

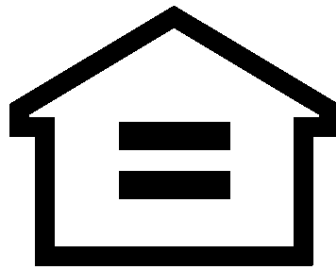


BUFFALO URBAN RENEWAL AGENCY

The Honorable Byron W. Brown, Chairman

REQUEST FOR PROPOSALS (RFP)

Community Partnerships Initiative - 2010



**EQUAL HOUSING
OPPORTUNITY**

ISSUE DATE: Friday, December 18, 2009

DUE DATE: Tuesday, January 12, 2010 - 4:30 P.M.

**REQUEST FOR PROPOSALS
COMMUNITY PARTNERSHIPS INITIATIVE - 2010**

TABLE OF CONTENTS

	<u>PAGE NO.</u>
OVERVIEW	3
 SECTION I: INTRODUCTION	
1.1 Summary Statement.....	5
 SECTION II: GENERAL INFORMATION	
2.1 Notice to CBO(s)	6
2.2 Duration of Proposal Offer	6
2.3 Economy of Preparation/Incurred Expenses.....	6
2.4 Oral Presentations.....	6
2.5 Confidentiality/Proprietary Information	6
2.6 Allowance of In-House Work	6
2.4 Withdrawal of Proposal.....	6
2.8 New York State Lobbying Act	6
2.9 Contracting with Small and Minority Firms, etc.	7
2.10 Subcontracting	7
2.11 Residency Goal	7
2.12 Evidence of Subcontracting	8
2.13 Collaborations	8
2.14 Provisions for Other Agencies	8
2.15 Responsibilities of the CBO	8
2.16 Affidavits, Certifications and Affirmations.....	8
2.17 Formation of Agreement/Contract with Successful CBO.....	8
2.18 Work Place Diversity	8
 SECTION III: SCOPE AND REQUIREMENTS	
3.1 Scope of Work.....	10
3.2 Negotiation of Work Plan and Benchmarks	13
3.3 Insurance Requirements	14
 SECTION IV: CONTENT OF SUBMISSIONS	
4.1 General Instructions	15
4.2 Pre-Contractual Expenses.....	15
 SECTION V: EVALUATION AND SELECTION	
5.1 Selection Process.....	16
5.2 Evaluation and Selection Committee	16

TABLE OF CONTENTS - continued

5.3	Qualifying Proposals.....	16
5.4	Final Benchmark and Selection	16
5.5	Proposals Property of BURA	16
5.6	Contract Negotiations	16
5.7	Evaluation Criteria	17

SECTION VI: REQUIRED INFORMATION

6.1	Attachment I – CBO General Information	18
6.2	Attachment II – CBO Background Information	19
6.3	Attachment III – CBO Experience with Housing Programs.....	20
6.4	Attachment IV – Citizen/Neighborhood Input	21
6.5	Attachment V – Other Sources of Funds	22
6.6	Attachment VI – Usage of Faith-Based or Community Partner	23
6.7	Attachment VII – CBO Corporate Information.....	24
6.8	Attachment VIII – Agreement of Understanding of TAR.....	26
6.9	Attachment IX – Conflict of Interest Disclosure	27
6.10	Attachment X – NYS Lobbying Act	29

**REQUEST FOR PROPOSALS – OVERVIEW
COMMUNITY PARTNERSHIPS INITIATIVE – 2010**

INTRODUCTION: The Buffalo Urban Renewal Agency (BURA) is seeking submittals from qualified housing organizations to participate, as a Community Based Organization (CBO), in the Community Partnerships Initiative for the City of Buffalo. The overall goal of this initiative is to continue to build and sustain healthy and stable neighborhoods through the creation of affordable housing rehabilitation and homeowners opportunities and by addressing neighborhood quality of life issues and concerns through programs implemented by the Community Based Organization (CBO) network.

All organizations interested in applying to provide services and programs under this contract must meet the requirements specified in this Request for Proposals (RFP). Respondents must have qualified staff on hand for this contract and be ready to begin work on the anticipated contract start-up date of February 1, 2010. It is anticipated that a minimum of 4-6 groups will be selected to work on a prepared scope of services and benchmarks. Additional program and activity benchmarks, specific to geographic priority areas, will be negotiated upon the award of the contracts to the selected organizations.

NOTICE OF INTENT TO RESPOND TO RFP: Any organization interested in responding to this RFP is required to submit a brief letter to OSP that expresses the respondent's intention to submit a package for consideration. The letter must be addressed to the Office of Strategic Planning (OSP) contact person, include contact information and be received and time stamped by BURA no later than Wednesday, **December 23, 2009**, 4:30 P.M.

Contact person:

Ms. Yvonne McCray
Director of Housing
Office of Strategic Planning
Room 315 City Hall
Buffalo, N.Y. 14202
Fax: 851-5168
Ymccray@city-buffalo.com

CBO contact information:

(Name of Authorized Contact Person) (Title)

(Full Legal Name of Organization)

(Street Address)

(City) (State) (Zip Code)

(Telephone) (Fax) (Email)

OBTAINING A COPY OF THE RFP: To obtain a copy of the RFP, organizations can visit our website at <http://www.city-buffalo.com>, or contact the Office of Strategic Planning at 842-6923, or pick-up a copy in Room 920 or Room 315 City Hall. Any addenda issued for this RFP will be published at the above-referenced website and will be provided to all groups that have submitted a Notice of Intent to Response letter to OSP.

QUESTIONS AND INQUIRIES: All questions and inquiries must be submitted in writing, no later than **December 18, 2009**, so that staff may prepare written responses to all respondents. Written questions can be sent via email directly to the OSP contact person, Ms. McCray, at the address cited above. No questions will be accepted by phone inquiries. Written answers will be sent to all groups listed by the BURA as receiving a copy of this Request for Proposals (RFP).

