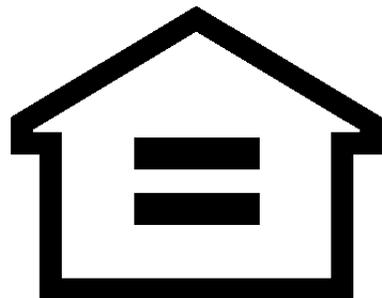


CITY OF BUFFALO
URBAN RENEWAL AGENCY

REQUEST FOR PROPOSALS (RFP)

Community Partnerships Initiative - 2017



**EQUAL HOUSING
OPPORTUNITY**

ISSUE DATE: March 13, 2017

DUE DATE: April 13, 2017 (by 4:00 P.M.)

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OVERVIEW

SUMMARY INTRODUCTION: The City of Buffalo Urban Renewal Agency (BURA) is seeking submittals from qualified Community Based Organizations (CBO) to participate in the Community Partnerships Initiative (CPI) 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 network.

All organizations interested in applying to provide programs and services 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 **July 1, 2017**. It is anticipated that a minimum of 2-7 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 the City of Buffalo Urban Renewal Agency (BURA) that expresses the respondent's intention to submit a package for consideration. The letter must be addressed to the BURA contact person, include contact information and be received and time stamped by BURA not later than **March 17, 2017, 4:00 P.M.**

Contact Person:

Ms. Yvonne McCray, Director of Housing
City of Buffalo Urban Renewal Agency
Room 315 City Hall, Buffalo, N.Y. 14202
Fax: 851-5168
YMccray@city-buffalo.com

CBO contact information:

(Full Legal Name of Organization)

(Street Address)

(City) (State) (Zip Code)

(Name of Authorized Contact Person)

(Title)

(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/Home/City_Departments/Office_of_Strategic_Planning, contact the City of Buffalo Urban Renewal Agency at 851-4769 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 Respond letter to BURA.

QUESTIONS AND INQUIRIES: All questions and inquiries must be submitted in writing between **March 13, 2017 and March 17, 2017**, so that staff may prepare written responses to all respondents. Written questions can be sent via email directly to the BURA contact person, Ms. McCray, at the address cited above and posted on the website. No questions will be accepted by phone inquiries.

WORK SHOP: A technical assistance workshop will be held by BURA for all interested parties on **March 21, 2017**.

SUBMISSION DEADLINE: Sealed submittals must be received not later than 4:00 PM on **April 13 2017**. The sealed package must be clearly marked: **RFP – Community Partnership Initiatives** and submitted to:

**City of Buffalo Urban Renewal Agency
Attention: Ms. Yvonne McCray
Director of Housing
Room 315 City Hall
Buffalo, N.Y. 14202**

Submittals sent by the U.S. mail must be received by the deadline stated above. Late proposals will not be considered. **Faxed or email submittals will not be accepted.**

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	ITEM
March 13, 2017	Release of the Request for Proposals
March 13, 2017 – March 17, 2017	Review RFP and submit questions to BURA
March 17, 2017 - 4:00 PM	Notice of Intent to Respond due to BURA
March 21, 2017	Technical Assistance Workshop – 11:00 AM – ROOM 901 CITY HALL
April 13, 2017	RFP response due to BURA
April 17, 2017 – April 28, 2017	Submissions evaluated and recommendations provided to BURA Executive Director
April 28, 2017	Negotiations of the final work plan and benchmarks
May 25, 2017	Recommendations to BURA for approval
May 25, 2017 – May 29, 2017	Staff will meet with selected CBOs to sign contract paperwork. No contracts will be executed without the prior approval of BURA.
July 1, 2017	Anticipated start-up date of the contract

SECTION I – INTRODUCTION

- 1.1 SUMMARY STATEMENT:** The City of 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) and HOME Investment Partnerships Program (HOME).

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 CBO must:

- document they have been in existence as an experienced housing organization providing housing preservation, lending and/or neighborhood based housing activities for at least one year prior to entering into a contract with BURA;
- document by its immediate past and current activities that it has the ability to implement the eligible activities and tasks (such as the underwriting and delivery of an owner/occupied loan program);
- 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;
- document that they have conducted outreach for public input; and
- document that they have developed partnerships and linkages within the faith-based and neighborhood community.

