

**TOWN OF VERNON  
REQUEST FOR PROPOSAL**

**Contract #2138 - Small Cities Housing Rehabilitation Program Income Loan Program  
Administrative and Technical Services**

The Town of Vernon, Connecticut is seeking requests proposals from qualified firms or individuals for professional and technical services required to provide administrative and technical support to implement activities for and administer the Town of Vernon's Small Cities Program Income Housing Rehabilitation Loan Program. The selected contractor will be responsible for all phases of general program administration and compliance under the Town's direct supervision for approved projects, including but not limited to project administrative activities and housing rehabilitation design and delivery. Contractor selection will be based on Small Cities experience, completed projects, experience of staff, costs, and any other factors deemed to be in the best interest of the Town.

All questions regarding this RFP should be directed to Nichole Greco by email only to [ngreco@vernon-ct.gov](mailto:ngreco@vernon-ct.gov), no later than **Thursday, March 21, 2024 at 3:30 pm**. Answers to questions received will be posted as an addendum by **Thursday, March 28, 2024**, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das> by referencing Contract #2138. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

All firms or individuals wishing to be considered for this appointment shall submit two (2) written responses based on the requirements set forth in this RFP document. The proposals must be submitted in a sealed envelope, clearly marked "**BID DOCUMENT – DO NOT OPEN - CONTRACT#2138**" clearly marked on the outside of the envelope to Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **Wednesday, April 3, 2024 at 10:30 am**. Emailed, faxed or late bids will not be accepted.

Received proposals will be opened publicly in person on **Wednesday, April 3, 2024, at 10:30 am**. Proposal results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

**Confidentiality** - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro, Town Administrator