

## REQUEST FOR PROPOSALS

### FOR ADMINISTRATIVE SERVICES AND FINANCIAL MANAGEMENT

Proposers/Offerors will submit to the POINT BLUE CHATAIGNIER WATER SYSTEM, INC the following:

#### Cover Letter

Proposers must submit a cover letter signed by an authorized representative of the entity committing proposer to provide the services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must include:

- 1) The full legal company name of proposer, the address of its headquarters and the address of the office to which this project will be assigned.
- 2) Contact person. Clearly identify the name, address and telephone number of the proposer's contact person(s) for any and all communications pertaining to this RFP.
- 3) Authorized submittal, include name, signature, title, address, and telephone number of the person authorized to submit and sign proposer's proposal.

The WATER SYSTEM shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposers in responding to the RFP are entirely the responsibility of the proposers and shall not be reimbursed in any manner by the WATER SYSTEM.

#### CONTRACT

The selected proposer shall be expected to enter into a contract. Applicable general contract conditions are found in EXHIBIT II of the *Administrative Consultant Contract*.

#### PAYMENT AND PROGRAM PERFORMANCE

Payment terms shall be negotiated with the successful proposer(s). Payments are predicated upon successful completion of the described tasks and deliverables as provided in EXHIBIT III of the *Administrative Consultant Contract*. Payments will be made to the contractor upon acceptance by the WATER SYSTEM of the task and approval of the invoice.

Payment will be made only on approval of the WATER SYSTEM's identified Contract Monitor or his Designee. During the execution of tasks contained in the Scope of Services, the contractor shall Submit periodic invoices for actual costs incurred in accordance with the price method negotiated. Invoices detailing the fees charged and allowable costs to be reimbursed as set forth in the Scope of Services and Contract shall be based upon actual costs incurred and shall be submitted no more than monthly.

Questions should be addressed to:

Mr. Keith Saucier, Operator  
POINT BLUE CHATAIGNIER WATER SYSTEM  
2268 Chataignier Road  
Ville Platte, LA 70586  
info@pointbluewater.com

Initial Proposal must be received by **March 29, 2023 at 12:00 Noon** using one of the methods described below. Responses received after the deadline will not be considered.

Responses should be hand-delivered or mailed to:

POINT BLUE CHATAIGNIER WATER SYSTEM  
2268 Chataignier Road  
Ville Platte, LA 70586

To be considered, responses must be received by the WATER SYSTEM prior to **12:00 Noon on March 29, 2023.**

Proposers must state "PROPOSAL FOR ADMINISTRATIVE SERVICES AND FINANCIAL MANAGEMENT" on the cover. The WATER SYSTEM reserves the right to reject any or all proposals.

The WATER SYSTEM is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women's business enterprises to apply.

April 23, 2023

April 27, 2023

  
Rayburn Fontenot, President