



OFFICE OF THE
TOWN ADMINISTRATOR

TOWN OF VERNON

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LEGAL NOTICE

REQUEST FOR PROPOSALS

TOWN OF VERNON

CONTRACT # 2040-8/21/18

PROFESSIONAL SERVICES FOR THE PREPARATION OF A COMMUNITY NEEDS ASSESSMENT

The Town of Vernon is seeking proposals from qualified firms or individuals to provide professional services in conducting a community needs assessment. This position is solely grant funded, and is not benefit eligible.

Two copies of the proposal must be submitted in a sealed envelope, clearly marked "**BID DOCUMENT DO NOT OPEN - CONTRACT #2040-8/21/18**" to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than **12:00 pm** on August 21, 2018, at which time proposals shall be opened and read aloud publically. Emailed faxed or late proposals will not be accepted.

Proposals will be evaluated on criteria outlined in the RFP criteria available on the Town's website at www.vernon-ct.gov/legal-notices under the bid section and Contract #**2040-8/21/18**. Questions should be directed to Allison Maynard, Social Services Director at amaynard@vernon-ct.gov no later than 12:00 pm on August 16, 2018. Answers to received questions will be posted by August 17, 2018 on the Town's website at www.vernon-ct.gov/legal-notices referencing Contract ##**2040-8/21/18**.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE'S/WBE's/SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.