

Orleans County Local Development Corporation

121 North Main Street
Albion, NY 14411

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Request for Proposals (RFP)-NYSOCR/CDBG Funding Administration
Orleans County Local Development Corporation
July 23, 2024

Background

The Orleans County Local Development Corporation (OCLDC) administers Federal Community Development Block Grant (CDBG) funding from the New York State Office of Community Renewal (OCR) for various economic development projects and programs. The OCLDC also administers a Microenterprise loan fund, and provides technical assistance programming for prospective and existing entrepreneurs. The OCLDC is seeking the services of firms or individuals to assist in the implementation and administration of future CDBG/OCR grants, and existing CDBG/OCR funded programming.

Scope of Services

The firm(s) or individual(s) will be expected to provide the following services:

1. The provision of technical assistance necessary for the administration of CDBG programs including, but not limited to assisting the OCLDC:
 - a. In the establishment and maintenance of books of account
 - b. Developing and implementing management systems to provide appropriate recordkeeping
 - c. Assistance in the procurement, selection, and award of contracts as necessary
 - d. Preparation of required environmental review records
 - e. Assurance of consistency with all State and Federal requirements regarding procurement, labor standards, fair housing, etc.
 - f. Preparation of required reports
 - g. Oversight of audit activities
 - h. Preparation of grant closeout materials
 - i. Other activities of a general administrative nature.

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 particular experience with CDBG, OCR, and commercial lending programs.
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 OCLDC will award a cost reimbursement rather than a fixed price contract.

Selection

The OCLDC will rank the proposals received based on an evaluation of technical skills (50%), experience

(30%), and cost (20%). The OCLDC 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

One copy (electronic or paper) of the proposal should be addressed to:

Michael Dobell, CEO
Orleans County Local Development Corporation
121 North Main Street
Albion, NY 14411
MDobell@orleansdevelopment.org

Proposals should be received by the OCLDC no later than 4:00 p.m., October 1, 2024.

Miscellaneous

1. The OCLDC 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 of the scope of this RFP.
2. The OCLDC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

EXHIBIT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of OCLDC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

EXHIBIT B

Offerer/Bidder Certification:

I certify that all information provided to OCLDC with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____
