

## **REQUEST FOR PROPOSAL/REQUEST FOR QUALIFICATIONS (RFP/RFQ)**

### **PY 2023 Community Housing Impact & Preservation (CHIP) Program Fair Housing Program**

Pursuant to the Ohio Development Service Agency, Community Services Division, Office of Community Development, Program Policy Notice: OCD 15-02, Wyandot County is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the Fair Housing Program

#### **SCOPE OF WORK**

Wyandot County invites qualified consultants to submit Qualifications/Proposal Statements to provide a range of services related to the implementation of Wyandot County's Fair Housing Program. The expected product of the County's Fair Housing Program shall meet, at a minimum, the requirements of the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program , Community Housing Impact & Preservation (CHIP) Program as well as, the Ohio Development Service Agency, Community Services Division, Office of Community Development.

The requirements include, but are not limited to, the ability to:

- Schedule, publicize and conduct public meetings in communities benefiting from Community Housing Impact and Preservation Program funds per the requirements of HUD.
- Act as the County's point of contract for Fair Housing complaints, and undertake the necessary research, investigation and follow-up activities needed to resolve these complaints.
- Provide reports, as needed, to designated individuals or offices, detailing Fair Housing activities undertaken in and for the County.

#### **INFORMATION SOUGHT FROM APPLICANT**

At a minimum, the following information shall be submitted to the County in response to this request:

- A list of personnel employed by the applicant that will be involved in the County's Fair Housing Program.
- The qualifications and experience of those personnel.
- A synopsis of the organization's experience in conducting Fair Housing Programs.

- A list of other communities for which the organization provides (or has provided) CHIP Program administration and support, Fair Housing, and contacts within those communities.

### **REVIEW CRITERIA**

After publication of the RFP and solicitation of proposals from an adequate number of professional service providers, a qualified panel will review the proposals received against factors for award identified in the RFP. The enclosed will use the basis for evaluating the panel, nonetheless, will use a competitive range procedure to establish a ranking order of successful proposals which may lead to a determination of whether negotiations should be held with service providers that fall within the competitive range, or if the contract should be awarded to the top offer or in the range. A recommendation will then be made to the Board of Wyandot County Commissioners.

The Wyandot County Commissioners will review all proposals submitted. If negotiations are held, “best and final offers” are requested and re-scored with the best offer, as well as, most qualified offer or of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

Upon completion of successful negotiations, if necessary, or a ruling from the Wyandot County Commissioners to proceed with awarding the contract to the top offeror, a contract will be executed with the Board of Wyandot County Commissioners.

### **SUBMISSION OF PROPOSALS**

Applications will be received at the address below or via email to the Commissioners’ Clerk Treston Hall at [wycocom@co.wyandot.oh.us](mailto:wycocom@co.wyandot.oh.us) until 10:00 AM on September 14, 2023. If submitted via email, it is the responsibility of the sender/offeror to confirm “Receipt of the Proposal” by the Wyandot County Commissioners Office. If you have any questions, reach out to Treston Hall at the Commissioners’ Office via email or phone at 419-294-3836, ext 1.

Please address all correspondence to:

Wyandot County Commissioners’ Office  
109 S. Sandusky Avenue, RM 10  
Upper Sandusky, Ohio 43351

**EVALUATION CRITERIA FOR ADMINISTRATIVE SERVICES  
CONTRACT AWARD**

**SCORING INSTRUMENT**

CATEGORY	Possible Points	Awarded Points
<b>A. EXPERIENCE WITH FEDERAL COMPLIANCE</b>		
Experience with small purchase procurement procedures, professional services procurement, and competitive sealed bid procedures.	5	
Experience conducting environmental reviews.	5	
Experience with fair housing/ equal opportunity requirements.	5	
Experience with financial management	5	
Experience with acquisition	5	
Experience with contract management	5	
Experience with labor compliance laws	5	
Experience with preparation of grant files for an audit	5	
<b>Total</b>	<b>40</b>	
<b>B. PERFORMANCE</b>		
Timeliness	10	
Completing work within budget	10	
Quality of work	10	
<b>Total</b>	<b>30</b>	
<b>C. CAPACITY TO PERFORM WORK</b>		
Staff to be assigned	5	
Staff time available	5	
<b>Total</b>	<b>10</b>	
<b>D. AFFIRMATIVE ACTION</b>		
* Small business	Yes	No
* Female-owned	Yes	No
* Minority-owned	Yes	No
<b>Total</b>	<b>5</b>	
<b>E. NON-PROFIT STATUS</b>		
* Federal non-profit status		
* Prior CHIP experience		
* Expertise and staffing		
<b>Total</b>	<b>5</b>	

<b>F. COST</b>		
Up to ten (10) points may be added for the most competitive bid based on an hourly rate	10	
<b>Total</b>	<b>10</b>	

<b>TOTAL POSSIBLE POINTS</b>		
Sum of scores received for Experience, Performance, Capacity to perform, Affirmative action, Non-Profit Status and Cost	100	

*Date of Evaluation* \_\_\_\_\_