SUBMISSION DEADLINE: Sealed submittals (one original and two unbound, single-sided copies - clipped or in three ring binders) must be received not later than 4:30 PM on **January 12, 2010**. Submittals sent by the U.S. mail must be **sent and received** by the deadline stated above. Faxed or email submittals will not be accepted. The sealed package must be clearly marked: **RFP – Community Partnership Initiatives. Late Proposals will not be considered.** Packages must be submitted to:

Office of Strategic Planning
Attention: Ms. Yvonne McCray, Director of Housing
Room 315 City Hall
Buffalo, N.Y. 14202

RIGHTS RESERVED: BURA reserves the right to accept or reject any and all responses, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Furthermore, BURA reserves the right to make a whole award, partial award, or no award at all.

SCHEDULE OF KEY ACTION DATES: The following schedule is subject to change.

DATE	EVENT
12/18/2009	Release Request for Proposals
12/18/2009 – 12/23/2009	Review RFP and submit questions to OSP
12/23/09, 4:30 PM	Notice of Intent to Respond due to OSP
01/12/2010	RFP response due to OSP
01/13/2010 – 01/20/2010	Submissions evaluated by selection committee
01/21/2010 – 01/22/2010	Negotiations of the final work plan and benchmarks
01/28/2010	Recommendations to BURA for approval
01/28/2010	Upon BURA approval, submission of paperwork to the Buffalo Fiscal Stability Authority (BFSA)
01/28/10	OSP staff will meet with selected groups to sign contract paperwork. No contracts will be executed without the prior approval of the BURA and the BFSA
02/01/2010	Anticipated start-up date of the contract

SECTION I – INTRODUCTION

- 1.1 SUMMARY STATEMENT:** The Buffalo Urban Renewal Agency (hereinafter referred to as “BURA”) is a public benefit corporation created in part to eliminate or prevent the spread of deterioration through residential rehabilitation and to act in the public interest on behalf of the citizens of the City of Buffalo. BURA manages the City of Buffalo’s Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Lead-Based Paint Hazard Reduction Demonstration Grant.

BURA seeks Proposals from experienced housing organizations to participate, as a Community Based Organization (CBO), in the Community Partnerships Initiative for the City of Buffalo. The overall goal of this initiative is to continue to build and sustain healthy and stable neighborhoods through the creation of affordable housing rehabilitation and homeowners opportunities and by addressing neighborhood quality of life issues and concerns through programs implemented by the Community Based Organization (CBO) network.

In order to be considered for a contract, the housing organization must:

- document that they have been in existence as an experienced housing organization providing housing preservation, lending and/or neighborhood based housing activities for one year prior to entering into a contract with BURA;
- document a clear understanding of the condition and needs of the neighborhoods to be served and a reasonable plan for addressing them;
- document a Board of Directors that is fairly representative of the City and/or neighborhoods to be served;
- document the experience and the capacity of the program staff, board members and the organization as a whole to implement the proposed scope of services in a timely manner;
- document the ability of the applicant to generate funds from other sources; and
- document by its immediate past and current activities that it has the ability to implement the eligible activities and tasks.

It is anticipated that this RFP will result in the selection of 4-6 organizations who will work on a prepared scope of services and related benchmarks. Additional programs/activity benchmarks, specific to geographic priority areas, such as the CARE and CCE areas, will be negotiated with the selected CBO(s).

A fixed fee schedule will be negotiated for each CBO and the selected CBO will be compensated for the satisfactory performance and completion of the minimum tasks associated with the Community Partnerships Initiative. Payments will be made in accordance with a schedule of fixed fees payable on a monthly basis upon completion and submission of a payment request with the required back-up documentation.

The term of the contract will be for an initial period of seven months (tentative dates are February 1, 2010 through August 31, 2010). The BURA shall have the sole exclusive right to offer the option to extend the period of each CBO contract for two additional one year extensions.

II – GENERAL INFORMATION

- 2.1 NOTICE TO CBO:** A CBO, before submitting a proposal, shall become fully informed as to the extent and character of the work required and is expected to completely familiarize themselves with the requirements of the solicitation and specifications, as well as the regulations found at 24 CFR Part 570 (CDBG), 24 CFR Part 92 (HOME), and 24 CFR Part 35 (Lead Based Paint Hazard Reduction) governing those federal programs. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.
- 2.2 DURATION OF PROPOSAL OFFER:** Proposals are to be held valid for 60 calendar days following the closing date for this Request for Proposals. This period may be extended by mutual written agreement between the CBO and BURA.
- 2.3 ECONOMY OF PREPARATION/INCURRED EXPENSES:** Proposals should be prepared simply and provide a straightforward, concise delineation of the CBO's capabilities and description of the offer to meet the requirements of this RFP. BURA will not be responsible for any costs incurred by any CBO in preparing and submitting a response to this solicitation.
- 2.4 ORAL PRESENTATIONS:** BURA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Each CBO may be required to provide oral presentations to discuss their proposed management techniques, answer questions from the BURA's Evaluation and Selection Committee, and/or clarify their technical submittal.
- 2.5 CONFIDENTIALITY/PROPRIETARY INFORMATION:** The CBO must specifically identify those portions of their proposal, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the BURA in accordance with the New York Freedom of Information Act, New York State Public Officers Law Sec. 81et seq. New York State Annotated Code. CBO(s) must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).
- 2.6 ALLOWANCE OF IN-HOUSE WORK:** No section or portion of this RFP or the Contract shall be construed or interpreted to preclude the BURA from accomplishing any task or undertaking of any operation or project utilizing its own work force.
- 2.7 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn upon written request from the CBO prior to the proposal closing date. Negligence on the part of the CBO in preparing the proposals confers no right of withdrawal after time fixed for closing of the proposals.
- 2.8 NEW YORK STATE LOBBYING ACT:** All Bidders are required to execute an Affirmation of Understanding and Agreement that the Bidder will comply with the procedures and restrictions under the New York State Lobbying Act (Act), including but not limited to

permitted contacts during the bidding and award process. Bidders must also execute a disclosure regarding any prior findings that the Bidder violated the Act.

