

**LEGAL NOTICE
CITY OF SCRANTON, PENNSYLVANIA**

**REQUEST FOR PROPOSALS TO PROVIDE
ASSISTANCE IN ADMINISTERING THE CITY OF SCRANTON'S
HOMEBUYER PROGRAM**

The City of Scranton, Pennsylvania, hereinafter referred to as the "City," through its Office of Economic and Community Development Department, hereinafter referred to as "OECD", provides housing services and resources to low and moderate income residents through the U.S. Department of Housing and Urban Development's (HUD) HOME Investment Partnership Program (HOME).

The specific services requested by the City and OECD, are detailed in the Request for Proposals (RFP 2019 Homebuyer Program). A copy of this document may be obtained from OECD, Scranton Municipal Building, 340 N. Washington Avenue, Scranton, PA 18503, Telephone (570)-348-4216, during normal business hours. It is also available electronically by e-mailing the request to Executive Director, Mary-Pat Ward at: mpward@scrantonpa.gov

The deadline for submission of proposals is 11:00 A.M., prevailing time, on Wednesday, November 13, 2019, in the office of City Controller, Scranton Municipal Building, 2nd Floor, 340 N. Washington Avenue, Scranton Pa. 18503.

The objective of this competitive process is to select an organization which will provide the highest quality of work at a reasonable fee. The City of Scranton will evaluate the "Request for Proposals" submitted and will select the organizations deemed best qualified to perform these services. Organizations will be ranked accordingly. The City will then enter into negotiations on a final scope and fees with the highest ranked organization. Should the City be unable to reach an agreement with the highest ranked organization, negotiations will begin with the second ranked organization and so on.

All qualified proposers will receive consideration without regard to race, religion, creed, color, sex, age, handicap, ancestry, or national origin in the contract award. Minority and female run organizations are encouraged to respond. The City of Scranton is an equal opportunity agency.

Mary-Pat Ward, Executive Director
Office of Economic and Community Development
City of Scranton