

**CITY OF DETROIT, OFFICE OF CONTRACTING AND PROCUREMENT
ISSUES RFP#51097
ON BEHALF OF THE HOUSING AND REVITALIZATION DEPARTMENT
SEEKS PROGRAM ADMINISTRATOR SERVICES FOR THE HOME INVESTOR COMPLIANCE MONITORING PROGRAM**

The City of Detroit Housing and Revitalization Department (H&RD) seeks qualified firms to serve as the Program Administrator to render certain technical and/or professional services for the HOME Investor Compliance Monitoring Program. Assisted with CDBG, NSP, and HOME Funds. U. S. Housing and Urban Development HUD), Fair Housing and Equal Opportunity (FHEO), Section 3 compliance applies to these covered funds.

Services performed by the Program Administrator include conducting reviews and performing scheduled on-site inspections of HOME-assisted and NSP-assisted rental housing to determine compliance with household housing costs, household income guidelines, and Section 8 existing housing program Housing Quality Standards (HQS) during the period of affordability specified in the HOME Loan Closing documents.

H&RD seeks sealed competitive proposals from qualified firms. Firms must provide evidence of qualifications including extensive experience working with a municipality, 5-7 years' experience working with HOME Investor Compliance Monitoring, and 5-7 years' experience working with HOME and NSP funded programs.

Suppliers must register (free) with Bid Sync to submit proposals at www.bidsync.com/the-city-of-detroit/

RFP questions posted in Bid Sync may be answered and posted on a rolling basis in Bid Sync, until the Questions Due Date and Time, 4:00 p.m., Thursday, May 12, 2016. Pre-Submission Tele-Conference takes place at 2 p.m., Monday, May 16, 2016.

RFP#51097 can be accessed on the City of Detroit official website and www.bidsync.com. RFP#51097 PROPOSAL SUBMISSIONS must be received via www.bidsync.com before or on 1:00 p.m., Friday, May 27, 2016. In-Person or late submissions will not be accepted by the Office of Contracting and Procurement. Public Recording of submitted proposals takes place at 1:30 p.m., Friday, May 27, 2016 in the Office of Contracting and Procurement, Suite 1008, 2 Woodward Avenue, Detroit, Michigan 48226.

Qualified Minority Owned Enterprises, Women Owned Enterprises, Disadvantaged Business Enterprises, and HUD Section 3 Certified Business Concerns are encouraged to submit proposals.

RFP#51097 Contact:

City of Detroit, Office of Contracting and Procurement
Elizabeth C. Ayana Johnson, HUD Section 3 Compliance Officer
Email: section3compliance@detroitmi.gov

Notice of Non-Discrimination: the City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex, or sexual orientation. Complaints may be filed with the City of Detroit, Human Rights Department, 12th Floor, Coleman A. Young Municipal Center, 2 Woodward Avenue, Detroit, Michigan 48226.