

REQUEST FOR THE SOLICITATION FOR  
THE REQUEST FOR PROPOSALS (RFP'S)  
FAIR & OPEN PROCESS

Date: May 6, 2015

Department Community Development

Request for Proposals For Professional  
Grant Consulting Services

1. Service (detailed description): Community Development Block Grant/ HOME Programs

2. Estimated amount for this project: \$ 23,500 annually

3. AMOUNT BUDGETED FOR THIS RFP: \$ \_\_\_\_\_

4. BUDGETED ITEM: YES \_\_\_\_\_ NO x \_\_\_\_\_  
*(If no, is it an ordinance authorized material, service or supply?)*

YES \_\_\_\_\_ NO \_\_\_\_\_ ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. \_\_\_\_\_ Account No. \_\_\_\_\_

5. Check here if:

Federal Funds x \_\_\_\_\_ State Funds \_\_\_\_\_

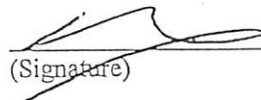
UEZ Funds \_\_\_\_\_ Davis Bacon Requirements \_\_\_\_\_

*(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)*

6. Date you want to receive proposals by: to be determined

7. Special conditions or instructions: \_\_\_\_\_

8. Requested By: Kenneth J Heather  
(Name - Please print or type)

  
(Signature)

Attachments:

- \_\_\_\_\_ Technical Requirements
- \_\_\_\_\_ List of vendors

Send copies to:  
Purchasing Department  
Business Administration



**REQUEST FOR PROPOSALS FOR PROFESSIONAL GRANT CONSULTING SERVICES  
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAMS**

**CONTRACT TERM: JULY 1, 2015 THROUGH JUNE 30, 2018**

**1.0 PURPOSE**

The City of Vineland is seeking proposals from qualified consultants for the provision of technical assistance in the following aspects of the Community Development Block Grant Program and HOME Program ("Programs"):

- 1.1 Preparation of Annual Update to 5-Year Consolidated Plan (current plan covers the period FY2015-FY2020) for the City of Vineland CDBG and Vineland Millville-Bridgeton-Fairfield-Pittsgrove HOME Consortium. Consultant shall work with the City team in developing the Annual Action Plan update to the Five-Year Consolidated Plan in accordance with applicable guidelines published by HUD and shall include the Vineland-Millville-Bridgeton-Fairfield-Pittsgrove HOME Consortium's Annual Plan on behalf of Vineland, the Lead Entity.
- 1.2 Preparation of Consolidated Annual Performance Report
- 1.3 Preparation of the Environmental Review Record