It is anticipated that this RFP will result in the selection of 2-6 organizations who will work on a prepared scope of services and related benchmarks. Additional programs/activity benchmarks, specific to geographic priority 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 (monthly report).

The contract with the CBO **will not guarantee a specific volume of work assigned** but will compensate for work assigned and completed based upon the fee schedule and the terms and conditions of the agreement.

The term of the contract will be for an initial period of one year (tentative dates are **July 1, 2017 – June 30, 2018**). The City of Buffalo Urban Renewal Agency 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 90 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 BURA's staff, 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 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. The CBO 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 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: The City of Buffalo Urban Renewal Agency, 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 sub grantee (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 City of Buffalo Urban Renewal Agency 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 City of Buffalo Urban Renewal Agency may terminate the Contract if the subcontracting is done without BURA'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 BURA copies of executed subcontracts as a condition of 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 experienced provider. 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 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 BURA in accordance with applicable law for all damages to BURA caused by the CBO's negligent performance of any of the services furnished under the contract. The rights of 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 the City of Buffalo Urban Renewal Agency 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 City of Buffalo Urban Renewal Agency.
- 2.18 WORKPLACE DIVERSITY:** The City of Buffalo Urban Renewal Agency is 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.

2.19 LIVING WAGE ORDINANCE: The CBO shall comply with the Living Wage Ordinance of the City of Buffalo (Buffalo City Code § 96-19), if applicable. The ordinance applies to contracts in which the City pays or receives over \$50,000 and the employer has at least ten (10) employees. It does not apply to contracts for professional services. Compliance includes:

- ✓ Paying all covered employees a living wage. Covered employees are all employees, full or part-time, employed in, on, or for the project or matter subject to the contract, except persons employed in construction work covered pursuant to federal or state prevailing wage laws.
- ✓ Submitting quarterly reports to the Living Wage Commission, including the name, address, classification, period of employment and wage rate of all employees covered by the ordinance.
- ✓ Posting two (2) copies of the Ordinance or a summary approved by the Living Wage Commission in conspicuous places where notices to employees and applicants for employment are customarily posted.
- ✓ Informing employees making less than \$12 per hour of their possible right to the Federal Earned Income Credit and making available forms required to secure advance Earned Income Credit payments from Contractor.

The CBO's violation of the ordinance will enable any aggrieved employee to file an action against the contractor for damages and/or a grievance with the City's Living Wage Commission. The City has the discretion to terminate this Agreement and pursue any other legal remedies if CEO fails to comply with the ordinance.

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) and Home Investment Partnership Program (HOME) funds may be used to support and fund the program and initiatives that are part of the scope of work.

3.2 NEGOTIATION OF WORKPLAN AND BENCHMARKS: The CBO(s) selected under this RFP will be notified and will meet with BURA 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.

Work Plan - Core Programs and Activities (Non-negotiable)

- Owner Occupant Rehab Loan Program (50/50 & AHC Match)
- Emergency Assistance Program
- Home Buyer Assistance Program
- Target/Focus Area – Street & Housing Condition Tracking
- Research of Problem Properties
- Creation of and maintenance of an agency Web site
- Creation and maintenance of an Agency Resource Directory
- Referrals to Fair Housing, Legal & Human Service Agencies
- Plan and Conduct Various Workshops/Seminars for owner-occupied homeowners
- Promotion of Affordable Home Ownership Opportunities
- Attendance at meetings, public hearings and trainings
- Development of neighborhood and community activities
- Development of Community Relationships and Linkages
- Participation in City-sponsored neighborhood events or clean-ups
- Identification and Application for Supplemental Program Resources
- Promotion of the agency and activities undertaken by the organization

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 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 - 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, if required.

