



**Henry County
Purchasing Department**
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ADDENDUM #1

Issued June 6, 2018

RFP # RFP 18-32

Consultant to Provide Fair Housing Education and Outreach Services

OPENING: 3:00 PM, June 18, 2018

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof.
Where any item in the documents is supplemented hereby, the original requirements will remain in effect.
All supplemental conditions will be considered as added thereto.
Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

This Addendum #1 must be signed and attached to proposal to acknowledge receipt of Addendum.
Failure to acknowledge any addenda will result in a non-responsive bid.

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature

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Revisions:

B. ANTICIPATED TASKS AND SERVICES

1. Develop a comprehensive outreach plan which guarantees proper geographic distribution of the outreach efforts throughout Henry County. The plan should also include a description of how the outreach services provided will be evaluated.
2. Make presentations to community organizations, realtors, and landlords concerning the rights and responsibilities related to fair housing and anti-discrimination programs, problems, and issues.
Provide for Spanish and American Sign Language translation.
3. Make presentations to **government staff (County and City) and local public housing authorities on Federal and Georgia fair housing laws.**
4. **Make presentations to Henry County subrecipients of CDBG assistance.**
5. Make presentations to local housing consumers and the general public on the Federal and Georgia fair housing laws, **Georgia tenant rights and landlord-tenant laws. Provide for Spanish and American Sign Language translation.**
6. Refer individuals with nondiscriminatory housing concerns to agencies that can provide assistance.
7. Develop and distribute fair housing literature **(in English and Spanish)** to prospective tenants, property owners, landlords, and other organizations with general public contact.
8. Develop and distribute legal information with respect to fair housing **(in English and Spanish)** to housing consumers, landlords, property managers, and property owners.
9. Monitor compliance of housing providers (realtors, apartment managers, management companies, advertisers) with the letter and spirit of fair housing laws.

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Questions and Answers:

- 1. Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Companies meeting the minimum requirements who are able to comply with the applicable federal regulations and statute may apply. Specifically, the selected firm or consultant should have expertise in the U.S. Department of Housing and Urban Development's (HUD) Office of Fair Housing and Equal Opportunity (FHEO) and the federal fair housing policies and laws. The selected firm or consultant should also have experience with the Department's Community Planning and Development (CPD) programs. The selected firm or consultant must provide a minimum of three (3) references from U.S. municipal/governmental clients that can verify background, work performance, project completion and timeliness, and a description of the services provided, including project dates and special features. The activity is proposed to be funded with federal funds. The selected firm or consultant must comply with federal laws including but not limited to provisions covering Equal Employment Opportunity, the Copeland Anti-Kickback Act, Section 3 of the Housing and Urban Development Act of 1968, the Contract Work Hours and Safety Standards Act, the Rights to Inventions Made Under Contract or Agreement, The Byrd Anti-Lobbing Amendment, Debarment and Suspension, and the Drug-Free Workplace Requirements.
- 2. Question:** Whether we need to come over there for meetings?

Answer: The selected firm or consultant must be present on-site for set-up, the presentation of the fair housing education and outreach and cleanup for each workshop and training. All workshops and training sessions must be held in Henry County. The Henry County Community Development Department will coordinator with the selected firm or consultant to secure and schedule public facilities located throughout the county to hold the workshops and trainings.
- 3. Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: The selected firm or consultant must be present on-site for set-up, the presentation of the fair housing education and outreach and cleanup for each workshop and training. All workshops and training sessions must be held in Henry County, Georgia, USA. The objective of this RFP is to secure fair housing education and outreach services for Henry County housing consumers, community organizations, realtors, property managers and landlords serving Henry County.
- 4. Question:** Can we submit the proposals via email?

Answer: No. As per RFP, proposals may be submitted by mail, common carrier or delivered in person. Fax or electronic proposals are not acceptable.
- 5. Question:** What is the minimum number of classes per year to be taught for this RFP?

Answer: The minimum number of workshops and trainings per year is eight (8). This includes those designed to benefit Spanish speaking residents and HUD approved Pre-purchase Homebuyer Education Workshops.