

**CITY OF PHILADELPHIA
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
REQUEST FOR PROPOSALS
MORTGAGE FORECLOSURE PREVENTION CONSULTANT**

These specifications clarify the nature of the Mortgage Foreclosure Prevention Consultant required by the Office of Housing and Community Development (OHCD or Office of Housing), City of Philadelphia. Funds for the support of these services are provided through the Community Development Block Grant program of the U.S. Department of Housing and Community Development (HUD. All work made possible through this program is subject to federal regulations issued by HUD.

SPECIFICATIONS

The Office of Housing invites the submission of proposals in order to secure a consultant to perform work to be carried out at City of Philadelphia's Office of Housing and Community Development, located at 1234 Market Street, Philadelphia, PA.

The Consultant selected by OHCD will be invited to enter into contract negotiations with OHCD for the purpose of providing services based on assignments generated by OHCD and consistent with the assignments outlined below to support the City's Residential Mortgage Foreclosure Diversion Program.

If contract negotiations are successful, the Consultant Services will be provided on an as-needed basis under a 12-month contract, to begin on or about February 1, 2009, with an option to renew on an annual basis for up to two successive one-year renewal terms, if agreed upon by both parties.

TYPES OF SERVICES TO BE PERFORMED

Consultant Services to be funded by OHCD encompass the research, planning, writing, development, design and coordination of selected components of the City's Mortgage Foreclosure Diversion Program. Following are the core responsibilities for this Consultant:

1. Outreach Coordination.
 - a. Coordinate door to door outreach to owner occupied homeowners in mortgage foreclosure.
 - b. Collecting and analyzing data from outreach teams, and preparing reports for the City of Philadelphia and other parties;
 - c. Convening meetings of outreach teams to gather feedback and provide additional training on basic outreach procedures.
2. Participate in Planning for Implementation of Evaluation Component
3. Identify Sources of Revenues, Communicate with Partners regarding Proposals, and Prepare Proposals.

4. Communicate with other governmental and non-profit entities involved in foreclosure or sub-prime issues.

Work will include, but is not limited to, the use of the following software applications: Word, Excel, PowerPoint and Access.

The Consultant may be required to participate in a variety of meetings, including:

1. Presentations before government and citizens' organizations.
2. Community meetings.
3. Public meetings.
4. News conferences, conferences and special events.

EXPERIENCE/SKILLS

The Consultant must have a working knowledge of the City of Philadelphia's housing and community development programs, particularly housing counseling services and related services.

SUPERVISION/STAFF CONTACT

The Consultant may be assigned projects by the Director of Housing, Contract Administrator, or other designated individual identified by the Office of Housing.

TIME REQUIRED

The time required for the execution of projects under this contract will vary; however the Consultant must be available to perform work at a rate of four days a week, excluding approved notice of leave.

LOCATION

The Consultant primary work location shall be at the Office of Housing, located on the 17th floor of 1234 Market St., Philadelphia. Work products are the property of the City of Philadelphia.

BILLING/COMPENSATION

The Consultant must submit monthly invoices to the Contract Administrator, Office of Housing describing the type of work performed and specifying the date and the number of hours spent on the work. **Compensation will be based on one flat hourly rate for all services.** Payment will be made through the City's Fiscal Department.

PROPOSAL REQUIREMENTS

Interested professional Consultants are required to submit the following information in response to this Request for Proposals:

1. A resume listing the Consultant's professional history and overall qualifications.
2. Description of professional experience similar to the activities described above, including specific information about the nature of the services performed. Include relevant experience in housing and community development programs and procedures.
3. A list of current clients.
4. A writing sample.

5. The following completed forms:

Appendix A: Completed Campaign Contribution Disclosure Forms (required as part of online application only)

Appendix B: Completed MBE/WBE/DBE Participation Compliance Plan

6. Consultants may be required to demonstrate their expertise during an interview.

7. **One flat billing rate per hour** for all services performed under this contract.

PROPOSAL SUBMISSION

You must apply online by 5 p.m. on Wednesday, January 21, 2009, in order to be eligible for award of this posted non-competitively bid contract opportunity. Proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority-owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

You can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

If you have questions concerning this Request for Proposals, contact Laura Taylor, Contract Administrator at 215-686-9721 or laura.taylor@phila.gov.

SELECTON CRITERIA

Selection of a professional consultant by OHCD will be based on:

1. The extent to which the Consultant's overall experience and qualifications demonstrate the ability to perform the contract activities listed above.
2. Capacity of Applicant to Comply with the time and work commitments detailed herein.
3. The reasonableness of the hourly billing rate.
4. Quality of writing sample.

The City reserves the right to reject any and all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this notice of contract opportunity, extend the time period for responding to this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing another notice of contract opportunity.

PARTICIPATION OF MBE/WBE/DSBE BUSINESS ENTERPRISES

While there are no projected ranges for Minority, Women, and Disabled Business Enterprises (M/W/DSBE) participation, vendors are prohibited from discriminating against M/W/DSBE firms in the performance of this contract. If a vendor is going to utilize a City of Philadelphia, Office of Economic Opportunity (OEO) certified firm, then please use the OEO Solicitation for Participation and Commitment Form (S & C) enclosed (Appendix B).

If applicants themselves are either a certified M/W/DSBE firm, or a M/W/DSBE firm but not certified by the City, this information should be included in the narrative of the proposal.

The document, OEO's Instruction, Forms and Contract Provisions for Participation of Minority, Women and Disabled Business Enterprises, is attached for informational purposes.

12/08