

City of Olean
Department of Community Development
Request for Proposals
Community Development Block Grant Administration Services

January 4, 2018

Background

The City of Olean has received New York State Community Development Block Grant funding from New York State Office of Community Renewal (OCR) for a Microenterprise Program. The City of Olean is seeking the services of a firm(s) or individual(s) to assist in the administration, management, and implementation of this Microenterprise Grant; provide commercial credit underwriting and loan management services; and provide general economic development services to the City of Olean.

Scope of Services

The firm or individual will be required to provide the following services:

1. **Microenterprise Grants**
 - (a) The provision of technical assistance necessary for the administration of the OCR grants including, but not limited to assisting the City of Olean in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
 - (b) Assistance regarding the financing of the microenterprise projects including assistance in the preparation of grant, loan, or deferred loan closing documents as applicable, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to microenterprise grant recipients regarding employment requirements and documentation, monitoring of employment and financial information, and other related assistance as required.

The selected contractor will work in coordination with City of Olean staff in completing the grant administration and implementation activities. All services will be expected to be completed for this contract by December 12, 2019.

2. **General Services**

Technical assistance regarding commercial and industrial project development, economic development program planning and implementation, and other community and economic development activities as required.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.

2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with OCR/CDBG microenterprise funding and commercial financing.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The City of Olean will award a cost reimbursement rather than a fixed price contract.

Selection

The City of Olean will rank the proposals received based on an evaluation of technical skills, experience, and cost. The City of Olean will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

1. Proposals should be received by the City of Olean no later than 3:00 p.m. on January 23, 2018.
2. Two copies of the proposal should be addressed to:

Keri Kerper, CD Program Coor.
City of Olean
Department of Community Development
101 East State Street
Olean, NY 14760

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the OCR program. Contracts will therefore be subject to all applicable provisions of the OCR program.
2. The LCDC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.
3. The LCDC assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
5. Additional information regarding this RFP may be obtained at the address shown above, by calling 716-376-5648 or emailing kkerper@cityofolean.org