SECTION IV – EVALUATION & SELECTION

- 4.1 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 staff and the City of Buffalo Urban Renewal Agency, best serves the need of the residents of the City of Buffalo.
- 4.2 EVALUATION AND SELECTION:** Staff will conduct a completeness review evaluation on all responses received by the closing deadline. Finalists may be selected for interviews. Staff may request technical assistance from any source within the City of Buffalo or Buffalo Urban Renewal Agency.
- 4.3 QUALIFYING PROPOSALS:** Staff 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.**
- 4.4 FINAL BENCHMARKING AND SELECTION:** Evaluation of the proposal will be scored by the Evaluation and Selection Staff based upon a pass/fail rating. The Evaluation and Selection Staff will then make recommendations to the City of Buffalo Urban Renewal Agency Vice Chairman or his/her designee for award of the Contract to the responsible CBO whose proposal is determined to be the most advantageous to BURA considering items set forth in the RFP. Based on the Staff's initial review of Proposals, BURA may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. BURA reserves the right to make an award with or without negotiations or to request best and final offers. A Contract will be awarded to those entities whose Proposal best meets with BURA's requirements at the time of award.
- 4.5 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.
- 4.6 CONTRACT NEGOTIATIONS:** BURA shall negotiate with the most qualified respondents to this RFP, as determined by evaluation of the responses and, if applicable, interviews, and recommendations to BURA Chairman and/or his designee and the successful respondents as selected by the Chairman or his designee.
- 4.7 REVIEW AND EVALUATION:** After determining compliance with the requirements of this RFP, the Staff 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.

SECTION V – CONTENT OF SUBMISSIONS

5.1 GENERAL INSTRUCTIONS: To receive consideration under this RFP, submissions must be made in accordance with the following general instructions.

- The CBO must follow the instructions and present information according to the prescribed format.
- **Information provided must be brief, concise, and clear. The CBO must not include long narrative responses, instead use a bulleted format.**
- All responses to the questions should be typed, single or double spaced, using not less than **12 point font and 1 inch margins.**
- Written responses (excluding the attachments) must not exceed **20 pages.**
- All RFP packages must contain the information outlined in 5.2 (Required Information) in the order shown.
- 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.

Example of the required format:

(Heading) Background Information & Experience

Directions:

- The CBO must document that they have been in existence as an experienced housing organization providing housing preservation, lending and/or neighborhood based housing activities for at least one year.
- The Organization must document by its immediate past and current activities that it has the ability to implement the activities and tasks associated with the proposed work plan.

(QUESTIONS) Responses:

1. How long has your organization been in existence?

(Insert CBO Response)

2. Describe the general programs and services provided to the service area. List all type and clientele.

(Insert CBO Response)

(PAGE FOOTER)

Name of CBO – CPI 2017

Page #

5.2 **REQUIRED INFORMATION:** To receive consideration under this RFP, submissions must include:

- **ONE ORIGINAL AND TWO UNBOUND SINGLE SIDED COPIES** of the following items:
 - Cover sheet (sample provided)
 - CBO letter
 - General Information Responses
 - Background Information & Experience Responses
 - Neighborhood Conditions & Needs Responses
 - Board Leadership Responses
 - Experience & Capacity Responses
 - Fund Raising Responses
 - Faith Based, Citizen & Neighborhood Input Responses
 - Partnerships and Linkages
 - Technical Assistance Form (review, sign and date)
 - Conflict of Interest Forms (review, sign and date)
 - State Finance Law Form (review, sign and date)

- **FLASH DRIVE OR CD** copy of the following items:
 - Cover sheet (example provided)
 - CBO letter
 - General Information Responses
 - Background Information & Experience Responses
 - Neighborhood Conditions & Needs Responses
 - Board Leadership Responses
 - Experience & Capacity Responses
 - Fund Raising Responses
 - Faith Based, Citizen & Neighborhood Input Responses
 - Partnerships & Linkages
 - Technical Assistance Form (review, sign and date)
 - Conflict of Interest Forms (review, sign and date)
 - State Finance Law Form (review, sign and date)
 - Articles of Incorporation
 - Certificate of Good Standing
 - Corporate By-Laws
 - NYS Charitable Registration Number
 - Internal Revenue Service determination letter
 - Most recent Internal Revenue Service 990 Return
 - Most recent New York State CHAR 500 Report
 - 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.
 - Conflict of Interest Policies
 - Personnel Policies

- Financial Policies
 - Whistleblower Policies (if organization has 20 or more employees and revenue in excess of \$1 million)
 - a. Must include a system for employees and volunteers to report potential illegalities and prohibit retaliation for doing so.
 - Retention and Destruction Policies for paper and electronic documents
 - Written Security Protocol to address access to agency and client files
- **SEALED ENVELOPE** containing the following form:
 - Completed Confidential Background Information Disclosure, Authorization and Release forms

5.3 PRE-CONTRACTUAL EXPENSES: BURA shall not be liable to a respondent for any and all costs incurred or liabilities and/or claims related to this RFP and/or the Scope of Work encompassed in this RFP incurred prior to or in anticipation of a fully executed agreement by/with BURA and the CBO. 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.

