

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE BUSINESS FINANCIAL ASSISTANCE PROGRAM SERVICES AND
GENERAL ADMINISTRATION SERVICES
FOR
STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
COUNTY OF COLUSA, CALIFORNIA

Release Date: December 16, 2014
Proposal Deadline: January 30, 2015

Contact Person: Michael J. Azevedo, DPW, Assistant Director
County of Colusa
1215 Market Street
Colusa, CA 95932
(530) 458-0466

PUBLIC NOTICE – REQUEST FOR PROPOSALS

The County of Colusa is inviting proposals from qualified firms for administration and implementation of CDBG business loan program activities and CDBG general administration activities per the scope of services below. These services will be retained under contract for up to three years.

The Colusa County Department of Public Works is requesting sealed proposals for the work entitled:

REQUEST FOR PROPOSAL (RFP) TO PROVIDE BUSINESS FINANCIAL ASSISTANCE PROGRAM SERVICES AND GENERAL ADMINISTRATION SERVICES FOR STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

Proposals are available by clicking on the Bids and RFP's section of the County of Colusa website at www.countyofcolusa.org or by contacting the Colusa County Department of Public Works as listed below. Proposers are encouraged to check the website periodically and before final submission of proposals to the county for any amendments or addendum that may arise after the initial publication. Interested parties should submit their Proposals responsive to and consistent with the REQUEST FOR PROPOSALS to **Colusa County Office of the Clerk of the Board of Supervisors, 547 Market St., Suite 102, Colusa, California 95932** by **4:00 p.m. on January 30, 2015.**

Proposal questions should be addressed to:

Colusa County Public Works
1215 Market Street
Colusa, CA 95932

Attn: Michael J. Azevedo

PHONE: (530) 458-0466

FAX: (530) 458-2035

EMAIL: mjazevedo@countyofcolusa.org

SCOPE OF SERVICES

For CDBG business loan program activity, the County of Colusa requires the services of a program operator to furnish all materials and services as detailed below to properly conduct a CDBG funded business assistance program. The business loan program must comply with the most current adopted program guidelines and all state and federal requirements.

Administering the business assistance program will require the following scope of services:

1. Business Financial Assistance Program Start up – Assist County staff in developing and adopting state approved business assistance loan program guidelines. Work with County legal staff to develop state approved business assistance loan documents to secure loan funds and ensure borrower's compliance with meeting required CDBG eligible activity and national objective requirements. Assist County staff in developing program loan application and disclosure documents in compliance with CDBG standards and commercial lending laws. Assist County staff in developing application filing system to ensure all applicants and borrower files has proper information and documentation for future CDBG monitoring.
2. Business Loan Program Project Application Outreach – Assist County staff in market program and processing business loan applications in accordance with County program guidelines and CDBG state and federal requirements. Keep records of all applicants and ensure all eligible applicants receive proper technical assistance to move through the application process. Ensure applicants provide proper financial information to conduct "cash flow" analysis and underwriting.
3. Business Loan Processing – Assess need for business loan applicants to access technical assistance as needed. Specifically, for business startups, ensure proper business plan is developed and market analysis to document sales and capacity

to execute. Run proper credit report for review and analysis of creditworthiness of applicant. Review personal financial information to complete personal financial analysis. Review past three years of historic financial records, using tax returns, to complete analysis of historic financial viability of business. Review future financial projections of the business, including required costs of job creation, with borrower and verify all assumptions behind the projection figures. Ensure applicant file is completely documented with site control information, all project costs, and all sources of funding. Confirm final “aggregated scope of work” for the project and assist County staff in confirming federal overlay requirements triggered by the project (NEPA, labor standards, relocation). Confirm that the project will meet HUD underwriting standards. Confirm that the project will meet a national objective and public benefit requirement (create or retain permanent full time job positions and have over half of job positions available to low and moderate income persons). Work with County staff and State CDBG staff in getting Department’s written loan approval.

4. Loan Closing - prepare loan documents for closing. Ensure all loan conditions are satisfied prior to loan closing. Ensure security instruments are properly recorded. Ensure loan funds are disbursed in accordance with CDBG requirements. Document job creation / retention and low mod job qualifications.
5. Monitor loan performance to ensure compliance and repayment. This must be done in compliance with County’s adopted CDBG loan servicing policies and procedures.
6. General Administration Activities -- Work with County staff to get all CDBG business loan program documents in place for State approval prior to starting program activities for technical assistance and financial assistance. Ensure proper citizen participation files are in place for open CDBG grants. Assist County staff in completing all required CDBG reports for open grant contracts. Prepare for State CDBG monitoring visits with County staff to ensure CDBG compliance documentation is on file at the city for all open grant contracts.
7. General Administration Activities – Assist County staff in managing local CDBG program income. This is including but not limited to: 1) adopting new reuse plan; 2) doing required reports; 3) updating citizen participation file as needed; 4) prepare for State CDBG monitoring visits.
8. General Administration Activities – Assist County staff in monitoring existing CDBG loan repayments and ensuring CDBG assets are preserved and repaid.
9. General Administration Activities – Assist County staff in application preparation for future CDBG funding proposals under annual Notice of Funding Availability released in January of each year.
10. Other CDBG Economic Development on-call duties, as may be necessary, but

which cannot be specified in advanced so as to reasonably assure the successful implementation of the program and compliance with applicable regulations and policies promulgated by the State Department of Housing and Community Development. These activities may include writing and/or processing Over-the-Counter grant applications approved by HCD for economic development projects, attending HCD program workshops to ensure knowledge of the most current guidelines, research, report writing, grant application writing, market surveys and other duties as requested.

