City of Midwest City
GRANTS MANAGEMENT DEPARTMENT

REQUEST FOR PROPOSALS
Fair Housing Services
2019 CDBG Program

RFP Open: February 8, 2019
Submittals Due: March 8, 2019

I. INTRODUCTION

It is the policy of the City of Midwest City to comply with Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act and all other applicable laws. The Fair Housing Act requires recipients of Department of Housing and Urban Development (HUD) funds to administer all programs and activities related to housing and community development in a manner which affirmatively furthers fair housing. The Act prohibits any person or agency from discriminating in the sale, rental or financing of housing because of race, age, color, religion, sex, handicap, familial status or national origin.

II. PURPOSE

The purpose of this Request for Proposal (RFP) is to invite proposals from qualified agencies interested in performing services which will affirmatively further fair housing in the City of Midwest City, as required by Federal and other applicable laws, for the period of July 1, 2019 through June 30, 2020.

III. BACKGROUND

The City of Midwest City is a recipient of Community Development Block Grant (CDBG) funds. The primary objective of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for persons of low to moderate income. As a Community Development Block Grant (CDBG) Entitlement Community Midwest City receives a yearly formula grant from HUD that is to be used to further the program goals to 1) provide decent, safe, and sanitary housing, 2) provide a suitable living environment, and 3) expand economic opportunities. All CDBG activities including fair housing must meet one of three National Objectives:

1. Provide a benefit to low and moderate-income persons; or
2. Prevent or eliminate slum and blight; or
3. Meet an urgent community need that threatens the health or welfare of residents.
The contract for fair housing services will be funded with federal Community Development Block Grant (CDBG) funds. The selected consultant must comply with all federal CDBG requirements.

IV. SCOPE OF WORK

This RFP is limited strictly to fair housing services/activities which address equal housing opportunities for all persons in the sale, rental or financing of housing in the City of Midwest City, without regard to race, age, color, religion, sex, handicap, familial status or national origin. Services to be provided, will include but are not limited to, the following activities:

A. Contractor will provide educational programs on the nature of and remedies toward housing discrimination. Programs will be directed toward the general public, potential victims of discrimination, members of the housing industry, lenders, attorneys, public schools, government officials and community leaders.

B. Contractor will provide telephone information services to deal with miscellaneous housing concerns. Telephone inquiries will be assisted through counseling, referral to other agencies or the initiation of discrimination investigations, as deemed warranted.

C. Media contacts will be made with the Midwest City/Oklahoma City area media to promote the development of public service announcements, programs and press releases to acquaint the public with fair housing issues and relevant fair housing events of interest to Midwest City residents.

D. Contractor will submit activity reports reflecting services provided to residents of Midwest City and an annual assessment of contract activities and beneficiaries. Copies of publications shall be provided to the City of Midwest City Council members, Citizens’ Advisory Committee on Housing and Community Development and Grants Management staff.

E. Support services, evidence gathering, testing and case management will be provided to clients who have been determined to have experienced discrimination in housing.

V. REPORTING REQUIREMENTS

Fair housing activities are also presumed to benefit low and moderate income clientele for the purpose of the RFP. As a condition of the CDBG contract, your organization will be required to provide
activity and beneficiary reports bi-annually, after 6 months into the fiscal year and again at the completion of the fiscal year, once a final figure of beneficiaries can be calculated.

VI. PROPOSAL AND ATTACHMENTS

Please complete the attached proposal to the best of your ability. Failure to provide any of the required information or attachments will remove the proposal from consideration. If you have any questions or concerns please contact the Grants Management Office at the numbers listed below.

Grants Management staff will review proposals for completeness, eligibility and adherence to evaluation criteria in Section VII. Proposals that are not accepted will be notified in writing. Those recommended to the Citizens Advisory Committee on Housing and Community Development will be notified of the meeting date & time to present their proposals.

VII. EVALUATION CRITERIA

The following criteria will be used to evaluate the proposals received. In an effort to reach a decision, the city reserves the right to evaluate all factors it deems appropriate, whether or not such factors have been included in the criteria.

A. Beneficiaries

B. Project Approach

C. Experience and Qualifications

D. Program Budget

E. Past Performance/Compliance with Contract*

*Only applicable if organization has been previously funded.

VIII. COMPENSATION

Compensation for the proposed work shall be in accordance with the Contractor’s cost proposal. The maximum compensation for the Scope of Work described in Section IV of this RFP for the period of one year shall not exceed eight thousand dollars ($8,000.00).
IX. AWARD OF CONTRACT

The City of Midwest City reserves the right to determine the completeness of all proposals and to accept a proposal other than the lowest bid. The City also reserves the right to reject any or all proposals without cause. The award of the contract will be made in the best interest of the City and will be final. Timing of the award will be subject to the federal appropriation process and release of funds.

X. PROPOSAL SUBMISSION DATE AND SCHEDULE

One (1) complete and legible copy of the proposal and any related information, should be received by 5:00 p.m., Friday, March 8, 2019. Submissions received after the closing date will be considered for evaluation solely at the discretion of the city if it is determined to be in the best interest of the city to do so. All proposals should be hand-delivered or mailed to:

City of Midwest City
Grants Management Department
100 N Midwest Blvd.
Midwest City, OK 73110

All proposals and documents submitted will become the property of the City of Midwest City. Technical assistance with the proposal documents and process is available upon request. Please contact Terri Craft, Grants Manager at 405-739-1217, tcraft@midwestcityok.org or Ashley Stephenson, Planning Assistant at 405-739-1221, aestephenson@midwestcityok.org
Proposal

Name of the Organization:________________________________________________________

Address:______________________________________________________________________

Business Phone: _________________ Fax: __________________ Email___________________

Contact Person: _______________________________________ Title: ____________________

Purpose of the Organization (or Mission Statement):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Number of years the Organization has been in operation: ____________

Non-profit organization: _____ 501(C)(3) ______________________Other please specify

CDBG National Objective: _________ Benefits low/ moderate income persons

                                        _________ Aid in the elimination of slum/blight

Amount of proposal: __________________________

Other program funding Sources and Amounts:

Source: ___________________________________________ Amount: ___________________

Source: ___________________________________________ Amount: ___________________

Source: ___________________________________________ Amount: ___________________

Number of people served with current program funding: __________________
Expected number of additional people served if proposal is funded: ____________________

Attachments

Please provide attachment(s) addressing the following:

A. History – A detailed summary outlining the history of your organization as well as the activity / program to be funded with CDBG funds.

B. Beneficiaries – Include a description of the population the organization serves. Please include the number of beneficiaries as well as a justification of need.

C. Budget – Include a proposed program / activity budget

D. Administration – A summary of the anticipated staff and the administrative capacity to operate and manage the activity / program.

E. Any other pertinent information supporting the proposal.