SAMPLE COVER SHEET

Community Partnerships Initiative - 2017

Name of Organization: CBO
123 Main Street
Buffalo, New York 14220

Board President: Name

Executive Director: Name

Date of Submission: April 13, 2017

Section VI – CBO Letter

- A cover letter, on business letterhead, which provides the name, email address, telephone number and facsimile number of the individual with whom the City of Buffalo Urban Renewal Agency personnel may communicate about the RFP.
- The letter must include a statement that the RFP response will be valid for at least 90 days.
- The letter must include the date of the Board of Director's authorization to submit the RFP response to BURA.
- The RFP submission letter must be signed by a person with the legal authority to enter into a contractual relationship in the name of the respondent organization.
- The signature of the person signing the submission shall be in long hand.

Section VI - General Information

1. Legal Name of the Organization:
2. Street Address:
3. Telephone Number:
4. Fax Number:
5. E-Mail Address:
6. Web Site Address:
7. Name of Authorized Contact Person/Title:
8. Name of Board Chair/President:
9. Date Organization was Organized & Type of Organization:
10. Tax Status & Char Number:
11. Federal Identification Number:
12. Current Corporate Boundaries:
 - a. North:
 - b. South:
 - c. East:
 - d. West:
13. Proposed Service and Target/Focus Areas with Census Tracts:
 - #1 - Council District:
 - a. #1:
 - b. #2:
 - c. #3:
 - d. #4:
 - #2 - Council District:
 - a. #1:
 - b. #2:
 - c. #3:
 - d. #4:
14. Current Council District(s) Served:
15. Attachment – Map outlining the corporate, council district boundaries, service and target/focus areas.
 - a. Note: If the CBO is requesting to serve/expand into an additional service/target area, a revised map and an explanation to support this request must be submitted with the package.

Section VI - Background Information & Experience

Directions:

- The CBO must document that they have been in existence as an experienced housing organization providing housing preservation; lending and/or neighborhood based housing activities for at least one year.
- The CBO must document by its immediate past and current activities that it has the ability to implement the activities and tasks associated with the proposed work plan.

Responses:

1. How long has the CBO been in existence?
2. Describe the general programs and services provided to the service area. List all type and clientele.
3. Describe the housing and neighborhoods programs administered by the CBO that have contributed to the success of the organization.
4. Describe the interaction with other housing contractors (other housing groups), City of Buffalo offices (demolitions, inspections), other not-for-profit agencies (senior centers, fair housing and predatory lending groups), neighborhood organizations (block clubs, civic organizations) and the private sector (banks, neighborhood businesses, foundations).
5. Describe the CBOs experience with the administration of **other CDBG, HOME or other Federal Grant or State Grant programs.**
 - For previously awarded CDBG and HOME funded project(s) and activities summarize current status. Were performance measures and timelines met? The response must include the following information:

January 1, 2015 – December 31, 2016 Project/Activity Status Report						
Project Name	Source of Funds	Amount of Funds	Type of Project or Activity	Contract Number	Contract Dates	Status of Project or Activity

Section VI - Neighborhood Conditions & Needs

Directions:

- The CBO must document a clear understanding of the condition and needs of the neighborhoods to be served and have a reasonable plan for addressing them.

Responses:

1. Describe the neighborhoods and the demographics of your proposed service area.
2. Describe any plans, studies, neighborhood surveys, proposals, etc. conducted for any neighborhoods within the service area.
3. Describe to BURA that the CBO staff understands the neighborhood demographics and how the performance of the agency, over the past two years, has demonstrated success with addressing neighborhood problems and issues.
4. The CBO must share **specific** examples of the noted success (include newspaper clippings, newsletter articles, plans, pictures, awards, etc.).

