

CONSULTING SERVICES **REQUEST FOR PROPOSAL** **TOWN OF** **NORTH PROVIDENCE** **HOUSING AUTHORITY**

The Town of North Providence Housing Authority is requesting proposals from qualified individuals for professional and technical services to provide consulting services. The term will be for three (3) years with two (2) one-year options to renew, at the sole discretion of the Housing Authority

The Housing Authority is a quasi-governmental agency with a current employee base of four (4) full time and three (3) part time employees. The Housing Authority is seeking a proposer who is highly skilled and fully knowledgeable in Department of Housing and Urban Development (HUD) regulations, HUD program requirements, grant writing and other aspects of non-profit funding.

Proposals shall be accompanied by a cover letter, which should summarize the key elements of the proposal and include the resume of the person who will be providing the consulting services. Describe the qualifications of the proposer and experience within the past five (5) years to demonstrate the competence to perform the key elements of the proposal, the understanding of Housing Authority's and the work to be done and the objectives to be accomplished. A detailed Fee for Services shall be provided with each proposal.

Complete written proposals must be submitted no later than 4:00 PM on Wednesday, October 10, 2018, addressed to Town of North Providence Housing Authority, 945 Charles Street, North Providence, Rhode Island 02904. Proposals received after this date and time will be rejected. This RFP does not commit the Housing Authority to award a contract. The Housing Authority, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of the RFP, to negotiate with any qualified proposer, or to cancel this RFP in part or in its entirety.

Carol Pontarelli, Chairman
An Equal Opportunity Employer