

**Request for Proposals (RFP)
Affirmatively Furthering Fair Housing
Assessment of Fair Housing (AFH)
Issued by the City of Evansville, IN
Department of Metropolitan Development**

The City of Evansville’s Department of Metropolitan Development (DMD), on behalf of the Board of Public Works is seeking proposals from community planning and consulting firms for the development a Five-year Assessment of Fair Housing to Affirmatively Further Fair Housing (2025-2029) (formerly, Analysis of Impediments).

Ideal Vendors must demonstrate one or more of the following: Experience with extracting, analyzing, and interpreting housing and household data from the United States Census Bureau and other public sources; Experience developing strategic plans on impediments to fair and/or affordable housing for protected classes, Housing and/or Community Needs Assessments, or similar qualitative and quantitative research projects relating to fair housing accessibility; Analyzing and interpreting federal, state, and local regulations, policies, practices regarding the availability and accessibility of housing; Experience surveying community members and stakeholders to collect input on fair housing issues, prioritizing those issues, and establishing corresponding goals.

The entire proposal package is available online at www.evansvillegov.org/bidding and at the Department of Metropolitan Development, Room 306 of the Civic Center Complex, 1 NW Martin Luther King, Jr. Blvd., Evansville, IN 47708.

Individuals or firms interested in the project must submit one (1) original and one electronic copy of the entire submission in PDF format on a USB flash drive in a sealed envelope or box clearly labeled “**Assessment of Fair Housing RFP**” no later than **3:00 pm CST on Wednesday, June 12, 2024**, to:

**Haley Hale
Community Development Coordinator
Department of Metropolitan Development
306 Civic Center Complex
1 N.W. Martin Luther King, Jr. Blvd.
Evansville, IN 47708-186G**

Contact:
Kory Kempf, Community Development Specialist
City of Evansville Department of Metropolitan Development
(812) 436-7815 | KKempf@evansville.in.gov

Dated this 29th day of May 2024



City of Evansville
Stephanie Terry, Mayor
Department of Metropolitan Development
Civic Center Complex, Room 306
1 NW Martin Luther King Jr. Blvd
Evansville, IN 47708

REQUEST FOR PROPOSALS
RFP-657-002-24
Affirmatively Furthering Fair Housing
Assessment of Fair Housing
Five-Year Plan
(2025 – 2029)

SUBMISSION DEADLINE:

Wednesday, June 12, 2024, 3:00pm CST

PROJECT CONTACT:

Kory Kempf
Community Development Specialist
City of Evansville Department of Metropolitan Development
Office: (812) 436-7815
Email: KKempf@evansville.in.gov

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Introduction

The City of Evansville’s (“City”) Board of Public Works (“Board”), by and through its Department of Metropolitan Development (“DMD”), is requesting proposals from interested parties for the completion of an Assessment of Fair Housing (“AFH”) as outlined in the Department of Housing and Urban Development’s 2015 Final Rule, entitled “Affirmatively Furthering Fair Housing” (“AFFH”). The purpose of the AFH is to identify fair housing issues facing the City of Evansville and to identify a five-year strategy with annual goals to address those fair housing issues.

The City will select one (1) qualified consultant or firm to deliver all components of the HUD-required AFH. Therefore, the City is soliciting and accepting proposals from qualified, licensed (if applicable), and insured consultants or firms, demonstrating their qualifications, past performances, and interest for this assessment, which would include community outreach and successful completion and on time submissions of the AFFH report to HUD (to be published by HUD in the future).

The target start date and term for the proposed services is September 2024 through February 2025, this term is subject to negotiation of a final agreement. In any case, the AFH must be submitted to HUD prior to their due date.

All proposals submitted in response to this solicitation must conform to all the required specifications outlined within this document and any designated attachments in its entirety.

This Assessment of Fair Housing will be partly funded by Community Development Block Grant (“CDBG”) funds and HOME Investment Partnerships Program (“HOME”) funds and is thus subject to certain federal requirements including the Uniform Administrative Requirements and SAM.gov registration, as outlined in more detail below.

What is Affirmatively Furthering Fair Housing?

Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act, requires HUD and recipients of federal funds from HUD to affirmatively further the policies and purposes of the Fair Housing Act, known also as Affirmatively Furthering Fair Housing (“AFFH”). The obligation to affirmatively further fair housing requires recipients of HUD funds to take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics, which are Race, Color, National Origin, Religion, Sex (including gender identity and sexual orientation), Familial Status, and Disability.

Generally, in administering programs and activities relating to housing and community development, the federal government, HUD, and its recipients must:

- Determine who lacks access to opportunity and address any inequity among protected class groups
- Promote integration and reduce segregation
- Transform racially or ethnically concentrated areas of poverty into areas of opportunity

What is an Assessment of Fair Housing?

HUD's AFFH Final Rule requires program participants to incorporate the policies underlying the Fair Housing Act into their planning processes. Previous strategies to ensure compliance required program participants to complete an Analysis of Impediments to Fair Housing (AI). The Assessment of Fair Housing ("AFH"), set forth in 2015, replaces the AI with a more effective and standardized assessment. The AFH is an analysis of fair housing issues in a program participant's jurisdiction and region that results in goals that the program participant sets forth to achieve over the program participant's coming planning cycle.

In the AFH, program participants identify and evaluate fair housing issues and factors contributing to fair housing issues. The AFH is an assessment of historical and existing fair housing conditions, focusing specifically on:

1. Patterns of integration and segregation
2. Racially and ethnically concentrated areas of poverty
3. Disparities in access to opportunity (proficient schools, jobs, public transportation, clean air, low exposure to poverty, high labor market engagement)
4. Disproportionate housing needs

The Assessment of Fair Housing is conducted using an Assessment Tool (which is available through a web-based User Interface), HUD provided data, local data, and local knowledge, including the views and recommendations of members of the community and other interested parties.

"The AFH is intended to help guide public sector housing and community development planning and investment decisions in being better informed about fair housing concerns and consequently help program participants to be better positioned to fulfill their obligation to affirmatively further fair housing."

The purpose of the Assessment of Fair Housing is to help program participants undertake fair housing planning in ways that lead to meaningful actions that overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination.

Submission Requirements

This RFP is issued to establish a contract to supply the City of Evansville with a commodity or service in accordance with accompanying specifications. The execution hereof by the respondent is acceptance of all terms and conditions herein and in that regard, the respondent agrees to be bound to the amount(s) referenced in the proposals for a period of ninety (90) days.

Consultants cannot be members of the development teams, nor have a financial interest in the development aside from compensation for the AFFH AFH services.

Required Documents

One (1) original hard copy and a USB flash drive containing all the required documents outlined in this RFP.

At minimum, the following must be submitted in your proposals:

1. Title Sheet

- Must provide the name of the lead consultant and name(s) of the subconsultant(s) with the name of the primary contact clearly identified.

2. Signed Proposals Checklist

- Attached to the end of the RFP is the proposals checklist along with a statement to be signed by the person preparing the RFP.

3. Cover Letter

- 1–2-page cover letter on your letterhead describing the composition of the responding firm or individual and the key personnel involved. Identify role(s) as principal, consultant, general partner, designer, etc. Clearly identify the primary contact person(s) for this project as well as their title and contact information.

4. Qualifications and Experience

- A statement of relevant proposals for your organization, including an organization chart, a statement of the size of the firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this.
- How many employees (full-time and part-time) do you plan to assign to this project if your firm is selected? Please list the professional proposals for each individual that would be assigned to this project, including any applicable degrees, training, and/or certifications and licensing. You may also submit a resume or CV in lieu of this.
- Provide at least two (2) examples of similar projects completed within the last five (5) years which are most relevant to this project. Higher considerations will be made for other HUD-required projects pertaining to affordable housing

issues.

5. Project Approach

- A description of how your firm will meet the scope of services described in this RFP. Relevant considerations include the quality and feasibility of your approach to meeting the needs of the project, the way you plan to provide adequate staffing, and equipment or resources provided by or available to you.

6. Project Timeline and Budget

- Provide a project timeline. Bear in mind that this project would need to be completed and delivered to the City by **February 2025**.
- Provide an itemized budget and a detailed explanation of all costs associated with your providing the requested services if you are selected. Itemize and provide a proposal of all costs, including the required community participation process described in the Scope of Work.
- If travel is required, please outline how travel expenses are to be calculated.

