

LEGAL NOTICE

Request for Proposals

RFP025-37 – On-Call Consultant and Administrative Services for City of Meriden Community Development Block Grant Program

The City of Meriden is soliciting proposals from qualified firms to provide professional administration, technical assistance, and program delivery services for all activities related to its CDBG and CDBG-CV program. The initial contract period will last until June 30, 2027. Background information on the City's CDBG program and annual plans are available on the City's website at www.meridenct.gov under Community Development.

The assistance to be provided will ensure proper and timely expenditure of CDBG & CDBG-CV program funds; proper documentation, filing, and reporting; establishment and/or amendments to the current Consolidated Plan, Annual Action Plans, Citizen Participation Plan, Consolidated Annual Performance and Evaluation Report; creation of or amendment to any required policies and procedures for currently funded or to-be funded activities, and any other task requested by the City that is necessary to carry out the CDBG & CDBG-CV program in accordance with all applicable federal regulations.

The firm must meet all Municipal, State and Federal Affirmative Action and Equal Employment Opportunity Practices.

Sealed submissions, including fees, shall be submitted in two (2) complete sets and one complete version of your proposal on a flash drive. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). Proposals will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:00 AM local, Eastern Standard Time on April 23, 2025**. Any proposal received after the time and date specified shall not be considered.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No proposer may withdraw their submission within sixty (60) days of the date of the opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Rawle Dummett
Purchasing Officer
City of Meriden
April 1, 2025