



CITY CLERK'S OFFICE

REQUEST FOR PROPOSALS FOR FAIR HOUSING EDUCATION AND TRAINING CONSULTANT SERVICES

INTRODUCTION:

The City of Naperville Housing Advisory Commission (HAC) is seeking a qualified fair housing organization to provide fair housing education and training to two target audiences: 1) City of Naperville municipal officials, staff and commissioners, and 2) Landlords, tenants, property managers, leasing agents and other persons involved in the sale or leasing of residential real estate in the City of Naperville.

One qualified fair housing organization will be chosen to provide fair housing education and training in the form of seminars, classes, workshops or other on-site training for the two target audiences.

BACKGROUND:

The City of Naperville is a Community Development Block Grant (CDBG) entitlement community as defined by Title I of the Housing and Community Development Act of 1974. As part of its annual application for CDBG funding, the City certifies that it will affirmatively further fair housing, including developing an Analysis of Impediments to Fair Housing Choice (AI) and taking appropriate actions to overcome the effects of any impediments identified by the analysis.

The most recent AI was completed in 2017 and accepted by City Council in May 2017. The AI includes a list of impediments identified by the report and a Fair Housing Action Plan proposing Action Items to reduce these impediments. Impediment #1 states that "Fair housing education and outreach efforts continue to be necessary to educate residents about their rights and responsibilities and to deter housing discrimination...." The AI further cited "Lack of knowledge among residents and municipal officials about what constitutes illegal discrimination under the Fair Housing Act" as evidence of the need for fair housing education and outreach. The AI proposed that the City adopt the following goal: ***Increase fair housing education and outreach opportunities available to residents; landlords, property management agents and real estate professionals; City staff, appointed boards and commissions; and City municipal leaders.***

To meet this goal, the Fair Housing Action Plan included ***Action Item 1C. Contract with a Qualified Fair Housing Enforcement Organization to conduct fair housing education and outreach workshops for residents, landlords, real estate agents, property management agents, lenders, City staff, City Council,***

and City boards and commissions. This proposal for Fair Housing Education and Training is designed to implement Action Item 1C.

A full copy of the AI can be viewed on the City's website at: [Analysis of Impediments to Fair Housing Choice - Final Report](#)

SCOPE OF SERVICES:

Vendor Responsibilities:

- The Vendor will develop an education/training format and curriculum for each of the two target audiences specified in the **Introduction** above and provide education/training sessions for each of the target audiences.
 - Target Audience #1 will consist of municipal officials, staff and commissioners. Training will be designed to achieve the following general goals:
 - 1) To develop basic understanding of fair housing laws and ordinances that impact municipal staff and officials.
 - 2) To understand and promote best practices and techniques to affirmatively further fair housing.
 - 3) To improve the enforcement of fair housing laws and ordinances and to implement best practices in all areas.
 - Target Audience #2 will consist of landlords, tenants, property managers, leasing agents and other persons involved in the sale or leasing of residential real estate. Training will be designed to achieve the following general goals:
 - 1) To develop basic understanding of fair housing laws and ordinances that impact property owners, tenants and people involved in leasing or selling residential property.
 - 2) To recognize and avoid discriminatory practices.

The Vendor will determine specific topics based on its knowledge and expertise in fair housing law. The Housing Advisory Commission and City staff will have the opportunity to provide input on topics of local interest and concern.

- The Vendor will develop and provide all training materials, including presentations, handouts and other materials. These materials will remain the property of the Vendor, with the City of Naperville having the right to provide copies of materials to City of Naperville employees **only**.
- The education/training sessions will take place separately for each of the target audiences. The number of sessions, length of sessions and scheduling of sessions will be determined by the Vendor in consultation with the HAC and City of Naperville staff. The City will provide facilities for the education/training sessions based on the agreed schedule. **All training must be completed by December 31, 2018.**
- The City of Naperville will publicize the education/training sessions for municipal officials, staff and commissioners and for landlords, tenants, property managers, leasing agents and other persons involved in the sale or leasing of residential real estate in the City of Naperville, with assistance provided, as needed, by the City of Naperville Communications staff.

SUBMITTAL REQUIREMENTS:

There will be one submittal due on **TBD at 12:00 noon.**

To be considered for this project, all Vendors must include the following information in the proposal response:

1. Introduction

A title page that includes the following information: name of organization, local address, telephone number, fax number, name and email address of contact person.

2. Project Approach

The Vendor will prepare a detailed description of their approach to the Scope of Work, describing how services will be provided. This section will confirm the Vendor's understanding of the Scope of Work and will address all the responsibilities and requirements specified. The Vendor will clearly outline the approach of the firm in meeting the responsibilities that the City has outlined, as well as the content to be provided.

3. Project Schedule

The Project Schedule should include a timeline, key benchmarks, review schedule and work products to be completed by specific dates. The Project Schedule, including completion date, should be determined by the vendor based on their capacity to complete the work by the date specified.

4. Project Team

Resumes must be provided for the Project Manager and key members of the project team, along with details of specific experience related to the Project (see #5. Project Experience). A description of each team member's experience in training, professional education and content development should be provided.

5. Project Experience

Two (2) or three (3) specific examples of recently completed projects to demonstrate that the firm possesses a thorough understanding of fair housing laws and policies, and has relevant experience in providing professional training and content development, including seminars, classes and workshops.