7. List of Minority and Women Business Enterprise Utilization

- If your firm is certified with the State of Indiana or any other state, please include certification documentation. The City of Evansville formally adopted a Minority and Women Business Utilization Plan illustrating a commitment to achieving significant utilization of Minority and Women Business Enterprises (M/WBE) in the community's purchasing efforts. Goals have been established to provide an atmosphere of equal opportunity for all vendors and to prohibit discrimination in all aspects of public operations including the purchasing of products, services, and public works contracts. (See City of Evansville Municipal Code 3.90.110-180)

8. E-Verify and Indiana Legal Employment Declaration

- E-Verify – Pursuant to Indiana Code 22-5-1.7-11(b)(2), the contractor is required to submit proof from the E-Verify Program that it is currently enrolled and participating in the program. An example of confirmation is the confirmation email received from E-Verify upon successful enrollment.

9. Cost of RFP preparation and submission

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

Submission Information

Request for Proposals (RFP) Due Date:

Wednesday, June 12, 2024, by 3:00pm CST

Submissions

Vendors must deliver one (1) hard copy, and one (1) electronic copy containing all proposal documents in PDF format on a USB flash drive in a sealed envelope or box clearly labeled "Assessment of Fair Housing RFP" to:

Haley Hale
Department of Metropolitan Development
306 Civic Center Complex
1 N.W. Martin Luther King, Jr. Blvd.
Evansville, IN 47708-1869

Please ensure that digital files are virus free prior to submission

Selection Criteria and Proposal Scoring

A selection committee composed of staff members of the City of Evansville and Department of Metropolitan Development will score submissions based on the following weighted criteria, in priority order:

1. [25%] Firm experience and capabilities with similar projects pertaining to affordable housing issues
2. [25%] Proposed personnel and their individual qualifications
3. [20%] Proposed approach
4. [10%] Proposed cost
5. [10%] Proposed timeline
6. [10%] Completeness of proposal materials

Highest possible score: 100%

The selection committee may choose to interview several of the top ranked individuals/firms and reserves the right not to accept any of the submissions. Once selected, the City of Evansville's DMD will seek to negotiate a contract, detailed scope of work, deliverables, fee, schedule, etc. with the preferred consultant. If unable to reach agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. If selected for interview, you will be contacted at least one week before the interview date.

It is DMD's goal to evaluate proposals and provide written notification of the results within 45 days of receipt of proposals.

The City will not reimburse any firm or individual for any costs associated with the submittal of proposals or in the negotiation of a final agreement for the work being considered. The successful consultant will be required to enter into an agreement for this project and procure and maintain, at its own expense, insurance coverage as described elsewhere in this RFP.

The City and its agents reserve the right to award the contract in any manner deemed in the best interest of the City and its citizens

Schedule

- May 29, 2024: RFP is released
- June 12, 2024: Proposals must be submitted to DMD
- June 13 – July 12, 2024: Initial evaluation of proposals
- Mid-July 2024: Consultant(s) notified for interviews
- Mid- to late-July 2024: Interviews and final selection of consultant
- Early-August 2024: Scope of Services and Engagement Documents approved and signed
- August-September 2024: Estimated time when work begins on the AFH by the contractor
- March 1, 2025: Assessment of Fair Housing is delivered to DMD

***ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE**

Project Description

Scope of Work

The Consultant shall provide a written assessment or document (“Deliverable”) which will enable the City to accomplish certain goals to achieve and comply with HUD’s Assessment of Fair Housing, more particularly described below.

In 2015, HUD established the Affirmatively Furthering Fair Housing program which, among other things, modified the previously named “Analysis of Impediments” (“AI”) and changed the name to the “Assessment of Fair Housing” (“AFH”). The AFH process is designed to assist program participants in more effectively carrying out the obligation to affirmatively further fair housing by providing a method for them to identify fair housing issues facing the jurisdiction and region, identify and prioritize factors that have significantly contributed to these issues, and set fair housing goals and priorities that will inform the strategies and actions contained in program participants’ future plans.

The AFH must be informed by meaningful community participation and must give reasonable opportunities for public involvement in the development of the AFH.

