy:** Securing federal, state, and private funding to support redevelopment projects that align with JRA's mission and vision.
- **Community Engagement:** Collaborating with stakeholders, including residents, businesses, and civic leaders, to ensure redevelopment efforts meet the needs and aspirations of the community.
- **Economic Development:** Attracting investments, creating jobs, and supporting entrepreneurship to build a stronger economic foundation for the city.

By blending innovation with respect for Jackson's rich history, JRA's efforts have sparked new opportunities and growth while addressing the city's most pressing challenges. From restoring historic landmarks to facilitating cutting-edge developments, JRA remains at the forefront of revitalizing Mississippi's capital city, paving the way for a prosperous future.

1.3 General Submission Information

Portal Proposals may be submitted electronically via www.centralbidding.com.

For assistance with the electronic bidding process, please contact Central Bidding at 225-810-4814. No physical copies will be accepted. Proposals that do not follow the submission guidelines or fail to include all required documentation will be disqualified.

Proposals must be submitted no later than **12:00 PM Central Time on January 31, 2025**. Late submissions will not be considered.

1.4 Questions

All questions regarding this RFP must be submitted in writing to:

Christopher G. Pike, Executive Director

Phone: 601-960-1815

Email: Bids@jrams.org

RFP 24-003: Line of Credit for Development Projects



Questions must be submitted no later than **12:00 PM Central Time on January 24, 2025**. Answers to all submitted questions will be posted on JRA's Central Bidding Portal for all prospective proposers to review.

1.5 Preparation Costs

The Jackson Redevelopment Authority will not reimburse any costs incurred by proposers for preparing, submitting, or presenting a proposal. All costs associated with participation in this RFP process are the sole responsibility of the proposer.

2. RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Firms are responsible for examining all instructions, terms, conditions, and specifications in the Request for Proposal (RFP). Failure to provide all requested information or submission of a proposal that does not comply with the RFP requirements may result in the proposal being disqualified.

2.2 Proposal Acceptance Period

All proposals must remain valid for a minimum of 90 days from the proposal submission deadline. This period may be extended by mutual agreement between the Jackson Redevelopment Authority (JRA) and the proposer.

2.3 Confidentiality

Proposals submitted in response to this RFP will be considered confidential and will not be disclosed to any party outside of JRA's evaluation process until a contract is awarded. However, all proposals may be subject to disclosure under the Mississippi Public Records Act. Proposers must identify proprietary information and provide justification for its exemption from disclosure.

2.4 Proposal Format

Proposals must be prepared in the format specified in this RFP. All submissions should be clear, concise, and organized to facilitate an objective evaluation. Proposals that fail to follow the specified format may be disqualified.

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements



All proposals must be signed by an authorized representative of the firm. The signature certifies that the firm agrees to be bound by the terms and conditions of this RFP and the proposal submitted. Unsigned proposals will not be considered.

2.6 Proposal Submission

Proposals must be submitted their proposal in PDF Format. Electronic submissions must be made via the Central Bidding Website.

Proposals must be received no later than 12:00 PM Central Time on **January 31, 2025**. Late submissions will not be accepted or considered.

2.7 News Releases

Firms shall not issue any news releases or other public statements regarding this RFP, JRA, or the selection process without prior written approval from JRA.

2.8 Disposition of Proposals

All proposals submitted in response to this RFP become the property of JRA and will not be returned to the proposers. One copy shall be retained for the official files of the Jackson Redevelopment Authority and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

Proposers may modify or withdraw their proposals at any time before the submission deadline. Requests for modifications or withdrawals must be made in writing and received by JRA before the deadline. After the deadline, proposals may not be modified or withdrawn.

2.10 Oral Change/Interpretation

No oral interpretation or change of this RFP shall be binding. Any changes or clarifications to the RFP will be issued in writing via addenda, which will be provided to all prospective proposers who have formally requested the RFP.

2.11 Late Submissions

Proposals received after the submission deadline will not be considered. JRA is not responsible for delays caused by mail, courier services, or electronic submission issues. Proposers are encouraged to submit their proposals well in advance of the deadline.

2.12 Rejection of Proposals

JRA reserves the right to reject any and all proposals, waive irregularities, and request clarification or additional information from any proposer at its sole discretion. Proposals that



are incomplete, do not comply with the requirements of this RFP, or are submitted by firms deemed not responsible may be rejected without further consideration.

