

LEGAL ADVERTISEMENT

**CITY OF BEAVERTON
REQUEST FOR PROPOSAL
CDBG Business Revolving Loan Program
Solicitation #2371-10B**

The City of Beaverton is seeking sealed proposals from qualified non-profit, CBDO, or CDFI to administer a micro-enterprise assistance and business expansion revolving loan fund program utilizing a portion of the City's Community Development Block Grant. The scope of work will include program outreach, providing technical assistance to qualified micro-enterprises, selection of loan recipients, underwriting of loans, preparation of loan documents, loan servicing, and documentation of compliance with Federal program guidelines. Organizations are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services required.

Sealed proposals will be received until 2:00 pm on Wednesday, February 24, 2010, at the Finance Utility Billing Counter on the second floor at 4755 SW Griffith Dr., Beaverton, Oregon 97005, Attention: Terry L. Muralt, CPPB, Purchasing Agent. There will be no formal opening. Facsimile proposals will not be accepted. Proposals will not be accepted after the stated opening date and time. Late proposals will be returned to the vendor unopened.

Solicitation packets may be downloaded from www.beavertonoregon.gov or may be obtained at the address listed above or by calling the Bid Line at 503-526-2228.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and Beaverton's Contract Review Board Policy.

The City of Beaverton reserves the right (1) to reject any or all proposal not in compliance with public bidding procedures, 2) to postpone award of the contract for a period not to exceed ninety (90) days from date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

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