Contents Overview – 24 CFR § 5.154(d)

1. Summary of fair housing issues and capacity
2. Analysis of data
3. Identification of integration and segregation patterns based on protected classes
4. Identification of racially or ethnically concentrated areas of poverty
5. Strategies and actions
6. Summary of community participation
7. Review of progress achieved since submission of prior AFH.

Details on these requirements can be found here:

<https://www.federalregister.gov/d/2015-17032/p-972>

Minimum Requirements of the Deliverable

The Assessment of Fair Housing is designed to identify fair housing issues, determine the factors that significantly contribute to identified issues, and develop a plan to overcome them. **The AFH must include, at a minimum, the following elements:**

- A. An analysis of data and other information, in which the following fair housing issues will be assessed:

- a. Integration and segregation patterns and trends based on race, color, religion, sex, familial status, national origin, and disability in the jurisdiction and region
 - b. Racially or ethnically concentrated areas of poverty (R/ECAPS) in the jurisdiction and region
 - c. Significant disparities in access to opportunity for any protected class in the jurisdiction and region
 - d. Disproportionate housing needs for any protected class within the jurisdiction and region
- B. The AFH will also discuss fair housing issues related to publicly supported housing, disability and access, and fair housing enforcement, outreach capacity, and resources.
- C. An identification of significant contributing factors for segregation, R/ECAPs, disparities in access to opportunity, and disproportionate housing needs, including the significant contributing factors that are related to publicly supported housing, disability and access issues, and fair housing enforcement, outreach capacity, and resources.
- D. A prioritization of the contributing factors identified for each fair housing issue and a justification for the prioritization.
- a. In prioritizing such factors, program participants shall give highest priority to those factors that limit or deny fair housing choice of access to opportunity, or negatively impact fair housing or civil rights compliance.
- E. An identification of the fair housing goals that each program participant will use to overcome the effects of the prioritized contributing factors and related fair housing issues, including a description of how the goals relate to overcoming the contributing factor(s) and related fair housing issue(s).
- a. Each goal will also include an identification of the metrics and milestones for determining what fair housing results will be achieved and the timeframes for achieving them.
- F. The AFH must be a five-year assessment (2025-2029)

Community Participation – 24 CFR § 5.158

The AFFH 2015 Final Rule requires community participation, consultation, and coordination. For the purpose of the rule, “Community Participation” means a solicitation of views and recommendations from members of the community and other interested parties, a consideration of the views and recommendations received, and a process for incorporating such views and recommendations into decisions and outcomes.

Policies and procedures on Community Participation are described in 24 CFR § 91.105, 91.115, and 91.401 (<https://www.federalregister.gov/d/2015-17032/p-998>)

The Final Rule requires providing the public with reasonable opportunities for involvement in the development of the AFH by employing communications means designed to reach the broadest audience.

The community participation process must include residents and other interested members of the public. The community participation process must be conducted in a manner sufficient to satisfy the notice and comment period requirements in 24 CFR Part 903.

To reach the broadest audience possible, meeting notices should be placed in various media outlets and, if applicable, in a variety of languages. This may be met by publishing a summary of each document in one or more newspapers of general circulation (Courier C Press), and by making copies of each document available on the internet, on the City's official government website, and at libraries, government offices, and public places.

There should be consideration of the location of the event and the time of day of the event to allow for maximum participation. **At a minimum, the following requirements must be met:**

- Make data to be included in the AFH available to residents, public agencies, and other interested parties
- Publish the proposed AFH in a manner that affords residents and others the opportunity to examine its content and submit comments
- Provide for at least one public hearing during the development of the AFH
- Provide a period of at least 30 days to receive comments from residents of the community

Documentation of Community Participation

Documentation of the community participation process, including the effectiveness of outreach efforts and comments received, is required as part of the 2015 Final Rule.

