

REQUEST FOR PROPOSAL (RFP)
For
CONTRACT ADMINISTRATIVE SERVICES

Post Oak Savannah Groundwater Conservation District (“District”) is seeking to enter into a contract with a competent administration/management consultant to assist the District in the overall management of its Aquifer Conservancy Program (“ACP”). The District is requesting proposals from private companies or individuals.

PROPOSAL SUBMITTAL DEADLINE & PROCESS:

A complete copy of the RFP may be obtained by writing: gwestbrook@posgcd.org or calling the District’s office at 512-455-9900. A copy is also posted on the District’s website: www.posgcd.org

Proposers should plan for a starting date of no earlier than June 1, 2019.

A sealed copy of the proposal, subject to the terms and conditions of this Request for Proposal will be received by the General Manager, Gary Westbrook until the Proposal opening time at which time all proposals received will be forwarded to the Advisory Committee for review.

The District reserves the right to select from the highest ranking proposals those that address all requirements in the RFP and that are most advantageous to the project and it reserves the right to negotiate with any and all persons or firms submitting timely Proposals. The District is not obligated to execute a resulting contract, provide funds, or endorse any proposal submitted in response to this RFP. This RFP does not commit the District to pay any costs incurred before a contract is executed nor does it obligate the District to award a contract or pay any costs incurred in preparing a response. It is the responsibility of the submitting entity to ensure that the Proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

The District is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

DEADLINE: 12:00 p.m., noon, on February 22, 2019

Electronic Delivery: Mark Subject Line: Proposal for Contract Administrative Services.
Send to: gwestbrook@posgcd.org

Mail or Hand Delivery: Mark Envelope: Proposal for Contract Administrative Services
Deliver to: General Manager
Post Oak Savannah Groundwater Conservation District
310 East Avenue C
Milano, Texas 76556

A MANDATORY PRE-PROPOSAL MEETING IS SET FOR FEBRUARY 8, 2019 AT 2:00pm AT THE DISTRICT’S OFFICES.

Questions regarding this RFP should be made in writing via email to District Contact listed above no later than 12 p.m. noon on February 15, 2019.