2.9 CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMAN'S BUSINESS ENTERPRISE AND LABOR SURPLUS AREA FIRMS:

BURA, per HUD Regulations Section 85.36(e), requires the prime contractor (CBO) to take affirmative steps to select such small and minority firms, women's business enterprise and labor surplus area firms as subcontractors.

- (1) The grantee (BURA) and subgrantee (CBO) will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- (2) Affirmative steps shall include:
 - (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
 - (vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

2.10 SUBCONTRACTING: Any person undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the CBO, must receive approval of the Vice-Chairman prior to any such undertaking. In the event the CBO desires to subcontract some part of the work specified herein, the CBO shall furnish with their proposal the names, qualifications, and experience of their proposed subcontractors. Subcontractors shall conform, in all respects to the provisions specified for the CBO. The CBO shall, however, remain fully liable and responsible for the work done by their subcontractors. The BURA may terminate the Contract if the subcontracting is done without the Vice-Chairman's prior approval.

2.11 RESIDENCY GOAL: The selected CBO agrees that (i) in the hiring of any contractor, subcontractor, or a person acting on behalf of the contractor or subcontractor, preference shall first be given to qualified local contractors who have resided in the City of Buffalo for at least six (6) consecutive months immediately prior to the commencement of their employment for the performance of work and (ii) any contractor or subcontractor will work towards ensuring a minimum residency goal of 25% of workforce to include qualified residents in the City of Buffalo.

- 2.12 EVIDENCE OF SUBCONTRACTING:** The selected CBO is required to submit to the BURA copies of executed subcontracts as a condition of the BURA executing the Contract with the CBO. Copies of executed subcontracts are not required with the proposal; however, intent to subcontract must be disclosed within the proposal.
- 2.13 COLLABORATIONS:** A CBO with limited housing experience is encouraged to partner with another more experienced provider in order to make sure the needs of the residents in their geographic service area or Council District area are met. The CBO awarded the contract, however, will remain fully liable and responsible for the work done by their partners.
- 2.14 PROVISION FOR OTHER AGENCIES:** Unless otherwise stipulated by the CBO, the CBO agrees when submitting their proposal that they will make available to all City agencies and departments, and other City authorities, the resulting Contract in accordance with its terms and conditions, should any said department or agency wish to contract for similar services under this proposal.
- 2.15 RESPONSIBILITIES OF THE CBO:** The CBO shall be responsible for the professional quality and technical accuracy of their advice and other services furnished by them. The CBO will perform services with the degree of skill, which is normally exercised by recognized professionals with respect to services of a similar nature. Neither the BURA's review, approval or acceptance of, nor payment for, any of the services required under the Contract shall be construed to operate as a waiver of any rights under the Contract or of any cause of action arising out of the performance of this Contract, and the CBO shall be and remain liable to the BURA in accordance with applicable law for all damages to the BURA caused by the CBO's negligent performance of any of the services furnished under the contract. The rights of the BURA provided for under the contract are in addition to any rights and remedies provided by law.
- 2.16 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS:** CBO(s) are required to submit with their proposal certain certifications, affirmations and affidavits. These forms, which should be completed by all CBO(s), are included as part of this RFP.
- 2.17 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CBO:** The Contract to be negotiated as a result of this RFP shall be by and between the CBO and BURA, and shall contain but shall not be limited to provisions included in this RFP. By submitting a proposal in response to the RFP, the CBO accepts the terms and conditions set forth herein, as well as any additional terms and conditions required for adherence to federal regulations, sound fiscal management principles and the policies of the Office of Strategic Planning.
- 2.18 WORKPLACE DIVERSITY:** The City of Buffalo Urban Renewal Agency and the City of Buffalo (collectively, the City) are committed to achieving excellence in workplace diversity that encompasses the equity and social justice principles of the local, state and federal Equal Employment Opportunity laws and the City of Buffalo's policies that promote participation by minority and women owned business enterprises. The City encourages our contracting partners to adopt business methods and models that foster and strive for diversity within their workplaces as a matter of course.

In managing and valuing diversity, the City recognizes that it is the key component of effective people management as well as it is the key to significant organizational benefits such as enhancing productivity of all staff, enhanced equality of opportunity, recruitment and selection from a wider pool of talents, improved service and client satisfaction and a positive community image. It gives effect to the principles of Equal Employment Opportunity. The City encourages our contracting partners to achieve a workforce that reflects the profile of the broader community and capitalizes on this City's vibrant diversity of people.

SECTION III – SCOPE & REQUIREMENTS

- 3.1 SCOPE OF WORK:** BURA seeks Proposals from experienced housing organizations to participate, as a Community Based Organization (CBO), in the Community Partnerships Initiative for the City of Buffalo. The primary responsibilities of the CBO include working with, supporting and monitoring the various programs activities within the designated and negotiated target areas (Comprehensive Code Enforcement, Special Project, etc.). Federal assistance such as Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME) and HUD Lead Grant funds will be used to support and fund the program and initiatives that are part of the scope of work.