- A description of the community participation process efforts made to broaden community participation in the development of the AFH.
 - This should include a description of outreach activities, the dates of public hearings or meetings, media outlets used to reach typically underrepresented populations, and an explanation of how these efforts were designed to reach the broadest audience possible
- A list of organizations consulted during the community participation process
- A description of the success of eliciting meaningful community participation and reasons for low participation

- A summary of the comments, views, and recommendations (received in writing or orally at public hearings) during the community participation process, including a summary of any comments, views, and recommendations not accepted and the reasons for non-acceptance

More information can be found at the following links:

<https://www.federalregister.gov/d/2015-17032/p-997>

<https://www.ecfr.gov/current/title-24/part-91/subpart-B>

Resources

- **The Assessment Tool**
 - Contains the prompts, questions, and instructions that will be responded to in the AFH. The Assessment Tool instructions specify which HUD-provided maps and tables must be used in answering each question.
- **User Interface**
 - The Assessment Tool will be accessed through this web-based portal. This will assist in completing each step of the AFH and in locating appropriate instructions and the HUD-provided maps and tables to be used for each question.
- **AFFH Data and Mapping Tool**
 - HUD provides data through maps and tables that will be available in the User Interface and the AFFH Data and Mapping Tool.
 - The AFFH Data Tool has two (2) accompanying resources:
 - *User Manual*
 - Provides instructions on how to navigate within and among the maps and tables included in the Assessment Tool
 - *Data Documentation*
 - Provides explanations for the data
- **Local Data**
 - Metrics, statistics, and other quantified information that are relevant to the geographic areas of analysis that can be found through a reasonable amount of search and are readily available at little or no cost
- **Local Knowledge**
 - Information to be provided by the program participant that is known or becomes known to the program participant and is related to the geographic areas of analysis
- **HUD-provided Guidance**
 - Includes the Affirmatively Furthering Fair Housing Guidebook, additional existing or future guidance, technical assistance, and other HUD-provided training and resources.

Deliverables

The consultant will be required to deliver a variety of plan products at various stages of the project. Examples of final plan deliverables can include, but are not limited to:

- A. A web-based version of the final AFH;
- B. One (1) digital file of the Plan draft with all the inserts for review;
- C. One (1) digital file of the final AFH.

A full list of deliverables will be discussed before a contract is executed.

Attachments and References

Affirmatively Furthering Fair Housing 2015 Final Rule

<https://www.federalregister.gov/documents/2015/07/16/2015-17032/affirmatively-furthering-fair-housing>

Affirmatively Furthering Fair Housing 2015 Rule Guidebook

<https://www.nhlp.org/wp-content/uploads/HUD-AFFH-Rule-Guidebook-Dec.-2015.pdf>

AFFH 2015 Final Rule Fact Sheet

https://www.hud.gov/sites/dfiles/FHEO/documents/10_6_21_AFFH_IFR_Fact_Sheet.pdf

AFFH Assessment Tool

<https://www.hud.gov/sites/dfiles/FHEO/documents/Assessment-of-Fair-Housing-Tool-For-Local-Governments-2017-01.pdf>

User Interface

https://hudapps.hud.gov/HUD_Systems/

User Interface Quick Guide

<https://www.hud.gov/sites/documents/HUDAFHQUICKGUIDE.PDF>

AFFH Data G Mapping Tool (AFFH-T)

<https://egis.hud.gov/affht/>

Fair Housing Planning Toolkit

https://www.hud.gov/program_offices/fair_housing_equal_opp/fhp_toolkit

More AFFH Information and Links

<https://www.hud.gov/AFFH>

City of Evansville Previous AFH/Analysis of Impediments

https://www.evansvillegov.org/egov/documents/1590676484_87114.pdf

Rights, Responsibilities, and Requirements

Right of Refusal

The City reserves the right to reject any and all RFPs in their entirety. Furthermore, the Board/City reserves the right to hold the proposal of the three (3) lowest Vendors for a period of sixty (60) calendar days from and after the time of the opening. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

Presentation

Vendors may be required to make presentations and/or provide written clarifications of their responses at the request of the DMD staff.

Right to Terminate

The City reserves the right to terminate a contract awarded pursuant to this RFP at any time upon thirty (30) business days' written notice to the winning respondent(s).

Adversarial Parties

Any party responding to a bid, Request for Proposal, or quote for any contract with the City of Evansville shall be required to disclose any current adversarial litigation, contract dispute, or other adversarial proceeding against the City of Evansville.

Any such disclosure of current adversarial litigation, contract dispute or other adversarial proceeding against the City of Evansville shall be considered a factor in determining the qualification, responsiveness, and responsibility of such party in responding to a bid, quote, or Request for Proposal; and the matter shall be referred to the City and County Law Department for investigation and recommendation to the Board prior to the award of any contract.

