

**TOWN OF WAREHAM  
REQUEST FOR PROPOSALS AND QUALIFICATIONS**

The Town of Wareham, acting through its Town Administrator, seeks a professional firm or team to provide Grant Administration Services for the implementation of CDBG program activities funded by a FY 2022 - 2023 Massachusetts CDBG (MCDBG) Mini-entitlement grant from the Executive Office of Housing and Livable Communities (EOHLC). The approved grant activities include:

- Wareham Housing Rehabilitation Program (14 units)
- Redwood Park (Wareham Housing Authority) Window Replacement Project
- The Family Pantry (Damien's Place) Public Social Service Program
- Wareham Area Committee for the Homeless (Turning Point) Public Social Service Program
- The Greater Attleboro Taunton Regional Transit Authority (GATRA) Public Social Service Program

The Town seeks the services of a Community Development (CD) Programs Manager and a Programs Coordinator to assist in the administration and implementation of the grant.

A copy of the Request for Proposals/Qualifications (RFP/Q) may be obtained from the Town of Wareham's website at <https://www.wareham.ma.us/bids-rfps> or at the Office of the Wareham Town Administrator beginning at noon on November 7, 2023. The RFP/Q may be requested by telephone at (508) 291-3100 ext 3110, or by email at [pneal@wareham.ma.us](mailto:pneal@wareham.ma.us). Office hours are Monday through Thursday 8:00 a.m. to 6:00 p.m.

**Responses to the RFP/Q must be received no later than 2:00 p.m. on Wednesday, December 6, 2023,** at the Wareham Town Administrator's Office, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571. The Town reserves the right to reject any or all proposals should it be deemed to be in the best interest of the Town of Wareham to do so.

Funding for the CDBG Program activities is provided by a FY 2022-2023 Massachusetts Community Development Block Grant Program award. All pertinent federal and state statutes apply. The Town encourages Section 3, minority, and women-owned business participation. The Town of Wareham is an EEO/AA Employer.