

Request for Proposals

for

Loan Analysis Services

for

Pawtucket Business Development Corporation
137 Roosevelt Avenue
Pawtucket, RI 02860

Issued: May 2, 2016

Submission Due: May 23, 2016

I. Solicitation Overview:

The Pawtucket Business Development Corporation (PBDC) is seeking loan analysis services in connection with its business lending activities. The PBDC is looking to engage an individual or firm for a two (2) year period, with two (2) annual renewal options.

II. General Scope of Services:

Required business loan analysis services may include but are not limited to:

- Provide business loan technical assistance in developing lending guidelines and loan application.
- Work with business loan applicants to complete all required loan applications.
- Have an extensive knowledge of all CDBG (Community Development Block Grant) loan underwriting and program compliance requirements.
- Prepare loan analysis write-ups consistent with CDBG requirements and provide specific recommendations with respect to lending terms and conditions.
- Attend PBDC meetings and present loan applications.

III. Submission Requirements:

The proposal submission shall not exceed five (5) single-sided printed pages excluding cover sheet, table of contents and resumes. Resumes included with the proposal shall not exceed one page per person. The proposal shall include the following at a minimum:

1. **Transmitted Letter** – The transmitted letter shall include the legal name of the firm, address and contact person for this proposal.
2. **Relevant Experience** – Indicated specific relevant experience in providing similar services elsewhere, including outlining knowledge of CDBG program.
3. **Project Team** – Include an organizational chart showing the key project staff.
4. **References** – Provide three (3) relevant professional references including the name of the project, your total fee, project time span, and reference contact person information.
5. **Fee Structure** – The proposal shall provide a clear break-out of proposed service fee costs including hourly rates for all individuals to be assigned to this project as well as all other anticipated reimbursable costs. The hourly costs are to remain fixed for the (3) three year period.

IV. Submission Deadline:

Five (5) hard copies to be delivered to the Pawtucket Business Development Corporation, 137 Roosevelt Avenue, Pawtucket, RI 02860 no later than Monday, May 23, 2016 at 3:00 p.m.

V. Selection Criteria:

The Pawtucket Business Development Corporation will evaluate proposals according to the following criteria:

- Professional Qualifications (20 points)
- Relevant Experience (35 points)
- Cost Reasonableness and Clarity of Fee (30 points)
- Knowledge of CDBG Program (15 points)

The proposer shall identify any groups, individuals or organization that they may have worked for or currently work for, that has been an ownership, lease, development related or similar interest in the City of Pawtucket. The City reserves the right to reject any proposal or proposer who it feels has a conflict of interest.

VI. Questions:

Request for information should be in email form only and directed to Herb Weiss at hweiss@pawtucketri.com.