The Board shall consider the report and recommendation of the City Law Department in determining the qualifications, responsiveness, and responsibility of each such party in awarding any contract.

Choice of Law

Any and all actions or proceedings arising out of, or related to, this RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Indiana. Submission of this proposal by Vendor constitutes consent and stipulation to jurisdiction and venue in the Circuit Court of Vanderburgh County, Indiana, concerning all litigation and proceedings arising out of or related to this RFP and any resulting contract.

Public Disclosure

Let it be known that submitted proposals and attached contents may be entered into the City's public record and made available at the request of anyone who may request such information, pursuant to the Access to Public Records Act (APRA) Indiana Code § 5-14-3

Responsibility to Cooperate

The City has the responsibility to make all reasonable efforts to cooperate with the successful respondent. The City will provide the successful respondent with access to non-privileged and/or non-confidential data necessary for the successful respondent to carry out their responsibilities under this RPF and resulting contract.

Rights, Responsibilities, and Requirements of the Respondent

Right to Confidentiality

Materials contained in submissions responsive to this request are subject to the Indiana Public Records Act, IC 5-14-3 et. seq., and may be subject to disclosure following the conclusion of the period of time during which the selection is being deliberated. As a general rule, all documents received by the City are considered public records and will be made available for public inspection and copying upon request. Respondents who seek to protect from disclosure any portion of their response are requested to submit in two distinct parts, only one of which may contain material that is protected from disclosure and thus considered confidential. Any such confidential submission will be subject to evaluation under the Public Records Act and all such information must be clearly marked "**CONFIDENTIAL**" and must specify which statutory exception provision applies. Overly burdensome claims for exemptions from public access may cause the DMD to reject the submission.

Licensing and Insurance Requirements

The selected contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, applicable insurance coverages during the term of the contract. Satisfactory proof of the required insurance shall be furnished to the City by the selected contractor. The certificates of insurance shall show the name and address of the company, expiration date(s), and the policy number(s). The City reserves the right to require complete, certified copies of all required insurance policies at any time. In the absence of state and/or local regulations, the amounts of coverage shall be as follows:

- General Aggregate: No less than \$1,000,000
- Products C Completed Operations Aggregate: No less than \$1,000,000
- Professional Liability: No less than \$1,000,000
- Personal C Advertising Injury: No less than \$1,000,000
- Each Occurrence: No less than \$1,000,000
- Fire Damage (Any one fire): No less than \$50,000
- Medical Expense (Any one person): No less than \$5,000
- Umbrella Liability (Any one occurrence): No less than \$1,000,000 applying to all bodily injury, personal injury, property damage, and errors or omissions.

Workers' Compensation – Contractor shall maintain in the amounts required under state law. Proof of insurance shall be maintained up to date, and failure to maintain adequate coverage and proof shall be deemed sufficient reason for cancellation of any agreement. All insurance shall provide that the policy shall not be cancelled, terminated, or modified unless thirty (30) days prior to such cancellation, termination, or modification written

notice is provided to the City. No policy shall be modified, terminated, or canceled by the selected contractor without prior written approval of the City.

State Business License – if such a license is required in the state in which the respondent will be carrying out the services described in this RFP.

Registration as a Business Entity – provide proof of registration via a letter of registration with your state’s Secretary of State or issuing office.

Submission Responsibilities

It shall be the responsibility of the respondent to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the City. By virtue of completing, signing, and submitting the completed documents, the respondent is stating his/her agreement to comply with all conditions and requirements set forth within those documents.

SAM.gov Requirement

This Assessment of Fair Housing project may be paid for using federal funds, such as from the HOME Investment Partnerships Program (“HOME”) and/or Community Development Block Grant (“CDBG”). A SAM registration is required for any entity to bid on and get paid for federal contracts or contracts being paid for with federal funds. These include for-profit businesses, nonprofit organizations, government contractors, government subcontractors, state governments, and local municipalities. The SAM registration is valid for one (1) year from the date the registration is completed and must be renewed before sixty (60) days of expiration to avoid potential penalties.

E-Verify Program Participation Requirement

Pursuant to Indiana Code 22-5-1.7, the winning respondent (“Contractor”) shall enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify Program. The Contractor is required to provide proof to the City of enrollment in said Program.

