

**PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**REQUEST FOR PROPOSALS
Analysis of Impediments to Fair Housing Choice
Spring 2019**

The Prince George's County Department of Housing & Community Development (DHCD) seeks to acquire the services of a qualified consultant or consulting firm to perform and utilize "best practices" for the preparation of an Analysis of Impediments to Fair Housing Choice (AI) plan for Prince George's County and the City of Bowie. DHCD invites proposals from interest parties with experience in:

1. U.S. Department of Housing & Urban Development's (HUD) guidelines for completing an AI and familiarity with the County's findings in previous AI reports;
2. Working with local governments in providing comprehensive fair housing related services and approving dispersals of Federal entitlement funds. This experience includes having an understanding of government regulations in administering the various programs and their funding sources;
3. Completing and publishing housing related research at the local and/or national level, preferably fair housing analyses;
4. County and national fair housing issues impacting upon fair housing choice in the County;
5. Established relationships with pertinent local government agencies and national organizations in order to readily access housing data and statistics;
6. Objectively reviewing, revising, analyzing, investigating, disclosing, and updating information and data relevant to housing choice; and
7. Accessing and interpreting Census data as well as objectively interpreting statistical and demographic data, which present housing access disparities.

Bidders must follow exactly, and be responsive to, ALL requirements of this RFP. It is the bidder's responsibility to provide all specified materials in the required form and format. Responses that are not in the required form and format will not be considered.

The work to be performed will support the County and the City of Bowie, as recipients of Federal entitlement funds, in their efforts to affirmatively further fair housing in all their programs, in accordance with Section 808(e)(5) of the Fair Housing Act.

The anticipated contract period will be from May 1, 2019 through October 30, 2019. Based on performance, the contract may be extended on a no-bid basis. Details pertaining to a contract extension are to be determined.

The RFP is available at the Prince George's County Department of Housing and Community Development, 9200 Basil Court, Suite 306, Largo, Maryland, 20774, by calling (301) 883-5570, or through DHCD's website at: <https://www.princegeorgescountymd.gov/1061/Public-Notices>.

Proposals in response to this RFP must be received and time stamped by DHCD no later than April 19, 2019 at 5:00 p.m. EST at the address listed below:

Prince George's County
Department of Housing & Community Development
9200 Basil Court, Suite 306
Largo, Maryland 20774
aogeorge@co.pg.md.us.

Qualifications:

1. Provide a list of clients, public or private, for whom you have provided the services described in the Scope of Work and Program Services during the last five (5) years;
2. List the number of years your organization has provided fair housing related services for any federally funded program and describe your organization's experience, if any, under a similarly structured agreement. Include within your description the name of the participating jurisdiction, or agency;
3. Describe your organizational capacity to conduct fair housing analysis and implement an action plan;
4. Identify contract services previously conducted on behalf of other municipalities, jurisdictions or government entities utilizing the services included within this RFP. Include within your identification the name of the municipality, dates of service and scope of services performed;
5. List any professional designations or licenses associated with the work being requested. For verification purposes, please include documentation of professional designation and/or a copy of the licenses and contact information of the licensing authority, including a phone number;
6. Describe your experience working, in any capacity, with federal and local program funds; and
7. Specify whether your organization has been involved in any lawsuits or other legal actions within the past five (5) years. If so, please provide adequate detail in your response.

Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, gender, religion, ethnic or national origin, disability, or familial status in admission or access to benefits in programs or activities.

By Authority of:
Estella Alexander, Acting Director
Department of Housing and Community Development
9200 Basil Court, Suite 500, Largo, Maryland 20774
Date: March 21, 2019