

**CITY OF PATERSON  
REQUEST FOR PROPOSAL NOTICE**

THE CITY OF PATERSON, NEW JERSEY SHALL RECEIVE SEALED REQUEST FOR PROPOSAL AT THE PURCHASING OFFICE, 4<sup>TH</sup> FLOOR, CITY HALL, 155 MARKET STREET, PATERSON, NEW JERSEY 07505 UNTIL **11:00 A.M. PREVAILING TIME, ON THURSDAY, AUGUST 17, 2023** FOR THE FOLLOWING:

**REQUEST FOR PROPOSAL FOR A CONSULTANT TO ADMINISTER THE CITY'S HUD FUNDED PROGRAM TITLED: HOME AMERICAN RESCUE PROGRAM (ARP), RFP NO. 2023-38**

REQUEST FOR PROPOSAL MAY BE OBTAINED FROM: CITY HALL, 4<sup>TH</sup> FL., PURCHASING DIVISION, 155 MARKET STREET, PATERSON, NJ 07505 TEL: 973-321-1340 FAX: 973-321-1341. — REPRODUCTION OR REDISTRIBUTION OF THE CONTENTS OF THIS PROPOSAL PACKAGE BY A PARTY OTHER THAN THE CITY OF PATERSON IS STRICTLY PROHIBITED. PROPOSALS RECEIVED BY VENDORS THAT DID NOT OBTAIN PROPOSAL PACKAGES FROM THE CITY OF PATERSON PURCHASING DIVISION WILL NOT BE CONSIDERED.

PROPOSAL MUST BE SUBMITTED ON THE STANDARD PROPOSAL FORM PROVIDED IN THE MANNER DESIGNATED THEREIN, AND MUST BE ENCLOSED IN A SEALED ENVELOPE BEARING THE TITLE AND RFP NUMBER, NAME AND ADDRESS OF THE PROPOSER ON THE OUTSIDE; ADDRESSED TO MR. HARRY M. CEVALLOS, PURCHASING AGENT, AND DELIVERED TO THE ABOVE ADDRESS AT THE DATE AND TIME SET AT THE PLACE HEREIN. THE CITY OF PATERSON IS NOT RESPONSIBLE FOR ANY HAND DELIVERED OR THIRD PARTY DELIVERED RFP WHICH DO NOT ARRIVE AT THE PROPER TIME OR LOCATION. ANY SUCH PROPOSAL WILL BE RETURNED UNOPENED TO THE VENDOR.

ALL DOCUMENTS CONTAINED IN THIS PACKAGE MUST BE RETURNED TO THE CITY OF PATERSON IN THEIR ORIGINAL FORM. NO SUBSTITUTIONS, ALTERATIONS, OR MODIFICATIONS OF ANY OF THE RFP DOCUMENTS ARE PERMITTED.

PROPOSERS MUST COMPLY WITH REGULATIONS OF THE "NEW JERSEY LOCAL PUBLIC CONTRACT LAW" (N.J.S.A.40A:11-1 et. seq.), AFFIRMATIVE ACTION REGULATIONS N.J.S.A.10:5-31 et seq., N.J.A.C. 17:27, AND THE NEW JERSEY CONTRACTOR BUSINESS REGISTRATION ACT N.J.S.A.52:32-44 (P.L.2004, C57)

**SUCCESSFUL VENDOR (S) WILL COMPLY WITH ALL APPLICABLE PAY-TO-PLAY REGULATIONS AS REQUIRED BY THE STATE AND LOCAL AGENCIES**

THE MUNICIPAL COUNCIL OF THE CITY OF PATERSON RESERVES THE RIGHT TO CONSIDER THE PROPOSAL FOR SIXTY (60) DAYS AFTER RECEIPT THEREOF, AND CONTRACT WILL BE AWARDED TO THE VENDOR WHO SUBMITS THE PROPOSAL WHICH IS DETERMINED TO BE THE MOST ADVANTAGEOUS TO THE CITY, PRICE AND OTHER FACTORS CONSIDERED.

**DEFINITION:**

THE OBJECTIVE OF THE REQUEST FOR PROPOSAL IS TO SEEK A CONSULTANT TO WORK WITH THE DEPARTMENT OF COMMUNITY DEVELOPMENT (DCD) STAFF; IN ADMINISTERING THE CITY OF PATERSON'S HUD FUNDED PROGRAM KNOWN AS THE HOME AMERICAN RESCUE PROGRAM (ARP). THE CONSULTANT WILL BE PROFICIENT IN THE HUD'S RULES AND REGULATIONS OF THE HOME ARP PROGRAM. THE CONSULTANT WILL BE TASKED WITH FULL OVERSIGHT AND MANAGEMENT OF THE CITY'S CURRENT PLAN FOR THE ARP FUNDING. THE CONSULTANT WILL PROVIDE TECHNICAL ASSISTANCE TO DCD'S STAFF TO QUICKLY IMPLEMENT THE ARP FUNDING FOR ALL ELIGIBLE PROGRAM PARTICIPANTS UNDER THE TENANT BASED RENTAL ASSISTANCE PROGRAM (TBRA); AS DICTATED BY HUD'S STRICT PROGRAMS GUIDELINES.

HARRY CEVALLOS, QPA, R.P.P.S.  
QUALIFIED PURCHASING AGENT