

The Brunswick Housing Authority

Request for Proposal

Youth Education and Development for Resident Services

The Brunswick Housing Authority (BHA) is soliciting proposals for Youth Education and Development to serve its Public Housing residents.

Background:

The BHA is a public housing agency with administrative offices located at 1126 Albany Street, Brunswick, GA 31520. BHA provides quality, affordable housing assistance programs to low-income families residing in its service area. BHA administers the following programs (with most recent funding level/eligibility shown for Federal programs):

- Low Income Public Housing (589 units)
- Capital Fund Program (with CFFP)
- Housing Choice Voucher Program (750 vouchers)
- Business Activities (including privately owned apartments (51 units), and participation in joint venture and tax credit property)
- Component Unit (non-profit organization)

BHA is governed by a five-member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of BHA. The accounting function is performed by the Director of Finance, who reports to the Executive Director.

Term of Contract:

BHA is requesting proposals to start May 2024-June 30, 2025. Continuation of services will be afforded upon successful delivery of services. In the event that the proposer does not execute services as expected a thirty (30) termination will be imposed.

Scope of Services

BHA intends to award a contract that provides the following residential support services:

- Provide youth educational and development support for residents 5-18 years old.
- Provide service during school and/or after school and/or summer day camp
- Assist residents in developing academic and social skills to include but not limited to: homework assistance/ tutoring, healthy living skills, STEM, the arts, sports, athletics and recreation
- Provide teen-age workforce opportunity trainings that can lead to employment.

General Requirements

Interested parties responding to this RFP must submit the following information in their proposal:

- Number of years working with or for a public housing authority or similar demographic.
- Experience working with federal funded organizations for youth development and/or family development
- Experience working with developing youth

- Previous experience working with nonprofit organizations.
- Location of where your services will be implemented
- Provide detail line-item budget that incorporates Brunswick Housing requested funding
- Names and credentials of the people in the organization who will be assigned to BHA residents and the percentage of time to be spent by each.
- Provide metrics that will be used to display development progression
- A listing of Housing Authorities currently under contract with the organization and or low to very low- income communities that have been serviced by said person(s) or organization(s).
- A description of the services that the organization offers in response to the Scope of Services section outlined above.
- A fee estimates for each contract year, and an hourly rate for any additional as-needed services.

Proposal Submission and Award

Proposers must submit three copies of their proposal. Proposals must be signed, sealed, and received in completed form. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer. Proposals will be accepted until **12:00 noon on Thursday May 2, 2024** either mailed, emailed or hand delivered to the attention of:

Brunswick Housing Authority Reggie Jackson, Director of Resident Services		
1126 Albany Street	OR	PO Box 1118
Brunswick GA 31520		Brunswick GA 31521

Proposals must be clearly marked "RFP- Resident Services". Once submitted, all proposals become property of the BHA.

All proposals received by the deadline set forth in this RFP shall be evaluated by a review committee consisting of members of BHA staff. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

- **Mandatory Requirements (25 points)**
The organization has met the minimum requirements and has provided references.
- **Technical Requirements (50 points)**
Knowledge of low and very low-income communities. Ability to provide the required services stated in the terms of the contract. Meets all general requirement with no substitutions.
- **Fee Structure (25 points)**
Month fee for contracted services should be provided.

The Review Committee will review all proposals submitted by the deadline and will recommend that will be presented to the Board of Commissioners. A contract shall be awarded in accordance with the terms and conditions of this RFP to the respondent whose proposal is most advantageous to the BHA considering the requirements outlined above. The BHA reserves the right to negotiate and award element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of the BHA.