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## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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### **Request for Proposals (RFP)**

#### **Consultant Services for 2019 Continuum of Care Application**

#### **Community & Economic Development Office, City of Burlington**

#### **I. Purpose**

The Community & Economic Development Office (CEDO) of the City of Burlington (City) is seeking assistance with the preparation and submission of the FY2019 Continuum of Care (CoC) application to the U.S. Department of Housing & Urban Development (HUD) on behalf of the Chittenden County Homeless Alliance (Chittenden County Continuum of Care). CEDO is the Collaborative Applicant for the Chittenden County Continuum of Care for this annual funding application and is seeking assistance with the following activities:

1. Participation in an initial review of the FY19 Notice of Funding Availability (NOFA) with CEDO staff to identify the changes from the FY18 NOFA and to help construct a timeline and checklist for this year's application.
2. Reviewing the draft application for completeness and responsiveness to the FY19 NOFA and recommending changes as necessary.
3. Assisting CEDO and the project applicants with the final submission to E-SNAPS.

#### **II. Proposal Requirements**

1. Budget that estimates the effort needed along with a full cost proposal. Maximum proposal amount shall not exceed \$7,500.
2. Key personnel and relevant experience for individuals who would be working on the project. Preference will be given to proposals demonstrating familiarity with the HUD CoC application process.
3. Three references.

#### **III. Timeline**

The timeline for the work is dependent on the timing of HUD's release of the FY19 NOFA, but is anticipated to run from May through September 2019.

#### **IV. Evaluation and Selection**

Demonstrated experience with Continuum of Care collaborative applications will be the main factor when evaluating and selecting the winning proposal. Submittals should sufficiently demonstrate how the consultant is uniquely qualified for such an undertaking and will be reviewed and evaluated by CEDO's Housing Program Manager and Assistant Director for Community, Housing, and Opportunities Programs, as well as the Chittenden County Homeless Alliance Executive Committee.

This RFP does not commit CEDO to pay any costs incurred by any proposer in the submission of a proposal. The proposer is responsible for all costs associated with the response to this RFP. The City reserves the right to reject any and all proposals at any time with no penalty, to negotiate with any qualified source, to waive any formality, or to cancel the RFP in part or in its entirety if CEDO determines that it is in the best interest of the City of Burlington. This solicitation of proposals in no way obligates the City of Burlington to award a contract.

Bidders must comply with all provisions of state law, and the accepted bidder may have to comply with the City's Livable Wage and Union Deterrence ordinances, copies of which are available on the City's website (or may be supplied on request).

Bids will be reviewed on a rolling basis as received, and the City reserves the right to discuss or negotiate any bid with any bidder prior to acceptance of the final bid.

The City intends to accept the bid it determines to be in the best interests of the City, based on the overall proposal, not exclusively on cost or any other specific factor. The City reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part as its sole discretion.

Please submit completed proposals to Val Russell, Community & Economic Development Office, [vrussell@burlingtonvt.gov](mailto:vrussell@burlingtonvt.gov) by **4:00 PM on May 24, 2019**. For questions or more information about this RFP please contact Valerie Russell at (802) 865-7232.

**The City of Burlington does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.**

**The City is also committed to providing proper access to services, facilities, and employment opportunities.**