Section VI - Board Leadership

Directions:

- The CBO must document an active Board of Directors that is fairly representative of the City and/or neighborhoods to be served.

- Time Frame: January 1, 2015 – December 31, 2016**

Responses:

- Per the corporate by-laws, describe how often the board of directors meet to discuss official business and the make-up of the board membership (number of members).
- Provide a schedule, certified by the board secretary, of the board meetings (including the Annual Meeting) held during the past two years.
- Provide a list of current Board Members and include the following information -

Board Membership						
Name	Office	Address	Membership Category	Date Elected	Term of Office	Committee Assignment(s)

- Provide a record of attendance of each board member.

Record of Attendance of Board Membership - Key: (P) Present, (E) Excused or (A) Absent

Name of Board Member	2015												2015
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Date of Annual Meeting

Name of Board Member	2016												2016
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Date of Annual Meeting

- Provide an official copy (no redacted copies) of the board minutes recorded for the past two years.
- Per the Nonprofit Act of 2013:
 - Describe how the board of directors (or audit committee) hires the independent auditor for the agency audit.

Section VI - Experience & Capacity

Directions:

- The organization must document their 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.

Responses:

1. Describe your organization's current capacity and qualifications in carrying out the proposed activities.
2. Provide a copy of the agency Organization chart and succession plan to be implemented in the Executive Directors absence.
3. Provide the resume of the organization's Chief Financial Officer or Accountant/Bookkeeper.
4. Provide the resume of the Program Administrator and all support staff who will be assigned to work with this contract.
5. Provide a certified (board secretary), written assurance that **ALL** CBO staff members are proficient with the **electronic mail system and Word and Excel Programs**.
6. Describe the 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**.

Administrative Systems

- **Internal systems to ensure compliance with federal regulations**
 - Client eligibility and demographic data collection and reporting Written Electronic
 - Procurement systems – Are formal written procedures in place? Written Electronic
- **Adequate financial reporting system including**
 - In-house bookkeeping/accounting staff which handle recording transactions Written Electronic
 - Cash receipts and cash disbursement journals, general ledger and other standard accounting books and records Written Electronic
- Accrual based accounting system Written Electronic
- Computerized accounting system Written Electronic
- Monthly financial statements prepared Written Electronic
- Periodic internal financial statement reviewed by management and/or board of directors Written Electronic
- Insurance coverage Written Electronic

Section VI - Fund Raising

Directions:

- The organization must document its ability to identify and generate funds from other sources of funds.
- **Time Frame: January 1, 2015 – December 31, 2016**

Responses:

1. Describe fund raising efforts conducted by the board over the course of the last two years.
2. Provide a list all other sources of funds identified and awarded to support the administration and delivery of the programs and used to match or augment existing program dollars.
 - a. The organization must provide evidence such as a commitment letter or an award letter as part of the support documentation.

Fund Raising Efforts									
App Date	Name of Funding Source	Activity or Program	Status (Approved or Pending)	Total Amount of Contract	% of Admin.	Contract Dates	Target/Focus Area	Denial Date	Reason

3. Provide a copy of the organization's current budget for both **revenues and expenses**.

Section VI - Faith Based, Citizen & Neighborhood Input

Directions:

- The CBO must document how it provides information to the public and how it conducts outreach for information by the general public.

Responses:

1. Does the CBO conduct an annual meeting and produce an annual report available to the general public? If yes, provide a copy of the 2015 & 2016 meeting agenda and annual report.
2. Identify the faith-based and community partners in the service area.
3. Describe the ways in which the CBO will partner with a local faith-based or community partner (block clubs, not-for-profits, civic, faith-based, etc.) in operating of the programs. Participation should be meaningful and should provide resources to the program and mentoring for the faith-based or community partner.
4. Describe the what, where and when of the meetings. Include a timeframe and describe who coordinates the meetings place, time, advertisements, etc.
5. Describe how the CBO plans to advertise, promote and ensure that the general public is aware of the availability of the various programs.
6. Describe the benefits from the development of an agency Web site. Has the CBO received any public feedback or referrals directly from the site?

