

REQUEST FOR PROPOSALS

For

HUD CERTIFIED HOUSING COUNSELING AGENCIES

**City of Olean
Department of Community Development
101 East State Street
Olean, NY 14760**

ISSUE DATE: Friday, July 14, 2017

RESPONSE DEADLINE: 4:00 p.m. on Thursday, August 3, 2017

REQUEST FOR PROPOSALS – HOUSING COUNSELING SERVICES

OVERVIEW

This Request For Proposals (RFP) is being issued by the City of Olean (Olean). The purpose of this notice is to solicit proposals from HUD Certified Counseling Agencies to deliver housing counseling/education to prospective home buyers interested in applying for funding under the Olean Homeownership Assistance Program (OHAP).

To be considered for this assignment, housing counseling agencies must meet the following criteria:

1. The organization must be a HUD certified housing counseling agency.
2. The organization must be authorized to do business in, and have an office in the State of New York.
3. The organization must have experience in conducting home buyer, and financial fitness education, as well as experience in conducting individual financial and credit counseling.
4. The organization should have knowledge of the New York State Homes & Community Renewal HOME Local Program.

Nothing in this RFP will be construed to create any legal obligation on the part of Olean or any respondents. Olean reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP in whole or in part, at any stage. In no event will Olean be liable to respondents for any costs or damages incurred in connection with the RFP or any other costs incurred in reliance on the RFP. No respondent will be entitled to repayment from Olean for any costs or expenses for fees related to this RFP. All supporting documentation submitted in response to this RFP will become property of Olean.

SCOPE OF WORK

A. Housing Counseling.

Olean is seeking housing counseling agencies to provide HUD required 8 hours of housing counseling for prospective home buyers interested in purchasing single family homes under the OHAP funded, in part, by the New York Housing Trust Fund Corporation (See Attached Program Administration Plan). Olean expects to assist 28 eligible buyers who have successfully completed 8 hours of housing counseling and anticipates said services will be needed for up to 150 individuals/households as a result of this RFP.

The HUD required Pre-Purchase Counseling must cover the following topics:

1. Financial Literacy/Money Management
 - a. Basic Banking
 - b. Debt Management
 - c. Construction of Household Budget
2. Consumer Education
3. Understanding and Repairing Credit
4. Insurance and Home Warranties
5. Homeownership Responsibilities
6. How to Negotiate the Purchase Price of a Home
7. How to Obtain Home Ownership financing and loan pre-approvals
8. Property Tax Information
9. Utility Assistance Programs
10. Information on Fair Housing
11. Other Available Community Services

A “Certificate” must be provided to each participant who completes the HUD required Pre-Purchase Counseling.

B. Reporting

- Provide monthly activity and progress reports to designated Olean staff
- Submit monthly vouchers and corresponding invoices with backup materials
- Maintain all records and files in accordance with HUD, NYS HCR and Olean’s local OHAP guidelines

EVALUATION CRITERIA AND SCORING

Organizations will be evaluated on the basis of their written responses to this RFP, additional written information as requested by CD staff, and oral interviews, if any, based on the following criteria:

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| 1. Experience in providing housing counseling services on HUD funded projects | 30% |
| 2. Qualifications of personnel | 20% |
| 3. Organization and approach | 20% |
| 4. Fees | 15% |
| 5. Location/geographic area | 15% |

REQUESTED INFORMATION

Please provide the following information:

1. A brief description of your organization, its history and main areas of business. Indicate the total number of staff and the team available to Olean.
2. A summary of the key strengths and qualifications of your organization to serve as a HUD-approved housing counseling agency.
3. A brief summary of the professional background of any individuals who would be assigned to work with Olean on the OHAP.
4. Pricing proposal. The proposed pricing should be based on a fixed fee per person/household.
5. Current documentation regarding your organization's liability insurance.
6. A copy of the program model and curriculum that will be used to conduct the HUD required eight (8) hours of Pre-Purchase Counseling.
7. Evidence that organization is currently a HUD certified counseling agency.
8. Examples of any forms participants will be required to fill out and list of any information they are expected to provide.

SELECTION PROCESS

The Selection Committee comprised of Olean Community Development staff will review qualifications in accordance with the evaluation criteria set forth herein. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract will be awarded to vendor whose proposal received the most points in accordance with criteria set forth in this RFP.

QUESTIONS

Questions that arise prior to submission of proposal must be submitted in writing by July 27, 2017 via email to: mgeorge@cityofolean.com

SUBMITTAL DUE DATE

Each respondent must submit one (1) original and two (2) copies as a response to this RFP by **4:00 p.m. on Thursday, August 3, 2017** via hard mail to:

**Olean Municipal Building
Department of Community Development
Room 209
101 East State Street
Olean, NY 14760**