E-Verify Program

The E-Verify Program is an electronic verification of work authorization of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.403(a), as amended, operated by the United States Department of Homeland Security.

Compliance

Pursuant to Indiana Code 22-5-1.7, the winning respondent (“Contractor”) shall enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify Program. The Contractor is not required to verify the work eligibility status of all newly hired employees through the E-Verify Program if said Program no longer exists.

Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that the Contractor or its subcontractor(s) subsequently learns is an unauthorized alien. If the Contractor violates Section 16.23, the City shall require the Contractor to remedy this violation no later than thirty (30) days after the City notifies the Contractor of the violation. If the Contractor has not remedied the violation after thirty (30) days, the City may terminate the contract for breach of contract, unless the City determines that such termination would be detrimental to the public interest or to public property; in which case the City may allow the contract to remain in effect until the City procures a new contractor. If the City terminates the contract, the Contractor shall, in addition to any other contractual remedies, be liable to the City for any actual damages.

There is a rebuttal presumption that the Contractor did not knowingly employ an unauthorized alien if the Contractor verified the work eligibility status of the employee through the E-Verify Program.

Subcontractors

Contractor shall, prior to performing any work, require each subcontractor to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the E-Verify Program. The Contractor shall maintain on file a certification from each subcontractor throughout the duration of the project. If the Contractor determines that a subcontractor is in violation of this Section 16.23, the Contractor may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by the Contractor or the subcontractor.

Pursuant to Indiana Code 22-5-1.7-11(b)(2), the Contractor shall provide proof to the City of enrollment and participation in the E-Verify program. An example of proof of enrollment is the confirmation email received from E-Verify upon enrollment of the E-Verify Program.

Additional Federal Requirements

- **Equal Employment Opportunity** – Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60)
- **Copeland “Anti-Kickback” Act** – 18 U.S.C. 874 and 40 U.S.C. 276c and as supplemented by Department of Labor regulations (29 CFR Part 3)
- **Davis-Bacon Act** – as amended 40 U.S.C. 276a to a-7 and as supplemented by Department of Labor regulations (29 CFR Part 5)
- **Contract Work Hours and Safety Standards Act** – 40 U.S.C. 327 through 333 and as supplemented by Department of Labor regulations (29 CFR Part 5)
 - **Rights to Inventions Made Under a Contract or Agreement** – 37 CFR Part 401
 - **Rights to Data and Copyrights** – 48 CFR Part 27.4
- **Clean Air Act and the Federal Water Pollution Control Act** – 42 U.S.C. 7401 and 33 U.S.C. 1251
 - **Byrd Anti-Lobbying Amendment** – 31 U.S.C. 1352
- **Debarment and Suspension** – E.O.s 12549 and 12689 as set forth by 24 CFR Part 24
 - **Drug-Free Workplace Act of 1988** – 42 U.S.C. 701 and 24 CFR Part 25, Subpart F
 - **Federal Employee Benefit Claus**

Proposals Checklist

Unless otherwise specified, the items listed below must be completed and included in the qualifications submission. Please complete this form by marking a "X" where provided to verify that the referenced information or documentation has been included.

- Title Sheet
- Signed Proposal Checklist (*this form*)
- Cover Letter
- Statement of Relevant Qualifications
 - Assigned Employee(s) Qualifications
 - Two (2) Examples of Similar Projects
- Project Approach
- Project Timeline
- Project Budget
- E-Verify and Indiana Legal Employment Declaration
- List of Minority and Women Business Enterprise Utilization (*if applicable*)
- Additional Documentation (*if applicable*)

Respondent's Statement

The undersigned respondent hereby agrees that by completing and submitting this form and all other documents within this qualifications submission, he/she is certifying that all information provided herein is, to the best of his/her knowledge, true, accurate, and complete, and that the undersigned is authorized to submit this RFP on behalf of the firm in which he/she is representing. The undersigned acknowledges that if the City of Evansville discovers that any information entered herein to be false, such shall entitle the City to not consider or make award to or to cancel any award with the undersigned party.

Further, the undersigned agrees to abide by all terms and conditions pertaining to this RFP as issued by the City. Pursuant to all RFP documents, this form and all completed attachments, the undersigned proposed to supply the City of Evansville with the services described herein for the total amount of \$_____.