SECTION 3 – SCOPE OF WORK

3.1 Background

The Jackson Redevelopment Authority (JRA) is tasked with revitalizing and redeveloping Urban Renewal Zones in Jackson, Mississippi, to eliminate blight, stimulate economic development, and enhance the quality of life for residents. One of JRA's key redevelopment initiatives focuses on the historic Farish Street District, a vital cultural and economic corridor within the City of Jackson.

To support the transformation of this district into a vibrant hub for retail, dining, and community gathering spaces, JRA is seeking proposals from qualified financial institutions to provide a \$3.5 million line of credit. This funding will enable the redevelopment of select properties on Farish Street, ensuring JRA has the necessary financial tools to advance its mission of fostering economic growth and urban renewal.

3.2 General Scope of Work

The selected financial institution will provide a \$3.5 million secured line of credit to support the redevelopment and revitalization of identified properties on Farish Street. The scope of work includes providing the line of credit with clear terms, competitive rates, and flexible disbursement options. The line of credit will be secured by JRA's cash investment accounts and real estate assets located on Farish Street.

The selected institution must demonstrate a strong understanding of public-sector financing, collateral management, and the unique requirements of economic development agencies.

A. Financial Terms and Credit Facilities

The institution will:

- Propose a comprehensive structure for the \$3.5 million line of credit, including interest rates (fixed and/or variable), repayment terms, and fees.
- Outline the process for disbursement of funds to support redevelopment activities.
- Provide details on renewal terms, repayment schedules, and conditions for accessing funds.
- Offer a transparent approach to account monitoring, reporting, and compliance.

B. Collateral Management

The line of credit will be secured by JRA's cash investments and real estate assets. The institution will:

- Conduct an assessment of JRA's real estate assets and cash accounts as collateral for the line of credit.
- Clearly define the process and requirements for collateral management and evaluation.
- Provide periodic updates on collateral valuation, ensuring transparency and accountability.

C. Disbursement and Reporting Requirements

The financial institution will:

- Establish a streamlined process for the timely disbursement of funds as needed to support redevelopment projects.
- Maintain accurate records of fund usage, repayment, and outstanding balances.
- Provide JRA with monthly and quarterly statements summarizing line of credit activity.
- Offer online access to account information and reports for transparency.

D. Customer Service and Communication

The selected institution will designate a relationship manager to serve as JRA's primary point of contact. Responsibilities include:

- Providing responsive support to address JRA's questions, requests, or concerns regarding the line of credit.
- Facilitating regular check-ins to discuss account activity, terms, and financial performance.
- Offering guidance and consultation on optimizing the use of the line of credit to achieve JRA's redevelopment goals.

E. Compliance and Transparency

The institution must comply with all applicable local, state, and federal regulations.

Responsibilities include:

- Ensuring the line of credit adheres to financial regulations governing public-sector financing.
- Providing JRA with clear documentation on terms, fees, collateral requirements, and reporting obligations.
- Offering transparency in all aspects of the credit facility, including disclosure of potential risks and opportunities.

3.3 Proposed Schedule

The timeline for the RFP process and subsequent contract execution is outlined below:

RFP 24-003: Line of Credit for Development Projects



- **RFP Issued:** December 26, 2024
- **Deadline for Submission of Questions:** January 24, 2025, by 12:00 PM Central Time
- **Proposal Submission Deadline:** January 31, 2025, by 12:00 PM Central Time
- **Bid Opening:** February 3, 2025, at 11:30 AM Central Time - JRA Office 218 S. President Steet, Jackson, MS 39201
- **Proposal Evaluation Period:** February 3-5, 2025
- **Interviews with Selected Firms (if applicable):** February 5, 2025
- **Contract Award Date:** February 26, 2025
- **Contract Start Date:** March 1, 2025
- **Initial Strategy Development and Goal Setting:** March 1 – March 31, 2025

JRA anticipates an immediate implementation of the line of credit to ensure timely funding for the **Farish Street Redevelopment** projects. Monthly reporting and regular financial updates will be required for the duration of the contract.

SECTION 4: PROPOSAL AND SUBMISSION REQUIREMENTS

4.1 General Submission Requirements

Proposals must be submitted electronically through the Jackson Redevelopment Authority's (JRA) Central Bidding Portal by the specified deadline. Proposals must adhere to the structure outlined below. Any proposal that fails to follow the submission requirements, exceeds the page limits, or fails to submit within the deadline may be disqualified from consideration.