SCHEDULE OF TASKS

| Tasks | Date |
|-------------------------------------|-----------------------------|
| RFP Response Due and Opening | January 30, 2015; 4:00 p.m. |
| Proposal Award by Governing Body | February 24, 2015 |
| Postmarked Notification to Proposer | March 6, 2015 |

PROPOSALS

At a minimum, proposals shall include:

1. Brief description of firm, contact person, address and telephone number.
2. Resumes for each staff who will work on the CDBG business loan activities, including qualifications of program implementation staff and sub-consultants.
3. Description of firm's experience in CDBG business loan application processing, income eligibility using State Income Manual and documentation of eligible program expenses.
4. Examples of knowledge and skills in program networking, contact development, and marketing to ensure County has enough eligible businesses to expend funds.
5. Description of firm's experience in CDBG general administration activities listed in the Scope of Services of this RFP.
6. Three references with knowledge of firm's recent work conducting lending, CDBG program implementation and financial assistance activities.
7. Proposed hourly billing rate of each staff to be implementing the services defined in the scope of work. **NOTE: Rate proposals shall be submitted in a separate, sealed envelope. Do not include your cost estimate in your proposal or it will be considered unresponsive.**
8. Proposals must be signed by an authorized employee in order to receive consideration.
9. Proposal must include a fully executed "Non- Collusion Affidavit" (Provided as

Attachment "A" to this Request For Proposal)

The County of Colusa is not responsible for any costs incurred in the preparation of proposals and/or any work rendered by a firm prior to the contract award.

PROPOSAL EVALUATION

The County of Colusa is using the competitive proposal process, wherein the experience of each submitted proposal is evaluated as it relates to the Scope of Services. All proposals will be reviewed and discussed, each firm will be rated using the following criteria and rating schedule:

- 1. How clearly firm addresses the Scope of Services. 25 Points, Max.
- 2. Overall experience of firm in conducting activities in Scope of Services. 20 Points, Max.
- 3. Specific experience in the areas of providing CDBG business loans. 20 Points, Max.
- 4. Knowledge of CDBG state and federal requirements for activities listed in the Scope of Services. 10 Points, Max.
- 5. Ability to be available to County staff and CDBG applicants in Colusa County. 10 Points, Max.
- 6. Knowledge of business community of Colusa County. 10 Points, Max.
- 7. Budget proposal adequately address Scope of Services proposed. 5 Points, Max.

100 Points, Total

The County of Colusa reserves the right to negotiate final scope of services, accessibility and maximum administration funds to be available under this proposal with the successful firm. County program oversight staff will review all proposals and will report its recommendation to the Board of Supervisors.

The County of Colusa Board of Supervisors, whom retains the right to reject any and all proposals, will award the contract. Selection will be made within 30 days of the proposal deadline, if possible. The County reserves the right to award a contract to the firm that presents the proposal, which in the sole judgment of the County, best serves the County. The County reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, and/or to negotiate minor deviations with the successful firm.

Prior to contract award, the selected firm shall obtain a business license and submit

certificates of insurance naming the County of Colusa and its officers, employees, and agents as additional insured. Insurance coverages and amounts are specified in the Contract. There are no bonding requirements for the proposed project.

CDBG PROGRAM REQUIREMENTS

Firms shall be required to adhere to the contracting requirements set forth by HCD's Community Development Block Grant Program and must:

1. Maintain at least the minimum State-required Worker's Compensation Insurance for employees who will perform work under the awarded contract for the entire term.
2. Maintain, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the firm, or any subcontractor in performing the scope of work under the awarded Contract.
3. Not be listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible contractors/individuals.
4. Retain all books, records, accounts, documentation, and all other materials relevant to the contract for a period of five (5) years from date of termination of the contract, or five (5) years from the conclusion or resolution of any and all audits or litigation relevant to the contract, and any amendments, whichever is later.
5. Permit the State, Federal government, the Bureau of State Audits, HCD and/or their representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to the Contract for the purpose of monitoring, auditing, or otherwise examining said materials.

PROPOSAL SUBMITTALS

All proposals must be received by the County Of Colusa by 4:00 p.m. (Pacific Daylight Time) **January 30, 2015**. Proposals received after 4:00 p.m. (Pacific Daylight Time), or proposals sent by facsimile machine will be considered late and disqualified by the proposal evaluation committee. Please submit three (3) copies of your proposal and an electronic copy in MS Word in a sealed envelope and clearly marked "BUSINESS FINANCIAL ASSISTANCE PROGRAM SERVICES AND GENERAL ADMINISTRATION SERVICES"

Proposals are to be delivered to:

Colusa County Office of the Clerk of the Board of Supervisors

Attn: Michael J. Azevedo

547 Market Street, Suite 102

Colusa, CA 95932

Electronic MS Word Copy to: mjazevedo@countyofcolusa.org

All proposals, whether selected or rejected, shall become the property of the County of Colusa. The County is not responsible for proposals delivered to a person/location other than specified above.

Attachment A

NON-COLLUSION AFFIDAVIT

This affidavit shall be fully executed by Proposer, notarized, and submitted with Proposal.

The undersigned, being first duly sworn, deposes and says that he or she holds the position listed below, the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or a sham; that the proposal has not directly or indirectly induced or solicited any other interested party to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, plotted, or agreed with any interested party or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the party submitting the proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or the price from any other interested party, or to fix any overhead, profit or cost element of the proposal price, or of that of any other interested party, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the party submitting the proposal has not, directly or indirectly, submitted his or her proposal price, or any breakdown thereof, or the contents hereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature

Printed Name/Title of Person Signing

Firm Submitting Proposal

Date