



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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Memorandum

TO: Erin Kluis Briggs, Procurement Coordinator – Special Projects

FROM: Veda Ramirez, Director, Housing and Supportive Services

DATE: January 30, 2024

SUBJECT: RFP No 23-RFPG00380/FH/TPR Community Development
Block Grant (CDBG) Grant Administration FFY2021/2022

The Peer Review Committee (PRC) met on December 12, 2023, to review the proposal from one (1) proposing firm and has completed ranking of the respondent's proposals for RFP No. 23-RFPG00380/FH Community Development Block Grant (CDBG) Grant Administration FFY2021/2022.

The Committee consisted of:

Veda Ramirez, Director, Housing and Supportive Services
Haydee Padin Alvarez, Community Development Specialist
Michelle Miller, Grant Writer
Helen Gomes, Grants Compliance Analyst

The firms were ranked in order as follows:

Points (maximum score 100):

1. Guardian Community Resource Management, Inc. 88

Staff requests the Procurement Department move forward with the above firm.