Examples of the scope of work for the Community Partnerships Initiative:

1. Housing Rehab Programs (Examples include Owner/Occupied, Emergency Roof, Emergency, Warm and Dry, CDBG-R)

- The CBO will coordinate the loan program marketing and conduct outreach for programs on a regular basis and ensure that the underserved population of minorities, the elderly and single parent households benefit from the program. Outreach methods include attendance at neighborhood meetings, Good Neighbors' Planning Alliance (GNPA) meetings, workshops and notices in local print media publications, press conferences, websites, newsletters and brochures.
- The CBO will make provisions for translation services to meet the needs of non-English speaking applicants or program participants. In the event of applicants who are impaired, or have other disabilities, the CBO will make provisions for assisting with the completion of the application at the applicant's residence or other acceptable procedures for ensuring equal access to services.
- The CBO will maintain a **Client Interaction Summary** form and must fully explain the Rehab Program guidelines and processes to all prospective applicants. The CBO must also note any cross referrals made to any other source of program assistance (weatherization, National Fuel, etc.).
- The CBO will start/complete an application form for all loan program applicants as part of the initial interview and screen process. All finalized applications that are submitted to the Rehab Program Administrator (RPA) must contain support documentation to verify eligibility (proof of ownership, income, status of the city/county taxes, water bill and user fees, etc.). All emergency referrals must include an emergency verification form. **A Referral Tracker form, along with a digital picture of the property, must be submitted to the Office of Strategic Planning (OSP) so that the environmental review can be ordered for the property. OSP will authorize submission of the application to the RPA upon submission of the tracker and the photograph.**
- The CBO will review loan activity/status and conduct follow-up contacts for any non-responsive applicant in order to finalize eligibility for the program.
- The CBO will provide guidance to the applicants when reviewing work specifications, throughout the bid process (including contractor selection) and prior to the closing of the loan.
- The CBO will meet with the applicant to review the terms and conditions of the loan program prior to the scheduled closing of the loan. **This includes re-payment**

terms, residency requirements and the responsibilities of the owner and contractor during the rehabilitation of the home.

- The CBO will maintain a case file for the applicant. The file will contain an **Initial Condition Assessment** form, digital photo(s) of the property, Client Interaction Summary form, job specifications, notice to proceed, correspondence, etc.

2. Block Improvement Paint Program (Pending availability of funds)

- The CBO will identify owner/occupant property owners to participate in a pilot program for the distribution of paint available at a substantial discount. The CBO will review income determination, cost and will monitor the maximum limit of the number of cans of paint. Properties must be located on an approved target street that has been organized by a block club. Qualified homeowners will be required to participate in a lead safe work practices class offered by a certified training contractor. Paint will be distributed through the contractor and the homeowner will be responsible to paint their own home utilizing lead safe work practices.
- The CBO will be responsible to process the application, verify the class attendance of the property owner and provide a digital picture of the completed painted house.
- The CBO will maintain a case file for the applicant. The file will contain a completed application, **Client Interaction Summary** form, a digital picture and all related correspondence relating to the program.

3. Target Street Housing Condition and Code Compliance Tracking

- The CBO will research the Comprehensive Code Enforcement (CCE) area to identify residential streets to be targeted for code enforcement by the City of Buffalo Housing Inspector in conjunction with the owner occupied rehab program. The CBO must complete a CCE Target Area Selection Report form and compile back-up documentation/time-line to support the report. Support documentation includes items such as the notice to the neighborhood, meeting sign-in, comments, etc.
- The CBO will request and receive, from OSP, a copy of a map detailing the streets and homes/buildings/lots within the approved target area. The map will serve as an “at-a-glance” daily report, at the site office. A color coded system, along with a correspondence key, must be developed by the CBO to detail owner/occupants, investor owners, identification/contact with the property owners, current status (LOV, court, NAV, loan applicant, vacant lots, city owned, etc.) of the property, community complaints, 311 or 911 calls and other activity within the target area.
- The CBO will market the Target Rehab Program to the owner/occupied residents of the selected area. Over income and investor owners will be provided information relating to rehab loan products available through the banking community or other housing service providers located throughout the City.
- The CBO will establish a history for all vacant homes on the target streets for possible Community Housing Development Organization (CHDO) activity. A Property Condition Assessment form must be completed utilizing public records (taxes, water/sewer), block club information and inspection records. A review must be conducted to determine the feasibility of acquiring the property for possible CHDO activity.
- The CBO will meet with the district inspector to discuss the target area inspections and the status of the letter of violations issued by the inspector.

- The CBO will maintain a case file for all residential properties located on the targeted streets. Information included in the file must contain a **Property Condition Assessment** Form, digital photos (document before/after successes) and **Client Interaction Summary** form.
- The CBO will submit an initial report and three update reports documenting the progress and what has been accomplished in the target area.

4. Problem Properties

- The CBO will research Problem Properties/Investor owned properties (including vacant lots) on phase streets and surrounding areas for possible C.H.D.O. activities and/or to assist with research for court cases. These properties should include structures or vacant lots that are in housing court, have an outstanding letter of violation, or have numerous problems (absentee landlord, criminal activity) documented by the area block club. The CBO should conduct outreach to the block club or neighborhood association to discuss the problem properties.
- The CBO will submit a report that includes a history for each property utilizing public records (taxes, ownership, etc.), block club information and inspection records. The CBO must also document their efforts in addressing the problems and document a resolution to the problem(s) associated with the property (contacting the owner, working with housing court, referring the investor owner to a private financial institution for possible rehab funds). The history form must also include a picture of the subject property.

