

Request for Proposals

TOWN OF SHEFFIELD

Administration/Management Services, 2009 CDBG-Recovery Act Program

The Town of Sheffield is seeking proposals from consultants for the administration of a Massachusetts Department of Housing and Community Development, CDBG-R Program which has been awarded to construct a new Senior Center. This program will be funded through a grant from the DHCD, CDBG-R program in the amount of \$799,700.

The consultant hired to administer the program must have a demonstrated positive record in administering federal Community Development Block Grant Programs as well as have a staff experienced in all aspects of program management, record keeping, accounting and reporting. In addition the consultant must have the financial capacity to fund the startup phase of the program.

Proposals must be received by the Board of Selectmen by 3:00 PM, October 23, 2009 at their office located at Town Hall, 21 Depot Square, P.O. Box 325, Sheffield, MA 01257. For a complete description of the RFP process and related documents, or for more information, contact the Selectmen's Office at 413/229-7000, Ext. 152.

The Town reserves the right to reject any and all proposals, to waive minor informalities or irregularities in any proposal, and to make an award in any manner consistent with the law and deemed to be in the best interests of the Town of Sheffield.

Joseph A. Kellogg
Town Administrator