

**REQUEST FOR PROPOSALS (RFP)**

**Microenterprise Program  
Delivery and Administration in Conjunction with  
A Grant Award through the  
Community Development Block Grants (CDBG)**

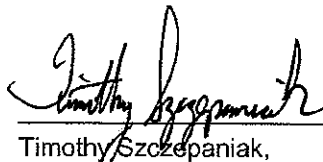
Town of Ballston hereby gives notice that it will receive sealed request for proposals from qualified firms or individuals to provide program delivery and administration services in conjunction with a 2016 Microenterprise Grant Program as funded through the Community Development Block Grant (CDBG) program. M/WBE firms are strongly encouraged to respond.

Prospective providers shall submit their proposals in accordance with Section A, Part 3.4 of this RFP. Proposals shall be submitted on forms furnished in this RFP and shall be received at the following address no later than the following date and time:

Town of Ballston  
Town Clerk, Carol Gumienny  
Ballston Town Hall  
323 Charlton Road • Ballston Spa, NY 12020

*RFP DUE DATE/TIME:* Thursday, May 4, 2017 @ 3:00pm

Signed:



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Timothy Szczepaniak,  
Supervisor

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SECTION A  
INSTRUCTIONS TO PROPOSERS

I. Request for Proposals Notice

Town of Ballston, NY is seeking proposals from qualified consultants or consulting firms to provide Program Delivery and Administrative Services in conjunction with a Microenterprise Assistance Program (MAP).

The deadline to submit proposals is May 4, 2017 at 3:00 p.m. Proposals received after this date and time shall not be considered. Proposers are advised to not rely on next day mail services.

It is the responsibility of the Proposer to submit its proposal to the location indicated above prior to the time of proposed opening, regardless of medium used. Proposals received after the date and/or time of proposal opening shall be returned to the Proposer unopened.

2. Intent and Basic Requirements of the Request for Proposals (RFP)

- 2.1. It is the intent of this RFP to require the Proposer to provide all necessary program delivery and administration associated with the grant received by Town of Ballston through the Community Development Block Grant (CDBG).
- 2.2. Proposal will be evaluated on the basis of qualitative factors and price. These qualitative factors will be used to evaluate the capability of the entity to deliver the service in accordance with the specifications. Proposers are advised to fully respond to all elements in this proposal in order to be considered responsive.
- 2.3. Cost may not be the sole factor in the Town's decision.
- 2.4. Proposals will be accepted until the deadline specified, but will not be publicly opened. Proposals will be evaluated by the Ballston Town Board who in turn will sponsor a resolution to adopt or reject.
- 2.5. The proposal cost shall be separated by job category with an hourly rate with fringe and overhead included. Compensation will be based upon an hourly fee and paid with CDBG funds. (Form 2 -Cost Proposal).
- 2.6. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.
- 2.7. The Proposer certifies by submission of a response to this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal state or local department or agency.
- 2.8. The maximum allowable allocation for program delivery and administrative costs may not exceed \$20,000 and \$10,000 respectively, for a cumulative total of \$30,000.

3. Acceptance of proposals
  - 3.1 Typewritten proposals are preferred; all information submitted must be legible. Any and all corrections and/or erasures must be initialed. The proposal cover letter must be signed by an authorized respondent and all required information must be provided. A neatly typed document of reasonable length, using the forms provided is required. Expenses incurred in developing and submitting a proposal is borne entirely by the Proposer.
  - 3.2 Potential respondents must respond to all requested items. Failure to do so may result in the Town's rejection of the entire proposal.
  - 3.3 One original, seven (7) paper copies, and one digital copy of each proposal shall be submitted.
  - 3.4 Proposals shall be submitted in an envelope clearly marked "RFP-TOWN OF BALLSTON FY2016 CDBG GRANT", on the outside and received by the Town Clerk located in the Ballston Town Hall, 323 Charlton Road, Ballston Spa, NY 12020. Town Hall hours are Monday-Friday 8am to 4pm.
  
4. Selection Criteria: The following criteria will be used to make a selection and recommendation to the Board of Representatives:
  - 40% Qualifications and References; including experience with similar community development project administration;
  - 20% Management and availability; including project schedules, management plan and level of services provided;
  - 20% Cost and reasonableness of fee;
  - 10% Ability to interface with the Town staff and officials including working with the Town Clerk in the successful administration of overlapping reporting requirements as specified by the CDBG program
  - 10% Previous experience in the Town of Ballston
  
5. Selection Process: The proposals will be reviewed immediately upon receipt by the Town Board and selection is anticipated made on or about May 12, 2017.
  
6. Proposal Forms
  - 6.1. Section D contains the submittal forms and requests detailed descriptions of how the Proposer plans to fulfill the scope of services as set forth in this RFP.
  - 6.2. The included forms must be completed and submitted in order for the Proposer to be considered as a candidate for work described in this RFP. Attach additional sheet as necessary.
  
7. Rejection of Proposal: The Town reserves the right to accept any proposal or to reject any and all proposals. Any or all proposals may be rejected if there is a sound documented business reason (responsiveness to this RFP and overall responsibility of the Proposer), subject to the intent of this solicitation to award a contract to the responsive and

responsible Proposer. Awards shall be made only to responsive and responsible Proposers that possess the potential ability to perform successfully under the terms and conditions of this procurement. Consideration shall be given to such matters as Proposer integrity, compliance with public policy, record of past performance and financial and technical resources when determining responsibility.

