



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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REQUEST FOR PROPOSALS (RFP) City of Burlington Community & Economic Development Office Burlington Lead Program

The Burlington Lead Program (BLP), which is administered by the City of Burlington Community and Economic Development Office (CEDO), issues this RFP to obtain grant writing services to prepare an application under the U.S. Department of Housing & Urban Development's (HUD's) Fiscal Year 2015 Notice of Funding Availability (NOFA) for the Lead-Based Paint Hazard Control Grant Program (LHC). The funding for this RFP comes from non-governmental sources.

CEDO seeks a consultant prepared and uniquely qualified to provide comprehensive Lead Hazard Control grant application development and writing services in response to the above-referenced NOFA. While cost is a consideration in the RFP evaluation process, CEDO is not required to select the lowest cost proposal. A history of successful HUD LHC applications will be the main factor when evaluating and selecting the winning proposal.

Proposals must include the following:

1. Background of company making the proposal, focusing on past experience with writing successful HUD LHC grant proposals.
2. Background of key personnel working on the project, focusing on past experience with writing successful HUD LHC grant proposals.
3. Proposed contract services and a breakdown of individual(s) that will be responsible for each aspect of the project.
4. Timeline for meeting expected NOFA deadline.
5. Cost for providing consulting services.

Proposals are due by 12:00 p.m., Wednesday, February 26, 2014. Please submit your proposal by email to bpine@burlingtonvt.gov. For further information on this RFP, please contact Brian Pine at 802-865-7232.