Section VI – Partnerships and Linkages

Directions:

- The CBO must describe any partnerships and linkages the organization has formed with other for profits, not-for-profits, businesses, banks, foundations, etc.
1. List and describe any partnership and/or linkage developed by the agency, including any formal capacity building partnerships or mentorship programs.
 - a. Note if there is any formal, signed contract, Memorandum of Understanding or Memorandum of Agreement.
 2. Describe the benefits of the relationships, including -
 - a. Assistance provided to other organizations such as shared staff, location, training or other resources.

Section VI – Agreement of Understanding of Technical Assistance

Directions:

- The Executive Director and Board President must review and sign notice.
-

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 2017 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)

Section VI - Conflict of Interest Disclosure Form

Directions:

- The Board President must review this form with all **board members and agency staff**. Refer to the attached example of a disclosure letter.

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) nor are their family members or business relationships employees of BURA 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 CBO must formally disclose all potential Conflicts of Interest to the City of 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 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

Print Name

Signature

Title

Date

*If yes, a full disclosure must be forwarded on **official CBO letterhead** to the City of 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

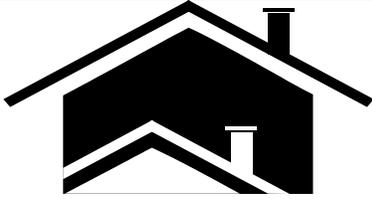
The **CBO** acknowledges receipt of this policy and verifies that all appropriate parties have been apprised of their obligation to disclose all potential conflicts of interest.

Board President's Signature

Date

Section VI – Example - Conflict of Interest Disclosure Letter

EXAMPLE – DISCLOSURE LETTER



CBO Letterhead

Date

Mr. Brendan Mehaffy
Executive Director
City of Buffalo Urban Renewal Agency
920 City Hall
Buffalo, NY 14202

Re: Conflict of Interest Disclosure –
NAME OF CBO - Board Member OR Staff

Dear Mr. Mehaffy:

- (1) Please be advised that I, Joe Brown, am an (appointed) (elected) Board Member of NAME OF CBO. OR
- (2) Please be advised that I, Joe Brown, am an employee of the NAME OF CBO.

Per the attached Conflict of Interest Form, I hereby disclose the following relationship(s):

Name: _____
Job Title or Position: _____
Name of Relation: _____
Department: _____
Position: _____
Relationship: _____

- (1) As a volunteer member of the NAME OF CBO, neither I, nor my family or business associates, receive any compensation or benefits by virtue of the award of this contract. OR
- (2) As a paid staff member of NAME OF CBO, neither my family nor any business associates receive any compensation or benefits by virtue of the award of this contract.

Very truly yours,

Joe Brown
Staff or Board Title

Section VI – Confidential Background Information Disclosure

Directions:

- A Confidential Background Information Disclosure, Authorization and Release form must be completed for all Primary Management and Governance Principals of the organization. Refer to page 31 for a copy of the form. The forms completed for the individuals must be submitted in a sealed envelope. The forms are not to be included with the paper copies, flash drive or CD submission.

Section VI - Summary of Permitted Contracts Under NYS 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 is identified in this Request for Proposals. City of Buffalo, the 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;
- (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.

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

Directions:

- The Board President and Executive Director must review and sign this form.
-

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: _____

Section VI – Corporate Information - Attachments

- **Directions:** Only **ONE COPY** of each item listed below must be provided as part of the submission package.

The information **MUST** be submitted on a flash drive or CD (no paper copies).

1. 501c3 Status

- a) Articles of Incorporation
- b) Corporate By-Laws
- c) NYS Charitable Registration Number
- d) Internal Revenue Service determination letter
- e) Certificate of Good Standing

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 **6 months of year-end date**, provide letter from auditor indicating when audit will be complete.