8. Confidentiality of Proposals: Each proposal and supporting documents must be submitted in a sealed envelope clearly marked "RFP-TOWN OF BALLSTON FY2016 CDBG GRANT", to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting proposal documents become public information after proposal opening and are available for inspection by the general public unless otherwise noted by the Proposer. The Town will respect the confidentiality of any financial statements submitted with the proposal and, if so requested by the Proposer, the Town will not make this document part of the public record.
9. Accuracy of Proposals: All information presented is deemed accurate at the time of submittal. Technical accuracy shall be the sole responsibility of the Proposer.
10. Addenda: All changes in connection with this proposal will be issued in the form of a written addendum and sent to all known potential Proposers of record and any other party requesting a copy of this RFP not less than five (5) working days prior to the proposed due date. Signed acknowledgement of receipt of each addendum must be submitted with each proposal.
11. Contractual Obligation of the Proposer
  - 11.1. All proposals submitted in accordance with the terms and conditions of this RFP shall be binding upon the Proposer for 90 calendar days after the proposal opening.
  - 11.2. After selection, the successful Proposer will enter into a contract agreement with Town of Ballston. Any items in the RFP requiring additional negotiation will be negotiated with the Town Board. Should the selected Proposer fail to successfully conclude these negotiations, the Town will negotiate with the second highest ranked, and so on, until an agreement is reached.
  - 11.3. Assuming successful contract negotiations, the selected Proposer will enter into a contractual agreement with Town of Ballston. Town of Ballston will administer the contract, monitor contractor performance, and serve as the designated recipient of all grant funds associated with this RFP.

SECTION B  
SCOPE OF SERVICES

1. **Background:** Town of Ballston is seeking proposals from qualified consultants or consulting firms to provide Program Delivery and Administrative Services in conjunction with the one (1) Microenterprise Assistance Program (MAP) CDBG, two (2) Small Business CDBG's and one (1) Economic Development CDBG grant.
  
2. **Description of Grant:** The \$ 200,000 Microenterprise Assistance Program (MAP) grant will be used to fund a Microenterprise Program in Town of Ballston. The program will include business grants and training funds to qualified microenterprises.
  
3. **Services to be provided:** The services that may be provided for the Microenterprise Program include the following:
  - Design a final program and program guidelines;
  - Market program: Contact all interested parties, and respond to questions and issues with respect to applications for assistance;
  - Develop a priority system for project selection;
  - Provide guidance to participants in the preparation of application as well as during intake and qualification process;
  - Qualify and document qualifications/eligibility of all applicants;
  - Work with the Town's committee charged with project selection and program commitment to prioritize projects and determine program grantee. Negotiate with applicants if necessary with respect to partial awards;
  - Document project costs;
  - Prepare commitments, program agreements and encumber funds;
  - Act as a liaison between Town and applicants/participants;
  - Monitor expenditures and participants grant compliance with grant requirements;
  - Assist participants with compliance with federal, state and local requirements as necessary;
  - Assist participants to receive required training and work with training providers to development programs as necessary;
  - Work with NYS Office of Community Renewal (OCR) if real or perceived conflicts of interest arise as required by regulations.

4. General Administration:

- Prepare all necessary contract and payment documents;
- Develop and maintain separate grant accounting system;
- Prepare and submit necessary financial reports to NYS
- Prepare and submit status of fund reports and other reports to Town as directed
- Work with Town Clerk to assure all obligations and expenditures are included in Town's accounting system;
- Provide status reports to Town as requested.

5. Miscellaneous:

- Attend Town Board meetings as necessary;
- Advise the Town in all matters relating to grant program, federal and NYS regulations relative to the program;
- Prepare grant amendments and or budget modifications as necessary;
- Prepare Environmental Review Record pursuant to NEPA and SEQRA guidelines;
- Prepare and submit Status Reports and Annual Performance Reports as required by NYS;
- Prepare all closeout documentation required by NYS

SECTION C  
SUBMISSION REQUIREMENTS

All Proposers will submit the following:

1. Statement of qualifications, including identification of at least three similar programs that have been administered.
2. Relevant references (minimum of three).
3. Proposed Scope of Work and Management Plan including identification and description of the location where client services will be provided.
4. Timetable for completion
5. Cost proposal using the attached form



**SECTION D  
RFP FORMS**

RFP FORM 1  
Town of Ballston  
**Program Delivery and Administrative Services**  
**In conjunction with the FY 2016 CDBG Grant**

Submittal Checklist

Proposers should use the following checklist to ensure completeness of the submission package.

\_\_\_\_\_ One (1) original, six paper copies, and one digital copy of each proposal shall be submitted

\_\_\_\_\_ Cover letter

Items to be included in sealed envelope:

\_\_\_\_\_ Signed "Acknowledgment of Receipt of Addenda" (Form 1)

\_\_\_\_\_ Cost Proposal using (Form 2)

\_\_\_\_\_ Relevant References – At a minimum of three (3).

\_\_\_\_\_ Proposed Scope of Work and Management Plan including identification and description of the location where client services will be provided.

\_\_\_\_\_ Timetable for completion of project.

RFP FORM 2  
Town of Ballston  
Cost Proposal

Task	Job Category	Hourly Rate	Reimbursables	Total

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Note: Compensation for this work will be based upon an hourly fee and be paid with CDBG funds.