

REQUEST FOR PROPOSALS (RFP)

Professional Fair Housing Services



Yolo County Housing

147 West Main Street, Woodland, CA 95695

**Proposals Due
Tuesday, September 11, 2018 at 5:00pm**

**Request for Proposals
To Provide Professional Fair Housing Services
for Yolo County Housing**

I. Introduction

A. General Information

Yolo County Housing (YCH) is seeking professional services for fair housing services in accordance with the outlined Scope of Services (Section II) within the RFP.

B. Background

Yolo County Housing was created in 1950 and its primary programs are federally-funded through the United States Department of Housing and Urban Development (HUD) and through the State of California (Office of Migrant Services and HCD).

Yolo County Housing and its allied organizations provide assistance to approximately 7,800 low to moderate income persons, not including tax credit partnership units, through their various programs and agencies. Total assisted units from all programs is over 2,911. Additional agency information can be found at www.ych.ca.gov.

C. Term of Agreement

The term of the agreement is from date of contract through September 30, 2022.

D. Instructions to Proposers

1. Submission of Proposals:

All proposals shall be submitted to:

Yolo County Housing
Attn: General Director
147 W. Main Street
Woodland, CA 95695
Or via email at jholt@ych.ca.gov

2. Clarifications to RFP

Clarifications or substantive changes to the RFP specifications, if any, prior to the proposal submission due date will be disseminated to all interested parties.

3. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a) Have carefully read and fully understand the information that was provided by YCH to serve as the basis for submission of this proposal.

- b) Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c) Represent that all information contained in the proposal is true and correct.
- d) Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- e) Acknowledge that YCH has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants YCH permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition. YCH shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by YCH or its representatives.

YCH reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which YCH, acting in the sole and exclusive exercise of its discretion, deems to be in YCH's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

At the option of YCH, finalists may be selected for a final round of negotiations; however, proposers are encouraged to present their best offers with their initial submission.

4. Questions regarding Proposal

All questions regarding this RFP should be directed to Janis Holt, General Director at 530-669-2211 or jholt@ych.ca.gov.

E. Attachments

The attachments below are included with this Request for Proposals (RFP) for your review and/or submittal:

- 1. Sample Yolo County Housing Agreement for Professional Services including Specifications of YCH Insurance Requirements
- 2. Form 5369-C: Certifications and Representations of Offerors

F. Deadline for Submittal is Tuesday, September 11, 2018 at 5:00 pm.

II. Scope of Services

- 1) Contractor, will provide legal consultation to any YCH housing participant/applicant regarding housing issues, with particular focus on any issue regarding housing discrimination under state or federal fair housing laws. Contractor will maintain records for each YCH client and will provide services ranging from counsel and advice, negotiation, and preparation and filing of a fair housing complaint with either HUD or DFEH.
- 2) Contractor staff will attend orientations for new Housing Choice Voucher (Section 8) holders and give a brief presentation on fair housing laws and the availability of legal assistance from Contractor. YCH will provide Contractor an orientation schedule on a quarterly basis.
- 3) Contractor will provide 2 hours of training to all YCH staff. The training outline will be agreed upon and coordinated with the YCH General Director.
- 4) During April (Fair Housing Month), Contractor will coordinate one to two public fair housing workshop(s) with YCH. Contractor, in consultation with YCH, will be primarily responsible for the format of the workshop, preparation of materials, and providing presenters for the workshop. YCH will co-sponsor the workshop and assist in arranging a venue for the workshop, distribute and/or post flyers for the workshop to its residents and/or landlords, and other support that may be necessary for the workshop.
- 5) Contractor will have information about the availability of fair housing services and contact information (preferably through webpages or other accessible media). The contractor will have information easily accessible to YCH residents, staff, and landlords.
- 6) Contractor shall provide support and technical assistance by responding to inquiries from YCH staff regarding fair housing issues. Contractor shall also provide fair housing planning and processing services to YCH as needed.

III. Information to be Submitted:

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of YCH's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that

information which is essential to an understanding and evaluation of the proposal should be submitted.

All proposals shall address the following items in the order listed:

1. Proposal Summary

This section shall discuss the highlights, key features and distinguishing points of the proposal with a list of individuals that will be providing Fair Housing Services.

2. Profile of the firm

This section shall include a brief description of the proposer's firm including size, structure, capacity and resources.

3. Qualifications

This section shall include a description of qualifications, the qualifications of those assigned to the project and experience in fair housing services including experience working with YCH or other Public Housing Authorities. This section shall include references with contact information.

4. Work Plan

This section shall present a proposed service plan and timeline including major tasks and subtasks that support fair housing objectives and work requirements.

5. Proposal Costs

This section shall present the fee information for providing the services required. Include all potential costs or other price information that would be contained in a potential agreement with YCH.

6. Compliance and Potential Conflicts

Audit or investigation. Has your firm been audited or investigated by any regulatory agency within the past five (5) years? If yes, discuss the outcome of the audit or investigation and any changes that were made as a result.

Litigation or proceedings. Please list all lawsuits or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the Contractor or its insurers within the past five (5) years.

Conflict of Interest. Describe in detail any potential conflicts of interest your firm may have in regards to this engagement.

Exceptions. The Proposer is expected to agree with the form of the contract and its terms and conditions (Attachment 1). However, if the Proposer has any specific exceptions, such exceptions should be set forth in a separate document included

with its response to this RFP. Yolo County Housing is under no obligation to entertain or accept any such specific exceptions. Failure to raise issues at the time of Proposal submission shall preclude the raising of such issues at a later time.

IV. Review and Selection Process

Proposals will be evaluated to determine the extent to which the firm's proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

<u>Criteria</u>	<u>Points</u>
Quality and completeness of proposal;	25
Qualifications and experience (staff, complexity of projects, etc.);	35
Cost to YCH;	20
Ability to perform the work in the time specified; and	10
Prior record of performance with other governmental agencies (PHA's).	10
TOTAL POSSIBLE POINTS	100