6. References

At least three (3) references from organizations of similar size and complexity to the City of Naperville, for which they successfully completed a similar Scope of Work.

7. Other

Samples of fair housing training materials, including presentations, handouts, workbooks, manuals, PowerPoint slides and other similar documents are highly desirable.

8. Fee Summary

A completed fee summary for this project on the form provided by the City (see attached Exhibit 1).

CRITERIA FOR REVIEW:

The City of Naperville will award this contract to the lowest and most responsive bidder. Vendor proposals will be evaluated for responsiveness based on the following criteria:

ITEM	PERCENTAGE
Demonstrated understanding of fair housing laws and policies.	30%
Project approach and demonstrated understanding of the scope of services required, including work samples provided.	30%
Qualifications and experience of the project team in conducting fair housing education and training.	30%
Reasonableness of the proposed project schedule.	10%
TOTAL	100%

Proposal evaluators may conduct discussions with any proposer who submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The proposal evaluators shall not disclose any information derived from one proposer to any other proposer.

SCHEDULE:

TBD	Proposal issued to Vendors.
TBD	Last day to ask questions. All questions must be received by 12:00 noon on TBD.
TBD	Proposals should be submitted to the City by 12:00 noon on TBD. The contents of the response are listed under <i>Submittal Requirements</i> .
TBD	Selected Vendor(s) will be notified.
TBD	Contract award.
TBD	Notice to proceed.

QUESTIONS:

Questions should be submitted in writing to Ruth Broder (broderr@naperville.il.us). To allow time for response to submitters, questions must be received no later than five business days before the due date specified (12:00 noon on TBD). Answers to questions submitted to the City by any proposer will also be provided to other proposers.

WHERE TO SUBMIT PROPOSALS:

Submit your proposal (one hard copy original and one Flash Drive in PDF Format) to:

Ruth Broder
City of Naperville
City Clerk's Office
400 S. Eagle Street
Naperville, IL 60540

Your response must be received by the date and time specified. On the outside of the sealed package containing the original, write Fair Housing Education/Training Proposal, due by TBD.

ADDITIONAL INFORMATION:

Insurance Requirement

A Certificate of Insurance and policy endorsements, naming the City of Naperville as an additional insured with an endorsement that the policy is primary and non-contributory with any valid and collectible insurance policy. Also required is a Certificate of Insurance for Workers Compensation with a Waiver of Subrogation and Professional Liability. **These endorsements are required prior to contract execution. For proposal submission, just a copy of your COI is required documenting your coverages.**

Illinois Freedom of Information Act

- 1) **Cooperation with disclosure under the Illinois Freedom of Information Act.** The Illinois Freedom of Information Act ("FOIA" or "Act") (5 ILCS 140/1, *et seq.*), provides that records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (5 working days with a possible 5 working day extension, or within such other time frame as agreed upon in writing by the requester). Upon notification from the City that it has received a FOIA request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records or part thereof, are applicable.
- 2) **Information that may be exempt from disclosure under FOIA.** The underlying principle of FOIA is that public records should be available to the public. However, there are many exemptions under FOIA which permit specific information to be withheld from disclosure for certain reasons. (See 5 ILCS 140/7 and 7.5).

If the City receives a FOIA request which calls for production of any or all of the materials you have submitted in response to the City's request for proposal, the City will consider whether any of the exemptions are applicable. To assist us in that regard please review and comply with the

following:

- a. Trade Secret/Proprietary information/(7(1)(g)). You may seek to have information submitted by it to the City withheld from disclosure to third parties *to the extent* that such information constitutes trade secrets or commercial or financial information that is proprietary, privileged or confidential, the disclosure of which would cause competitive harm to a person or business. Please clearly indicate, with specificity, any portions of your proposal that you believe fall within this exemption.
 - i. Note: Please be careful to designate *only* those sections of your submittal that you believe, in good faith, fall within this exemption. If entire documents or submittals are designated as exempt, the City may determine that you have not complied with this direction and may not respect your claim for the exemption.
- b. Security measures/7(1)(v)). You should clearly designate, with specificity, any portions of its submittal which falls within the following exemption:

Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. *Information exempt under this item may include, such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

[*Note: The examples provided above are *not* exclusive.]

- c. Maps/Locations/(7(1)(x)). You should clearly designate, with specificity, any portions of its submittal which falls within the following exemption:

Maps and other records regarding the location or security of generation, transmission, distribution, storage, gathering, or switching facilities owned by a utility, by a power generator, or by the Illinois Power Agency.

In light of this standard, please note with a **red P** in the upper right hand corner of only those pages containing information that you are seriously requesting to be considered as Confidential and Proprietary

and a **red S** in the upper right hand corner of only those pages containing information that you are seriously requesting be considered to contain Security Related information, thereby meeting the applicable exemption criteria of the Illinois Freedom of Information Act (www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2). You also must **highlight in yellow** the specific information you claim to be exempt on that page. The City will evaluate only appropriately marked pages and highlighted sections.

SUBMITTALS THAT ARE GLOBALLY MARKED CONFIDENTIAL WILL BE CONSIDERED SUBJECT TO FULL DISCLOSURE UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT WITHOUT REDACTION.