(total \$ dollar amount of bid)

Signature

Date

Printed Name

Title

Company

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contract, the Vendor agrees as follows:

1. The Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or disability. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.
2. The Vendor agrees that all services, facilities, activities, and programs provided as part of this contract will meet the requirements of the Americans with Disabilities Act and the rules and regulations promulgated there under.
3. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Vendor's commitments under the Equal Employment Opportunity Section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Vendor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further City contracts.

_____	_____
Vendor Representative (please print)	Signed
_____	_____
Vendor Name Telephone	
_____	_____
Vendor Address Date	

INDIANA LEGAL EMPLOYMENT DECLARATION

(Signed form must be submitted with Proposal)

The State of Indiana has enacted a law (I.C. 22-5-1.7-11) requiring all state agencies and political subdivisions request verification from their Vendors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Vendors doing business with the City of Evansville must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the Vendor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Vendor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20__.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

PLEASE SEE <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY.

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NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) ss:
 _____ COUNTY)

The undersigned Vendor or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Vendor, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

Vendor further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of such sale.

Vendor (Firm)

Signature of Vendor or Agent

Subscribed and sworn to before me this _____ day of _____, 20____

My Commission Expires: _____

County of Residence: _____

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned Vendor upon delivery the price quoted for the materials/equipment stipulated in said bid.

Contracting Authority Members: _____ Date: _____

CONFLICT OF INTEREST / FAMILIAL DISCLOSURE FORM

Project: _____

ALL Vendors must complete this Conflict-of-Interest Familial Disclosure Form and must attach the completed form to the proposal.

I affirm that no principal, representative, agent, employee, Vendor or potential subcontractors, or other acting on behalf of or legally capable of acting on the behalf of the Vendor (a "Vendor Party"), is currently an employee of the City of Evansville ("City"), any City department or a member of any City Board or Council; nor will any such person connected to the Vendor be privy to any City information which may constitute a conflict of interest; or, if such a conflict or relationship does exist, I have disclosed the nature of the relationship or conflict below.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between a Vendor Party and any employee or member of any City Department or board.

As the Vendor, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a Vendor, but aids in identifying conflicts of interests which must be addressed pursuant to I.C. 35-44.1-1 et al. Further, the City will ensure that any individuals identified with a potential conflict will not be allowed to participate in the scoring or evaluation of the proposal packages, to ensure the integrity of the process.

The following is a list of individuals who may pose a potential conflict of interest as described above Please provide the name, relationship with the City and the nature of the potential conflict, or if applicable: "NONE":

Signature(s): _____

Title: _____

Vendor/Bidder: _____

STATE OF _____)

) SS:

COUNTY OF _____)

BEFORE ME, a Notary Public in and for said County and State, personally appeared _____, of _____, who having been duly sworn, acknowledged and affirmed that they did sign said instrument as such officer or authorized agent for and on behalf of _____, and by authority granted by such entity, that the same is their free act and deed and the free act and deed of said entity.

WITNESS my hand and notarial seal this ____ day of _____, 20____.

My commission expires:

Notary Public

My County of residence is: _____

County, State of

Name of Notary Public

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**RFP-657-002-24: Affirmatively Further Fair Housing Assesemt for Fair Housing
EVALUATION FORM**

EVALUATION FORM					
Evaluator Name and Title:					
EVALUATION FORM	Points Possible	Respondent(s)			
Vendor:					
1. Experience and Qualifications (50%)					
a. Vendor Capabilities	10.00				
b. Experience with Similar Projects	15.00				
c. Staffing Capabilities	25.00				
TOTAL:	50.00	0.00	0.00	0.00	0.00
2. PROPOSAL (40%)					
a. Price Proposal	10.00				
b. Proposed Timeline	10.00				
c. Proposed Approach	20.00				
TOTAL:	40.00	0.00	0.00	0.00	0.00
3. Other (10%)					
a. All required documents included	5.00				
b. Thumb Drive w/ ALL proposal documents	5.00				
TOTAL:	10.00	0.00	0.00	0.00	0.00
Total - All Evaluation Points	100.00	0.00	0.00	0.00	0.00