5. CBO/Neighborhood Activities and Performance Report

- The CBO must develop a **Resource Directory** for the residents of its corporate boundaries. Information compiled for this directory must include local bank resources/products, employers/location, not-for-profits/programs/services, and a list of any other community stakeholder or services that are available to local residents.
- The CBO must develop/maintain a **website** that highlights the agency and includes a link to the City of Buffalo's website.
- The CBO must document, on a scheduled basis, the assistance and guidance that has been provided to the residents of their service area. A full report, including back-up documents) must include, but not limited to:
 - The CBO will promote access to Fair Housing, Legal and Human Service agencies for those residents that may require assistance dealing with predatory lending, credit issues, foreclosures, insurance, and adequate housing for disabled individuals.
 - The CBO will build linkages with the Fair Housing Organizations (HOME, Buffalo Urban League, Legal Services, etc.); human service organizations; Erie County Senior Services and other not-for profit organizations serving the needs and offering programs to the residents of the City of Buffalo.
 - The CBO will promote affordable homeownership opportunities, especially to low to moderate and minority households, by referring interested parties to not for profits offering education, counseling and financial assistance.
 - The CBO will intake applications for individuals buying or inheriting a property that was previously assisted with grant funds from the City of Buffalo or the City of Buffalo Urban Renewal Agency.

- The CBO will be expected to attend any mandated community meetings, hearings or CBO network meetings sponsored by the City of Buffalo.
- The CBO will be required to attend any technical assistance and/or other training sessions sponsored by the City of Buffalo.
- The CBO will document any neighborhood activities sponsored by the organization. This includes neighborhood walk-throughs, housing surveys, block or lot clean-ups, assistance with Livable Community grants, housing/neighborhood fairs, etc.
- The CBO will maintain and update an inventory of area block clubs and civic organizations.
- The CBO must document, on a scheduled basis, its efforts in researching, identifying and applying for other private and public programs, resources and opportunities for securing additional funds to leverage or augment current resources. The CBO must provide evidence that at least two applications for funds for housing rehab (matching grants, minor home repair, New York State HOME CHDO funding, etc.) have been submitted to funding sources other than the City of Buffalo during this contract period.
- The CBO must submit a report, on a scheduled basis, detailing and summarizing its efforts with regard to the Owner Occupied Housing Rehab Program, the Block Improvement Paint Program, Target Street Housing Condition and Code Compliance Tracking and CBO/Neighborhood Activities.

3.2 NEGOTIATION OF WORKPLAN AND BENCHMARKS: The CBO(s) selected under this RFP will be notified and will meet with OSP staff to finalize their individual work plans, benchmarks, geographic priority areas and fee for services schedule. The individual work plan will minimally include core activities. Additional approved programs and services integral to the selected areas will be negotiated and approved for the final work plan.

SUGGESTED WORK PLAN	
COLUMN A	COLUMN B
CORE (NON-NEGOTIABLE)	ADDITIONAL INTERGRAL PROGRAMS AND SERVICES (NEGOTIABLE)
Owner Occupant Rehab Loan Program	Lead Presentation
Emergency-Roof Program	Housing Court Attendance
Emergency- Other Program	AHC Match Loan Program
Research of Problem Properties	Property and Neighborhood Conditions Surveys
Target Street Housing Condition and Code Tracking	Other: Any program designed by the individual CBO to adress and identified and documented need (i.e. Minor Home Repair Program)
Block Improvement Paint Program	
Agency Website	
Resource Directory	
Identification of other sources of funds	
Other - CBO/Neighborhood Activities (per scope)	
Homebuyer Rehab Assistance (i.e. 50/50, Down Payment and Closing and other programs to be developed by OSP	

3.3 INSURANCE REQUIREMENTS: The CBO shall have in force and shall maintain, at its own expense, insurance in not less than the following amounts during the performance of service called for under the Contract. The CBO must, prior to the contract execution, and for each extension of the contract, furnish to BURA certificates of insurance as evidence of such coverage stated below. In addition, **the City of Buffalo and the Buffalo Urban Renewal Agency must be covered as additional insureds on the policy; and the certificate holder must be the City of Buffalo and the Buffalo Urban Renewal Agency, 214 City Hall, Buffalo, NY.**

- Workmen's Compensation and Disability Insurance - covering the CBO's employees as required by New York State Law.
- Comprehensive Bodily Injury and Property Damage Liability Insurance - Excluding automobiles owned or hired by the CBO loaned to the CBO by the BURA, with limits as follows:
 - a. General Aggregate
(Other than Products-Completed Operations) \$2,000,000
 - b. Products-Completed Operations Aggregate Limit \$1,000,000
 - c. Personal & Advertising Injury Limit \$1,000,000
 - d. Each Occurrence Limit \$1,000,000
- Comprehensive Automobile Liability Insurance - Combined single limit of \$1,000,000 covering bodily injury and property damage.
- Professional Liability/Errors and Omissions - \$1,000,000 per occurrence.

SECTION IV – CONTENT OF SUBMISSIONS

- 4.1 GENERAL INSTRUCTIONS:** To receive consideration under this RFP, submissions must be made in accordance with the following general instructions. All RFP packages must contain the following information in the order shown and numbered as followed. The CBO may not change the order to the questions for the page formatting. All responses to the questions should be typed, single or double spaced, using not less than 12 point font and 1 inch margins. Facsimile copies of the submission will not be accepted.

Respondents must complete the entire application and the package will be reviewed and scored on the basis of the information provided by the organization.

1. A cover letter, on business stationery, which provides the official proposal with the name, email address, telephone number and facsimile number of the individual with whom BURA personnel may communicate about the RFP. The signature of the person signing the submission shall be in long hand. The RFP submission must be signed by a person with the legal authority to enter into a contractual relationship in the name of the respondent organization.
2. A statement that the RFP response will be valid for at least 60 days.
3. A table of contents with pages numbers indicated.
4. Requested Forms/Attachments:
 - Attachment I - Community Based Organization General Information & Map(s)
 - Attachment II - CBO Background Information
 - Attachment III - CBO Experience with Housing Programs
 - Attachment IV - Citizen/Neighborhood Input
 - Attachment V - Other Sources of Funds
 - Attachment VI - Usage of Faith-Based or Community Partner
 - Attachment VII - CBO Corporate Information
 - Attachment VIII – Agreement of Understanding of Training/Technical Assistance Requirements
 - Attachment IX – Conflict of Interest Disclosure
 - Attachment X – New York State Lobbying Act

- 4.2 PRE-CONTRACTUAL EXPENSES:** BURA shall not be liable for any pre-contractual expenses incurred by the respondent. BURA shall be held harmless and free from any and all liability, claims or expenses whatsoever, incurred by, or on behalf of, any persons or organization responding to this RFP.