3. Corporate Policies

- a) Conflict of Interest Policies
- b) Personnel Policies
- c) Financial Policies
- d) Whistleblower Policies – if applicable
- e) Retention and Destruction Policies for paper and electronic documents
- f) Written Security Protocol to address access to agency and client files

City of Buffalo-The City of Buffalo Urban Renewal Agency

Confidential

Background Information Disclosure, Authorization and Release

This form must be completed by the Primary Management and Governance Principals of your firm/organization; this includes but is not limited to:

Check applicable title:

____ President/Board Chair

____ Executive Director/Chief Operations Officer

____ Chief Financial Officer/Treasurer/Bookkeeper

____ And any individuals authorized to conduct financial transactions on behalf of your firm/organization

Title

Print Name: _____
(First) (Middle) (Last)

Applicants Signature: _____

Aliases/Other Names: _____
(First) (Middle) (Last) Generation (suffix)

Social Security number: _____ - _____ - _____

Date of Birth: __ / __ / ____ (Month, Day, Year)

Drivers License #/state of issue _____

Daytime Phone: () _____

Evening Phone: () _____

Present Address: _____

City/State/Zip

Date at Present Address: From (MM/YY)

Does Applicant have a Maiden Name? No Yes, _____
Maiden Name

Previous Addresses

Applicant, please provide addresses of residences for the past seven years, including street address, city, state, zip, and country, dates of residences for each address.

I have carefully read and understand this Disclosure, Authorization and Release form. By my signature below, I consent to the release of information I hereby authorize any law enforcement agency to furnish the City of Buffalo Urban Renewal Agency or its agent information related to my criminal history. I hereby release the City of Buffalo Urban Renewal Agency and all its agents and employees, the law enforcement agency, and all employees of law enforcement agencies furnishing information from all liability resulting from the furnishing of this information to the City of Buffalo Urban Renewal Agency. I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that providing any false statements or omitting any material information will be sufficient grounds for rejection of the application for assistance, or termination of any related agreement, and that any commitment made on behalf of the City of Buffalo Urban Renewal Agency may be voided immediately.

Applicant Signature

Date



City of Buffalo

Living Wage Commission

APPLICATION FOR CONTRACT WITH THE CITY OF BUFFALO

The City’s Living Wage Ordinance applies to contracts for services in which the City pays – or receives – more than \$50,000 per year, and the contractor employs more than ten people. If you are bidding, responding to an RFP, or otherwise planning to make a contract with the City, you must complete this form, a copy of which will be forwarded to the City’s Living Wage Commission. Your subcontractors need not file a separate Application, but they must pay a living wage. If you win the contract, you and your subcontractors will file quarterly reports with the Living Wage Commission.

You must certify that you will pay at least the hourly wages mandated by the Ordinance. For 2017, the rate is \$11.64 if the worker receives health benefits from the employer and \$13.07 if the employee does not. There is an automatic cost-of-living adjustment to the rate each January 1.

There are two exceptions to the Ordinance. Professional contracts such as legal, architectural, or engineering services are not covered by the Ordinance. Also, persons employed in construction work covered by prevailing wage laws are exempt from the Ordinance.

The City department responsible for the contract should forward the completed Application for Contract of the employer chosen for the contract to: Living Wage Commission, c/o Cornell University ILR, 617 Main St., Suite 300, Buffalo, NY, 14203, lwcbuffalo@gmail.com.

1. Company Information

Company Name:	
Executive Officer:	
Address:	
City, State, Zip:	
Phone No.:	
Total No. of Employees:	

2. Please describe the specific project or service for which the contract is sought:

3. Contract Information

Dollar Value of Your Bid/Contract:	
Identifying City Contract or Project Number:	

Start and End Dates of Contract:	
----------------------------------	--

4. If you answer "Yes" to any of these, you need not complete parts 5, 6, and 7

A) Are <i>all</i> persons who will work under the contract construction workers covered by federal or state prevailing wage laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B) Is this a contract for professional services such as legal, architectural, or engineering?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C) Do you employ less than ten people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D) Is the total value of the contract less than \$50,000 per year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. List the employees who will work on this contract. Attach additional sheets as needed.

Job Title	Duties to be Performed	Hourly Wage	Receives Health Benefits?

6. Subcontractors

Will there be subcontractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide name address, and phone for each subcontractor. Attach additional sheets as needed.		

7. Please provide a signature by an official of your company with the legal authority to make binding commitments.

I certify that if awarded a City contract I will fully comply with the Living Wage Ordinance.

Date: _____ Signature: _____
 Print: _____
 Title: _____

Last revised 12/8/16