4.2 Title Page (1 Page)

The title page must include:

- The RFP project title: **Line of Credit for Development Projects**
- The name of the proposing institution, address, and phone number
- The name, title, and contact information for the primary contact person for the proposal
- Date of submission
- RFP number (if applicable)

4.3 Letter of Transmittal (1 Page)

The letter of transmittal should be on the financial institution's letterhead and must include:



A. Identification of the Project: Clearly identify the RFP for **Line of Credit for Development Projects** for which the proposal has been prepared.

B. Understanding of Services: Provide a brief statement indicating the institution's understanding of the purpose and structure of the line of credit being requested and make a commitment to provide the requested financial services.

C. Authorized Representation: Provide the name(s) of the person(s) authorized to make representations for your institution, along with their titles, address, and telephone numbers.

D. Signature Requirements: The letter must be signed by a corporate officer or other authorized individual who has the authority to bind the institution. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.4 Table of Contents (1 Page)

The table of contents should include a detailed list of the sections of the proposal, with corresponding page numbers.

4.5 Proposal Narrative (Limited to 3 Total Pages)

The proposal narrative should clearly and concisely address the following key components:

A. Financial Institution Overview

- Brief overview of the institution's history, mission, and capacity to provide the requested line of credit services.
- Highlight your institution's financial stability, credit rating, and experience in providing similar financial services to public sector entities, redevelopment authorities, or large-scale development projects.

B. Understanding of Scope of Work

- Demonstrate your institution's understanding of JRA's need for a flexible line of credit to support high-priority development projects, including predevelopment, construction, and redevelopment initiatives.
- Provide insight into how your institution will structure the requested line of credit to meet JRA's financial and operational goals.



C. Proposed Line of Credit Terms and Structure

Provide detailed information on the proposed line of credit, including:

1. **Credit Facility Terms:**
 - Maximum credit limit proposed
 - Repayment terms (e.g., interest-only periods, repayment schedules, amortization terms)
 - Collateral requirements (if any) and terms for draws
 - Interest rates (fixed or variable, including margin above prime or index)
 - Fees (origination fees, annual fees, draw fees, or any other associated costs)
2. **Flexibility:** Describe any options for extending, renewing, or adjusting the line of credit to accommodate JRA's evolving project needs.
3. **Compliance and Reporting:** Outline any reporting or compliance requirements during the term of the credit facility.

D. Experience with Similar Financing Projects

- Detail your institution's experience in providing lines of credit or financing solutions for public agencies, redevelopment authorities, or economic development projects.
- Provide at least three references where similar credit facilities were provided. Include:
 - Point of contact name
 - Contact's current telephone number
 - Description of the credit facility and its alignment with the entity's development goals

E. Project Team and Available Resources

1. Identify the key personnel (relationship managers, credit officers, or specialists) assigned to JRA's account and their specific roles.
2. Provide brief resumes of key team members in an appendix (not included in the page count).
3. Describe your institution's capacity to process and maintain the line of credit efficiently, including your technical capabilities for electronic banking, fund disbursements, and reporting.

F. Approach to Supporting JRA's Development Projects

- Describe your institution's approach to partnering with JRA throughout the duration of the credit facility.



- Outline processes for quick drawdowns, loan servicing, and adjustments to support project cash flow needs.
- Highlight how you will collaborate with JRA leadership, provide responsive customer service, and assist with meeting project funding schedules.

4.6 Additional Documentation (As Needed)

Include the following as appendices to the proposal:

- Audited financial statements (most recent two years)
- Resumes of key project staff
- Credit rating report (if applicable)
- Sample terms sheet or credit facility agreement

4.7 Proposal Submission Deadline

All proposals must be submitted electronically via JRA’s Central Bidding Portal no later than:

- **Proposal Submission Deadline:** January 31, 2025, by 12:00 PM Central Time.

Proposals submitted after the deadline will not be considered.

SECTION 5: EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

The Jackson Redevelopment Authority (JRA) will evaluate all proposals based on the following criteria:

- 1. Firm Experience and Qualifications (40 Points)**
 - Experience in providing line of credit services or similar financial services to public sector entities, especially those relevant to urban renewal, economic development, infrastructure, or governmental funding.
 - Proven track record in managing and providing lines of credit or similar financial instruments, including successful outcomes in financing or securing funding for public agencies.
 - Quality and depth of references that support the firm's ability to deliver similar financial services.
 -
- 2. Key Project Staff and Expertise (30 Points)**

- Qualifications and experience of the proposed key staff members who will be assigned to this project, particularly their expertise in line of credit management, financial services, and their familiarity with public sector financial needs.
- Ability to assign skilled personnel with knowledge of financial systems, the management of lines of credit, and related public finance processes.