SECTION V – EVALUATION & SELECTION

- 5.1 SELECTION PROCESS:** BURA reserves the right to accept any application and negotiate an agreement with any respondent. The successful respondents will be required to comply with all applicable equal opportunity laws and regulations. BURA reserves the right to reject any or all submissions, or to waive any defect or irregularity. At its sole discretion, BURA reserves the right to contact bidders and ask them for required information omitted from the bid package. BURA may contact bidders by telephone or by facsimile during its review of a bid package in order to clarify submitted information.
- BURA further reserves the right to award contracts to the respondents that, in the judgment of the selection committee and the Office of Strategic Planning, best serves the need of the residents of the City of Buffalo.
- 5.2 EVALUATION AND SELECTION COMMITTEE:** An Evaluation/Selection Committee, comprised of 5-7 individuals, will evaluate all Proposals received by the closing deadline based on the selection criteria. Finalist may be selected for interviews with the Committee. The Committee may request additional technical assistance from any source within BURA and the City of Buffalo.
- 5.3 QUALIFYING PROPOSALS:** The Committee shall first review each Proposal for compliance with the mandatory requirements of this RFP. Failure to comply with any requirements of this procurement may disqualify a CBO's Proposal. BURA reserves the right to waive a requirement and/or minor irregularities when it is in BURA's best interest to do so. **Qualification Proposals will not be opened publicly.**
- 5.4 FINAL BENCHMARKING AND SELECTION:** Evaluation criteria contained herein shall be scored by the Evaluation and Selection Committee based upon a pass/fail rating for each category. The Evaluation and Selection Committee will then make recommendations to the Chairman of BURA or his designee (including but not limited to the Vice-Chairman of BURA as the Executive Director of the Office of Strategic Planning) for award of the Contract to the responsible CBO whose proposal is determined to be the most advantageous to BURA considering technical factors set forth in the RFP.
- 5.5 PROPOSALS PROPERTY OF BURA:** All Proposals submitted in response to this Request for Proposals become the property of BURA and may be appended to any formal documentation that would further define or expand the contractual relationship between BURA and the successful CBO.
- 5.6 CONTRACT NEGOTIATIONS:** BURA shall negotiate with the most qualified respondents to this RFP, as determined by evaluation of the responses; recommendations to the BURA Chairman and/or his designee and the successful respondents as selected by the Chairman or his designee. In the event that a proposal is approved, review may include recommended adjustments to the contract budget.
- 5.7 EVALUATION CRITERIA:** After determining compliance with the requirements of this RFP, the Committee shall conduct its evaluation of the CBO Proposals. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. Proposals will be evaluated using a pass/fail rating:

Meets or exceeds requirements	Partially meets requirements	Does not meet requirements
PASS (√+)	PASS (√-)	FAIL

Application Package Submission

The CBO will receive a pass/fail rating based upon a complete application package. All required documents must be submitted as part of the package and are presented in an accepted manner (original and two copies – clipped or three ring binders).

Attachment I: CBO General Information*

The CBO will receive a pass/fail rating based upon a completed CBO General Information Form, the required attached map(s), and the proposed service or target area(s).

Attachment II: CBO Background Information*

The CBO will receive a pass/fail rating based upon the responses provided to support the CBO's organizational capacity to provide program and services.

Attachment III: CBO Experience*

The CBO will receive a pass/fail rating based upon the responses provided to support the CBO's relevant experience, quality of prior performance and the ability of the organization readiness and ability to proceed with the work plan.

Attachment IV: CBO Corporate Information*

The CBO will receive a pass/fail rating upon review of the CBO's fiscal, legal and administrative abilities. This information is necessary in order to ensure effective service delivery, sound fiscal management and adequate board and supervisory management.

Attachment V: Citizen/Neighborhood Input

The CBO will receive a pass/fail rating based upon the responses provided to support the CBO's outreach and the involvement of residents to participate in the planning process.

Attachment VI: Other Sources of Funds

The CBO will receive a pass/fail rating based upon the completion and review of the contents of the chart that highlights the financial viability of the organization.

Attachment VII: Usage of Faith-Based or Community Partner

The CBO will receive a pass/fail rating based upon the response highlighting how the CBO participates in partnerships or collaborations with other neighborhood stakeholders.

Attachment VIII: Technical Assistance/Training*

Attachment IX: Conflict of Interest*

Attachment X: NYS Lobby*

*These criteria are REQUIRED conditions the applicant must meet, and will be scored as part of the **Application Submission Package**. These items must be met as an initial threshold for further consideration of an applicant's proposal. BURA, in its sole discretion, will determine if the basic criteria was met.

SECTION VI – REQUIRED INFORMATION

6.1 - ATTACHMENT I - Community Based Organization General Information

Directions: Insert the requested information in the space provided. Include map(s) as part of Attachment I.

Applicant name:

Address:

Phone number:

Fax Number:

E-mail address:

Web Site:

Contact person:

Title:

Board chair/president:

Date organized:

Type of Organization:

Tax status:

CHAR Number:

Federal identification number:

Current corporate boundaries:

North:

South:

East:

West:

Proposed service or target area(s) with Census Tracts:

Current council district(s) served:

Proposed expansion of service or target area(s) with Census Tracts:

Attachments: The CBO **must** provide a map outlining the corporate, service and council district boundaries for their current area. If the CBO is requesting to serve/expand into an additional service/target area, a revised map must be included with the package. Please refer to the attached map for priority areas such as CARE and CCE.

