

PUBLIC NOTICE
REQUEST FOR PROPOSALS (RFP)

Professional Services

OLEAN HOMEOWNERSHIP ASSISTANCE PROGRAM

The City of Olean is soliciting Requests For Proposals from professional consulting organizations/agencies to provide technical assistance in connection with the administration of the City of Olean's Homeownership Assistance Program funded by New York State Housing Trust Fund Corporation under the 2016-2017 NYS HOME Local Program.

Copies of the proposal document may be requested from Mary L. George, Department of Community Development Program Coordinator by telephone: 716-376-5647 or accessed online at www.cityofolean.org.

Proposals will be accepted until 4:00 p.m. on Thursday, September 21, 2017 at the offices of the Department of Community Development, Olean Municipal Building, Room 209, 101 East State Street, Olean, NY 14760. All proposals must be sealed and clearly marked "RFP Response for Professional Services for Olean Homeownership Assistance Program".

The contract award will be made by the City of Olean after consideration of proposal evaluation factors, as listed in the Request for Proposals document.

Prospective proposers are advised that the services to be provided under any contract arising from this procurement may be financed, in part, by a grant provided by the New York State Housing & Community Renewal office.

All potential respondents are notified that disadvantaged and women-owned enterprises are encouraged to submit responses to this request. The City of Olean, as an Equal Employment Opportunity Provider, will ensure that respondents to this request will not be discriminated against based on sex, race, color, creed or national origin in consideration of an award.

The City of Olean reserves the right to reject any or all proposals, bids, to waive any informality, and to withdraw this solicitation at any time. The City of Olean is an equal opportunity employer.

Mary L. George
Program Coordinator
Department of Community Development
Olean Municipal Building, Room 209
101 East State Street
Olean, NY 14760