3. Methodology and Approach (20 Points)

- The firm's approach to meeting the specific requirements outlined in the scope of work (Section 3).
- Strategies for providing a line of credit or similar financial solutions tailored to meet JRA's financing needs and objectives.
- Communication practices, including how the firm will keep JRA informed of financial progress, line of credit management, and any issues that may arise.

4. Firm's Location and Available Resources (10 Points)

- Accessibility of the firm's resources, including proximity to key financial stakeholders and the ability to deploy personnel effectively to meet the needs of the project.
- Location and infrastructure that supports quick and efficient response times in managing financial services.

The maximum possible score is 100 points.

5.2 Evaluation Committee

An evaluation committee will be established by the JRA to review and score all submitted proposals. The committee will be responsible for evaluating each proposal according to the criteria outlined above and making recommendations regarding the selection of the successful proposer.

The committee will consist of JRA staff and individuals with relevant expertise in urban development, financial services, and public sector finance. Members of the committee will assess each proposal independently, and all scores will be compiled to determine the highest-scoring proposal.

5.3 Oral Interviews (Optional)

In order to further evaluate a firm's qualifications and approach, JRA reserves the right to conduct oral interviews with shortlisted proposers. Interviews may be used to:

- Clarify or expand upon information provided in the proposal.
- Assess the firm's approach to line of credit and financial services.
- Evaluate the firm's ability to communicate and collaborate effectively with JRA.



Interviews, if conducted, will be scheduled for February 5, 2025. The evaluation committee will notify the firms selected for interviews and provide details regarding the interview format.

5.4 Final Selection

The final selection of the successful proposer will be based on the cumulative scores derived from the evaluation of the written proposals and, if applicable, oral interviews. The highest-scoring firm will be recommended to JRA for contract award.

JRA reserves the right to reject any or all proposals, to negotiate with the selected firm(s), or to not award a contract if no proposal is deemed suitable. All proposers will be notified of the final decision regarding the selection of the firm.

Upon selection, the successful firm will enter into contract negotiations with JRA to formalize the terms of the agreement. The contract will include specific deliverables, timelines, and compensation arrangements.

SECTION 6: CONTRACT NEGOTIATION PROCESS

6.1 Overview of the Contract Negotiation Process

After the selection of the successful proposer for the Line of Credit, the Jackson Redevelopment Authority (JRA) will initiate the contract negotiation process. The goal of this process is to finalize the terms of the agreement between JRA and the selected firm, ensuring that both parties clearly understand and agree upon the specifics of the line of credit, including the terms, financial structure, and performance expectations. The negotiations will aim to align expectations, finalize the financial instruments, and outline key responsibilities and deliverables.

6.2 Key Components to be Negotiated

The following elements will be addressed during the negotiation process:

1. Line of Credit Terms

- **Credit Limit:** Agreement on the maximum credit limit available to JRA under the line of credit.
- **Interest Rate:** Negotiation of the applicable interest rate(s), including fixed or variable rates, and the determination of any applicable fees (e.g., origination, maintenance, or processing fees).
- **Draw Period:** Definition of the draw period during which JRA can access funds under the line of credit.



- **Repayment Terms:** Clear structure for repayment, including repayment schedule, minimum monthly payments, any early repayment provisions, and the timeline for full repayment.
- **Renewal and Extension Provisions:** Agreement on the conditions for renewing or extending the line of credit after its expiration or draw period.

2. Financial Covenants

- **Collateral Requirements:** Definition of the collateral (if any) required to secure the line of credit, including the types of assets that may be used as collateral.
- **Debt Service Coverage Ratio (DSCR):** Agreement on the minimum financial ratios or performance benchmarks that JRA must meet to maintain the line of credit.
- **Reporting Requirements:** Terms on the frequency and type of financial statements and reports that JRA must provide to the lender, such as quarterly financial reports, annual audits, or any other financial disclosures.

3. Payment and Fees

- **Fees and Charges:** Final determination of any fees related to the line of credit, including annual fees, transaction fees, and late fees.
- **Payment Methods:** Agreement on the methods by which JRA will make payments, including online payments, wire transfers, or other mechanisms.

