



**HAZLETON CITY, PA  
REQUEST FOR PROPOSAL  
POST ACT 47 SUPPORT**

September 19, 2023

Hazleton, PA  
RFP- Post Act 47 Support  
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## **I. Introduction**

The Municipality of Hazleton City (Municipality) is seeking proposals for ongoing support to the City of Hazleton as it navigates the exit of the Act 47 program. The objective of this Request for Proposal (RFP) is to identify qualified firms/consultants that can provide the most competitive rates along with the highest quality of service. This RFP intends to cover all the necessary information that a proposer may need to complete a comprehensive proposal; however, if there are rates or services that the proposer's organization can offer that may improve the current plan, please ensure that they are outlined in the submission.

The Municipality intends to utilize this RFP to:

- Seek qualified firms/consultants to provide ongoing support to the City of Hazleton as it navigates the exit of the Act 47 program.
- This includes assisting with tasks such as a monthly review of financials and consultation with City officials.
- This includes availability to Hazleton leadership for meetings, consultation, financial and cash flow analysis and budget assistance, as well as other technical assistance and consulting needs as appropriate.

Hazleton City is a Pennsylvania Third Class City located in Luzerne County, Pennsylvania comprising approximately 29,993 residents. The Municipality functions under the Third-Class City Code, Optional Plan B, form of government, with a five (5) member City Council and the Mayor as its Chief Executive. The Municipality's Finance Department is headed by the Director of Administration who reports directly to the Mayor. The Director of Administration is responsible for, among other duties, providing the necessary organization and resources to maintain the Municipality's financial standing.

The proposal should be based on the information as provided in this package.

## **II. Instructions and Schedule**

- All proposals in response to this RFP must be received by the Municipality either electronically with "Response to Post Act 47 Support RFP" in the subject line or via mail with the responsive envelope marked "Response to Post Act 47 Support RFP".
- Proposals must be submitted by October 2, 2023, at 3:00 p.m. to:

Hon. Jeffrey L. Cusat  
Mayor's Office  
City of Hazleton  
40 N. Church Street  
Hazleton, PA 18201  
mayorcusat@cityofhazleton.org  
570-459-4910

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- Proposals received prior to the submittal deadline will be treated as confidential up to the proposal submittal date.
- Proposals received after the deadline will not be considered in the evaluation process.
- The selection is anticipated to be made in October 2023.
- The Municipality reserves the right to request additional information about any proposer as reasonably required.
- The Municipality will not be liable for any costs incurred by any proposer in connection with this RFP or any proposal by any proposer. The expenses incurred by proposers in preparation, submission, or presentation are the sole responsibility of proposer.
- It is the responsibility of all proposers to examine the entire RFP and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after the submission deadline. Proposers are strongly encouraged to: (i) consider applicable laws and/or economic conditions that may affect cost, progress, and performance; (ii) correlate proposer's knowledge and observations with the RFP document and other related data; (iii) promptly notify the Municipality of all conflicts, errors, ambiguities, or discrepancies which a proposer has discovered in or between this RFP and such other related documents.
- The Municipality reserves the right to (i) waive any immaterial defects or informalities; (ii) reject any or all proposals or portions thereof; (iii) reissue the solicitation.

### **III. Proposal Submission**

#### **A. Services and Fees**

- It is the responsibility of the responding firm/consultant to clearly identify any fees or costs associated with the support.
- The firm/consultant will provide ongoing support such as assisting with tasks such as a monthly review of financials and consultation with City officials.
- The firm/consultant will be available to City leadership for meetings, consultation, financial and cash flow analysis and budget assistance, as well as other technical assistance and consulting needs as appropriate.
- Compensation for all services shall be provided by the firm/consultant is as set forth in the firm/consultant's proposal.
- The firm/consultant shall provide the City with monthly invoices for services rendered.
- This agreement shall end upon the written notification from the City to the firm/consultant that the services provided by the firm/consultant have been satisfactorily completed or no later than one (1) year from the date of the Agreement.
- Both parties may extend the term of this Agreement by a written amendment

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#### **IV. Evaluation of Proposals**

- The Municipality will consider the following criteria in evaluating proposals:
- Experience with governmental organizations
- Responsiveness to the RFP
- Any other criteria deemed appropriate by the Municipality in its sole discretion
  - o The Municipality is not required to accept the lowest rate proposed.
  - o The Municipality contact for the submission of proposals is:

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