6.2 - ATTACHMENT II - Community Based Organization Background Information

Directions: Provide an answer to each question and complete the administrative system form. The CBO is encouraged to provide bulleted responses to the questions.

Background Information:

1. How long has your organization been in existence?
2. What service(s) does your organization provide? List all types and clientele. Include a brochure if available.
3. Describe your organization's current capacity and qualifications in carrying out the proposed activity. How is this proposal similar and/or different to current activities undertaken by your agency?
4. Provide a copy of your organization's chart and succession in the Executive Directors absence.
5. Describe your organization's administrative systems. Please check each item that exists within you organization's capacity and state if it is maintained in either **written and/or electronic format**.

Written	Electronic	
		Internal Systems to ensure compliance with federal regulations
		Client Eligibility and Demographic Data Collection and Reporting
		Procurement System – Are formal written procedures in place?
		Adequate Financial Reporting System including
		In-house bookkeeping/ accounting staff which handle recording of transactions
		Cash receipts & cash disbursements journals, general ledger and other standards accounting books and records
		Accrual based accounting system
		Computerized accounting system
		Monthly Financial Statements prepared
		Periodic internal financial statement reviewed by management and/or board of directors
		Insurance Coverage

6.3 - ATTACHMENT III - Community Based Organization Experience with Housing Programs

Directions: Provide an answer to each question and complete the project form. The CBO is encouraged to provide bulleted responses to the questions.

Experience:

1. Has your organization ever done the type of activity/programs described in the scope of services? If yes, describe your agency's track record.
2. Describe your organization's experience with other CDBG, HOME or other Federal Grant programs.
3. Describe your interaction with other housing contractors (other housing groups, unyuse), City of Buffalo offices (demolitions, inspections) and other not-for-profit agencies (senior centers, fair housing and predatory lending groups).
4. Describe any other housing and/or neighborhoods programs that have contributed to the success of your organization.
5. Describe your neighborhoods and the demographics of the area.
6. Describe to us that you understand your neighborhood demographics and how your performance over the past three years has demonstrated your success with addressing neighborhood problems and issues. Share specific examples (include newspaper clippings, newsletter articles, plans, pictures, awards, etc.).
7. For previously CDBG, HOME funded project(s) and activities, going 3 years back, summarize current status. Were performance measures and timelines met? Provide the requested information on the status form provided to you.
8. Describe any program that your agency would like to include in the proposed work plan that is not included as a core program or activity. Project description must include the name of the program, goal of the program, funding source, funding amount, timeline, target area and benchmarks to be achieved by the program.

Three Year Project or Activities Status (2007-2009):

Year	Project Name or Activities	Status – X			Current % Complete
		Allocated	Underway	Completed	

6.4 - ATTACHMENT IV – Citizen/Neighborhood Input

Directions: Provide an answer to each question. The CBO is encouraged to provide bulleted responses to the questions.

1. Describe the existing neighborhood groups (block clubs, not-for-profits, civic, faith-based, etc.) that your agency will ask to actively participate in the neighborhood planning process.
2. Provide a detailed description of how the CBO plans to incorporate neighborhood opinions and groups in adopting a target area plan.
3. Describe the how, what, where and when of your meetings. Include a timeframe and describe who will coordinate the meetings place, time, advertisements, etc.
4. Describe how you plan to advertise, promote and ensure that the general public is aware of the availability of the various programs.

6.5 - ATTACHMENT V – Other Sources of Funds

Directions: List all other sources of funds identified to support the administration of the program or to match existing program dollars. The CBO must provide a commitment letter or an award letter as part of the support documentation.

Source of Funds & Pending or Approved	Admin or Name of Program	Amount	Target Area	Contract Time Frame
	Totals	\$		

6.6 - ATTACHMENT VI – Usage of Faith-Based or Community Partner

Directions: Provide an answer to each question. The CBO is encouraged to provide bulleted responses to the questions.

1. Identify the faith-based and community partners in your service area.
2. Describe the ways in which you will partner with a local faith-based or community partner in operating your program. Participation should be meaningful and should provide resources to the program and mentoring for the faith-based or community partner.

6.7 - ATTACHMENT VII – CBO Corporate Information

Directions: Each item listed below must be provided as part of the submission package. The checklist must be completed – double click the box and place an “X” to verify that the item has been included in the package.

CHECKLIST

(1) 501c3 Status

- (a) Articles of Incorporation ☐
- (b) Corporate By-Laws ☐
- (c) NYS Charitable Registration Number ☐
- (d) Internal Revenue Service determination letter ☐

(2) Continued Compliance*

- (a) Most recent Internal Revenue Service 990 Return ☐
- (b) Most recent New York State CHAR 500 Report ☐
- (c) Most recent audited financial statement, include Single Audit, if applicable. If audit is not completed within 9 months of year end date, provide letter from auditor indicating when audit will be complete. ☐

(3) Corporate Information

- (a) List of Board Members (Include representation, voting powers, terms of office & attendance record) ☐
- (b) Board Authorization to Request Funds ☐
- (c) Board Minutes – no redacted copies (Last 12 months) ☐
- (d) Conflict of Interest Policies ☐
- (e) Signed Conflict of Interest Statements (Board & Senior Staff) ☐
- (f) Personnel Policies ☐
- (g) Organizational Chart ☐
- (h) Resume of Chief Financial Officer or Accountant/Bookkeeper in charge ☐
- (i) Resume of Program Administrator ☐
- (j) Financial Policies ☐

(4) Corporate Maintenance/Accountability

- (a) Organization's Current Budget for both revenues and expenses ☐
- (b) List of Organization's Fundraising Activities for past year (2009) noting type and amount raised ☐
- (c) Sources and amounts of grants received in prior year (2008) ☐
- (d) Policies & Procedures for Access to Public Input and Information by General Public ☐

