

October 9, 2009

RE: Request for Proposals

Passaic County Community Development Block Grant Program (CDBG)

WILLIAM PATERSON UNIVERSITY

SMALL BUSINESS DEVELOPMENT CENTER

CONSULTANT SERVICES

Dear Sir/Madam:

The William Paterson University SBDC is soliciting proposals for consulting services in connection with the federally funded Community Development Block Grant Program, as well as, state and local funded programs. The SBDC is interested in seeking consultants who are well versed in personal credit management and repair services.

Attached is a request for proposal. If you have any questions or comments, please, contact me at 973-754-8695.

Yours Truly,

Kathleen Muldoon

Regional Director

William Paterson University

Small Business Development Center

Attachment

-RFP-

REQUEST FOR PROPOSALS

for

Consulting Services

for

Personal Credit Management and Repair

**William Paterson University
Small Business Development Center
Passaic County, New Jersey**

2009

RFP for
Credit Management Consulting Services
Passaic County Community Development Block Grant Program

BACKGROUND

The William Paterson University Small Business Development Center (SBDC) is seeking consulting services to work with past and present business owners for personal credit management and repair services. The Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383.

In compliance with Procurement Standards included in 24 CFR Part 85 Administrative Requirements for Grants and Cooperation Agreement to State and Local Governments, the SBDC desires to retain consultants who will provide seminars, workshops, and individual counseling on an as-needed basis.

The SBDC intends to designate consultants who are most qualified to provide these services, as needed, and to enter into a contract with them.

SCOPE OF WORK

The consultant must, at a minimum:

1. Provide general group meetings to provide financial literacy and other general financial information at locations such as the following: Chambers of Commerce, Community Development Corporations (CDC's), libraries, etc.
2. From those meetings, the consultant will subsequently be able to meet with potential individuals for personal counseling in an effort to help them repair their credit.
3. Responsibilities would also include: assessing market needs within various communities, identifying locations for the various workshops, providing credit management seminars and individual counseling sessions for clients.
4. Generate reports and deliver to SBDC Director on a bi-weekly basis.
5. Counseling will only be held in the following municipalities within Passaic County: Bloomingdale, Haledon, North Haledon, Pompton Lakes, Wanaque, West Milford and West Paterson.

ADDITIONAL REQUIREMENTS FOR A SCOPE OF WORK:

All consultants must be able to accurately collect and maintain confidential data on the **individual** clients who receive counseling. This information will include demographic data, family size, annual family income, annual business sales, etc. For reporting purposes for HUD, we will also need to collect data such as race, ethnicity, gender, veterans, and disability (if applicable).

Sign in sheets for group workshops and seminars will include: name, address, telephone numbers and the location of the workshop.

INFORMATION AND DATA REQUIRED OF EACH OFFEROR

Offerors are required to submit an original (plus one copy) of their proposal to Kate Muldoon, Director of the William Paterson Small Business Development Center by **Friday, October 23, 2009**. Such Offerors should include an outline of their experience, qualification, and program familiarity especially related to Uniform Acquisition and Relocation Policies Act. Such Offerors should identify key personnel to be assigned to render the services and submit resumes of their backgrounds and hourly rates, not to exceed \$50/hour. Proposals can be sent to the office at:

131 Ellison Street, Paterson, NJ 07505 or emailed to MULDOONK@WPUNJ.EDU

In addition, the Offeror should demonstrate the stability, integrity and continuity of both staff and management, and compliance with public policy.

If the Offeror qualifies under any of the below categories, the Offeror shall set forth the basis so that the Community can determine which category(ies) are applicable.

- a) Small Business Firm
- b) Minority Owned Business
- c) Woman Owned Business
- d) Section 3 Business**

FACTORS FOR AWARD

The Director of the SBDC will review each proposal, and consideration will be given for the most qualified consultants, price, and all other factors considered in accordance with the criteria identified below.

The selection criteria are as follows:

- I. Familiarity with credit management and repair services, such as letter writing templates to help improve credit scores.
- II. Bi-lingual skills (particularly Spanish)
- III. Demonstrated ability to create, market and implement seminars and workshops.
- IV. Connections in the local and regional business community, and evidence of ability to establish cooperative working relationships with municipal partners.

*** There will most likely be several consultants awarded in order to adequately cover the vast areas of Passaic County.

- I. Understanding the Passaic County Market Area.....(15 points)
- II. Qualifications, Experience and Time commitments of Proposed Project Coordinator and Technical Staff.....(20 points)
 - a. The experience, education, training, certification/licensing, designation(s) and other qualifications of appraisers.....(15 points)
 - b. Demonstrated ability of Project Director and specifically named key personnel to carry out proposed assignment, including prior experience in performing such assignments.....(5 points)
- III. Offeror’s Experience.....(20 points)
 - a. Demonstrated experience and capability of the Offeror’s coordinating efforts of the nature and scope of similar work.....(10 points)
 - b. Demonstrated experience and capability of the Offeror in providing stability, integrity, continuity and responsiveness of both staff and management.....(10 points)
- IV. Participation by Small Minority, Women, and Section 3 Firms.....(20 points)

Any Offeror who meets any of the following factors shall receive 5 points for each category.

 - a. Small business firm
 - b. Woman owned business firm
 - c. Minority owned business firm
 - d. Section 3 firm

OTHER TERMS AND CONDITIONS

The Agreement to be entered into between the William Paterson Small Business Development Center and the consultant for services solicited hereunder shall be subject to the General Terms and Conditions attached hereto and made a part hereof as required by applicable HUD Regulations.