4. Performance Metrics

- **Utilization and Availability:** Agreement on the frequency and circumstances under which the line of credit can be accessed, and any penalties or fees if the line is not utilized within specified timeframes.
- **Interest Rate Adjustments:** Agreement on how interest rates will be adjusted in the event of changes in market conditions or JRA's financial standing.

5. Rights and Responsibilities of the Parties

- **JRA's Responsibilities:** Agreement on JRA's obligations, including ensuring timely repayments, maintaining required financial ratios, and complying with covenants and reporting requirements.



- **Lender’s Responsibilities:** Agreement on the lender's obligations, such as providing funds when requested within the terms of the agreement, maintaining confidentiality, and adhering to agreed-upon timelines.

6. Termination and Default Provisions

- **Termination Rights:** Conditions under which either party may terminate the line of credit agreement, such as failure to meet financial covenants or other contractual obligations.
- **Default Events:** Detailed provisions related to default, including triggers for default, such as failure to repay on time, failure to maintain financial ratios, or other breaches of the agreement.
- **Cure Period:** Agreement on any grace or cure periods during which JRA may resolve issues of non-compliance or default before the lender takes further action.

7. Confidentiality and Data Protection

- **Confidentiality Provisions:** Agreement on confidentiality clauses that protect sensitive financial data shared between JRA and the lender, including terms related to the protection of proprietary information and non-disclosure of business strategies.
- **Data Security:** Agreement on the handling, storage, and protection of sensitive data shared as part of the credit process, especially related to financial records, transaction data, and personal information.

6.3 Duration of Negotiations

Negotiations are expected to begin immediately following the selection of the successful proposer. JRA aims to finalize the contract and execute the agreement within two weeks of initiating the process. However, the timeline may vary depending on the complexity of the terms, negotiations, and any specific contingencies that need to be addressed.

Both parties are expected to negotiate in good faith, with transparency and collaboration, to reach a mutually beneficial agreement. If any issues arise during the negotiation process, JRA will work with the selected firm to resolve them promptly.

6.4 Finalizing the Contract

Upon reaching an agreement, JRA will prepare the final contract document, which will include all negotiated terms, including credit limit, interest rates, repayment schedules, fees, and performance metrics. The contract will also specify all rights and responsibilities of the parties involved.



Both JRA and the selected firm will sign the contract to formalize the agreement. The contract will be binding and enforceable upon signature by authorized representatives of both parties.

The final signed contract will serve as the governing document for the line of credit and will define the obligations, terms, and conditions under which funds will be made available to JRA.

RFP SUBMITTAL FORM

Request for Proposals (RFP) for Federal Lobbying Services

Submission Deadline: January 31, 2025, 12:00 PM CT

RFP Number: 24-003

1. Proposer Information

Firm/Individual Name: _____

Primary Contact Person: _____

Title/Position: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

2. Proposal Overview

Proposed Cost for Services: \$ _____

Proposed Contract Term (Years): _____



Summary of Experience (Attach Details): _____

3. Certifications

The undersigned certifies that:

- This proposal is made in good faith and complies with the requirements of the Request for Proposals.
- The proposer understands and agrees that the Jackson Redevelopment Authority reserves the right to reject any or all proposals and to waive any irregularities in the proposal process.
- The proposer agrees to comply with all applicable federal, state, and local laws and regulations.

Authorized Signature: _____

Name (Print): _____

Title: _____

Date: _____

4. Required Attachments

The following documents must be included with this form:

1. **Proposal Narrative:** Describe the approach, scope of work, and proposed methodology for delivering federal lobbying services.
2. **Qualifications and Experience:** Provide details of relevant experience and past performance. Include resumes of key personnel.
3. **References:** Provide at least three references for similar projects.
4. **Cost Proposal:** Detailed breakdown of costs and fees.
5. **Certifications and Licenses:** Include proof of any applicable certifications or licenses.

5. Submission Instructions

Proposals must be submitted no later than **January 31, 2025, at 12:00 PM Central Time**. Late submissions will not be considered.

- **Electronic Submissions:** Upload to www.centralbidding.com.



For questions regarding this RFP, please contact:
Christopher G. Pike, Executive Director
Phone: 601-960-1815
Email: Bids@jrams.org

6. Acknowledgment:

By submitting this proposal, the proposer acknowledges receipt of all RFP documents, including any amendments or clarifications.

Proposer's Signature: _____

Name (Print): _____

Title: _____

Date: _____