

Request for Proposal (RFP) for Eviction Prevention Initiative

City of Birmingham, AL

I. Introduction

The City of Birmingham is seeking proposals from qualified organizations to design and implement a comprehensive **Eviction Prevention Initiative** aimed at reducing evictions and improving the financial stability of renters. This initiative will focus on eviction prevention, providing financial education, and offering services to enhance long-term housing security.

II. Objective

The primary objective of this initiative is to:

- Prevent evictions and homelessness.
- Provide resources and tools to improve renters' financial stability.
- Promote sustainable, long-term housing security within the community.

III. Scope of Work

The selected organization(s) will be responsible for the following tasks but not limited to:

1. Eviction Prevention Services:

- **Emergency Financial Assistance:** Provide funds for rental arrears, utilities, and other housing-related needs to prevent evictions.
- **Legal Assistance:** Partner with legal aid services to offer representation and guidance for tenants facing eviction.
- **Tenant-Landlord Mediation:** Facilitate communication between tenants and landlords to resolve conflicts and prevent eviction filings.

2. Financial Stability and Education:

- **Financial Counseling:** Offer one-on-one counseling sessions for renters focusing on budgeting, debt reduction, and improving credit scores.
- **Workshops and Seminars:** Provide group workshops on financial literacy, including money management, homeownership readiness, and building savings.
- **Workforce Development:** Collaborate with local agencies to connect renters to job training, skill development, and employment opportunities that improve income levels and stability.

3. Community Outreach & Engagement:

- **Awareness Campaigns:** Promote the availability of eviction prevention services through social media, community events, and partnerships with local organizations.

- **Partnerships with Landlords:** Encourage partnerships with landlords to establish fair lease agreements, flexible payment plans, and explore alternatives to eviction.

4. Data Collection and Reporting:

- Track and report metrics such as the number of evictions prevented, the number of renters receiving financial assistance, and the success rate of financial stability programs.
- Evaluate the long-term impact of the initiative on housing stability.

IV. Proposal Requirements

Proposals should include the following sections:

1. Organization Overview:

- Brief history and mission of your organization.
- Experience in delivering Eviction Prevention or financial education programs.
- Organizational capacity to deliver the services outlined in the RFP.

2. Project Approach:

- Detailed description of how the organization will implement eviction prevention and financial stability services.
- Timeline of activities and milestones.
- Partnerships and collaborations with local service providers, legal aid, and landlords.

3. Staffing and Key Personnel:

- Resumes and qualifications of key staff responsible for the implementation of the initiative.
- Experience in housing programs, financial education, and outreach.

4. Budget Proposal:

- Detailed budget for the project, including staffing, administrative costs, and program expenses.
- Explanation of how funds will be allocated to specific services.

5. Performance Measurement:

- Metrics and benchmarks to evaluate the success of the initiative.
- Plan for reporting progress to the City of Birmingham.

6. References:

- Contact information for three references familiar with the organization's work on similar projects.

V. Proposal Scoring Criteria

The evaluation and selection of proposals will be based on a thorough assessment of each proposal's ability to demonstrate sustainability and innovative models while meeting the objectives of the Eviction Prevention Initiative. Proposals will be scored using the criteria listed below, with a total possible score of 100 points.

1. Experience and Organizational Capacity (20 points)

- Demonstrated experience in providing housing stability, eviction prevention, and financial education services.
- Capacity to deliver the proposed services effectively, including staffing, resources, and relevant partnerships.

2. Project Approach and Implementation Plan (30 points)

- Quality and feasibility of the approach to eviction prevention and financial stability programs.
- Clarity and detail of the implementation plan, including timelines, milestones, and key activities.
- Demonstrated innovation and creativity in addressing housing stability.

3. Partnerships and Community Engagement (15 points)

- Strength and relevance of partnerships with landlords, community organizations, legal aid, and other stakeholders.
- Demonstrated ability to engage the community and promote outreach effectively.

4. Budget and Cost Effectiveness (15 points)

- Reasonableness of the budget relative to the proposed services and scope of work.
- Effective allocation of funds to maximize impact and reach of the initiative.
- Alignment of budget with program goals and objectives.

5. Performance Measurement and Reporting (10 points)

- Quality and clarity of proposed metrics and benchmarks to measure program success.
- Plan for regular reporting and tracking of program outcomes and impact.

6. Alignment with City Priorities (10 points)

- Extent to which the proposal aligns with the City of Birmingham’s Eviction Prevention goals, especially eviction prevention and financial education.
- Focus on addressing the needs of the most vulnerable renters.

7. Innovation and Sustainability (10 points)

- Degree of innovation in the proposed solution to address Eviction Prevention challenges.
- Plan for sustaining the initiative beyond the funding period to ensure long-term impact.

Total Possible Points: 100

IX. Selection Process

Proposals will be reviewed and scored by a committee of city staff and housing experts. The highest-scoring proposal(s) will be selected for further negotiation and potential award. However, the City of Birmingham reserves the right to award multiple contracts or reject all proposals if they do not meet the City’s objectives.

VII. Submission Instructions

Proposals must be submitted to the Community Development Department by **4:00 p.m. on November 12, 2024**. Proposals received via email or fax will not be accepted.

Submission Address (By mail or hand delivery):

**Dr. Meghan Venable-Thomas, Director
Community Development Department
710 20th Street North
Room 1000
Birmingham, AL 35203**

Copies of the complete Request for Consultant Proposals can be obtained in person at the address above or downloaded from the City’s website at <https://cobcd.com/>. For further inquiries, contact **Randi Foy** at Randi.Foy@birminghamal.gov or call **205-254-2309**.