6.7 - ATTACHMENT VII – CBO Corporate Information - Continued

- (e) Signed Agreement of Understanding of Technical Assistance ☐
Every applicant must complete an Agreement of Understanding of Technical Assistance Requirements form (attached to application), signed by both the Executive Director and Board Chairperson. Through this document every applicant certifies that it understands and agrees to the following terms for technical assistance
- Cognizant of possible required training/meeting seminars that will require mandatory attendance
 - Failure to attend training and/or meeting seminars may result barring of future funding awards
- (f) Organization's Mission Statement ☐
(g) Organization's Strategic Plan ☐
(h) Letter of Intention submitted by deadline date ☐

6.8 - ATTACHMENT VIII – Agreement of Understanding of Technical Assistance Requirements

This Agreement of Understanding of Technical Assistance Requirements will serve as notice to applicants and subsequent contractors of the Request for Proposals (RFP) – Community Partnerships Initiative 2010 that their participation/attendance in upcoming Technical Assistance training and/or meeting seminars may be mandatory. The training will serve to promote ethical practices, sound management, and public accountability. Failure to attend training and/or meeting seminars may result in the suspension of current funding or the barring of future funding awards.

The undersigned representative of:

_____ has read the above agreement and acknowledge that their participation/attendance in upcoming Technical Assistance training and/or meeting seminars may be mandatory and may affect the organization's current and/or future funding awards.

Executive Director (signature)

(date)

(Print name)

Board Chairperson (signature)

(date)

(Print name)

**6.9 - ATTACHMENT IX – Conflict of Interest Disclosure -
to be completed by all Staff and Board Members**

The **CBO** represents that none of its **employees, officers, compensated members, contractors or consultants** are, or for the duration of this agreement will be, employees of the City of Buffalo Urban Renewal Agency (BURA) or City of Buffalo nor are their family members or business relationships employees of BURA or the City of Buffalo nor will their employees, officers, compensated members, contractors or consultants obtain a financial interest either for themselves or those whom they have immediate family or business ties, during their tenure or for one year thereafter.

The Contractor must formally disclose all potential Conflicts of Interest to the Buffalo Urban Renewal Agency.

Disclosure: Are you, or are you related to (by blood, marriage, act of law, or business relationship) any person who is an employee of the City of Buffalo, the Buffalo Urban Renewal Agency (BURA), the Municipal Housing Authority (BMHA), Board of Education, Sewer Authority or any other entity funded by Community Development Block Grant (CDBG)?

☐ YES ☐ NO

If yes, a full disclosure must be forwarded on **official letterhead** to the Buffalo Urban Renewal Agency (BURA). The notice must include:

Name: _____

Job Title or Position: _____

Disclosure must include:

1. Name of Relation
2. Department
3. Position
4. Relationship

The **Contractor** acknowledges receipt of this policy and verifies that all appropriate parties have been apprised of their obligation to disclose all potential conflicts of interest.

Board President's Signature

Date

6.10 - ATTACHMENT X – New York State Lobbying Act

Summary of Permitted Contacts Under New York State Lobbying Act

Pursuant to State Finance Law §§139-j and 139-k, this “Request for Proposal” includes and imposes certain restrictions on communications between the City of Buffalo Urban Renewal Agency and a Bidder during the procurement process. A Bidder is restricted from making contacts from the earliest notice of intent to solicit offers or “Requests for Proposal” through final award and approval of the Procurement Contract by the City of Buffalo Urban Renewal Agency and, if applicable, the City of Buffalo Department of Administration and Finance (“restricted period”) to other than designated staff or consultants unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff are identified in this Request for Proposals. City of Buffalo Urban Renewal Agency employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to the State Finance Law. Certain findings of non-responsibility can result in rejection of a contract award and in the event of two findings within a 4-year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

Each bidder that contracts with a governmental entity, and in this case the City of Buffalo Urban Renewal Agency, about a governmental procurement shall only make permissible contacts with respect to the governmental procurement, which shall mean that the bidder shall contact only the persons or persons designated by the City of Buffalo Urban Renewal Agency relative to the procurement, except that the following contacts are permitted:

- (1) submission of written proposals in the response to a request for proposals;
- (2) submission of written questions to a designated contact set forth in a request for proposals, when all written questions and responses are to be disseminated to all bidders who have expressed and interest in the request for proposals;
- (3) participation in a conference provided for in a request for proposals;
- (4) complaints by a bidder regarding the failure of the person or persons designated by the procuring governmental entity pursuant to this section to respond in a timely manner to authorized bidder contacts made in writing to the office of general counsel of the procuring governmental entity, provided that any such written complaints shall become a part of the procurement record;
- (5) bidders who have been tentatively awarded a contract and are engaged in communications with a governmental entity staff of the procuring governmental solely for the purpose of negotiating the terms of the procurement contract after being notified of tentative award;
- (6) contacts between designated governmental entity staff of the procuring governmental entity and a bidder to request the review of a procurement contract award;

ATTACHMENT IX – New York State Lobbying Act - continued

(7) (a) contacts by bidders in protests, appeals or other review proceedings (including the apparent successful bidder or proposer and his or her representatives) before the governmental entity conducting the procurement seeking a final administrative determination;

(b) complaints of alleged improper conduct in a governmental procurement to the attorney general, district attorney, or court of competent jurisdiction; or

(c) complaints of alleged improper conduct in a governmental procurement conducted by a municipal agency or local legislative body to the state comptroller's office.

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

Bidder affirms that it understands and agrees to comply with the procedures of the City of Buffalo Urban Renewal Agency relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b) commonly known as the New York State Lobbying Act (Act). A summary of the Act regarding permitted contacts during the bid process is attached.

By: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

