

## REQUEST FOR PROPOSALS

This is a request for proposal to obtain a consultant to conduct two (2) workshops in Ottawa County: a fair housing workshop for Ottawa County realtors and a fair housing/landlord-tenant workshop for the Ottawa County Jobs & Family Services employees. The proposal is to be submitted to the Ottawa Regional Planning Commission, 315 Madison Street – Room 107, Port Clinton, Ohio 43452 by 4:30 P.M., Friday, June 11, 2010. The proposal may also be submitted by email to [bickley@co.ottawa.oh.us](mailto:bickley@co.ottawa.oh.us) by 4:30 P.M., Friday, June 11, 2010.

The following attachments are available from the Ottawa Regional Planning Commission:

Attachment A	General Statement
Attachment B	Scope of Work
Attachment C	Project Schedule
Attachment D	Contract Type
Attachment E	Proposal Contents
Attachment F	Evaluation Criteria

A professional service contract will be awarded to the responsible consultant whose proposal is within the competitive range and determined to be the most advantageous to Ottawa County. The factors to be considered and the method to be utilized in the proposal evaluation and consultant selection are set forth in Attachment F. Questions may be directed to the Ottawa Regional Planning Commission at 419-734-6780.

## ATTACHMENT A – General Statement

Ottawa County intends to sponsor two (2) workshops: a fair housing workshop for the realtors of Ottawa County and a fair housing/landlord-tenant workshop for the Ottawa County Jobs & Family Services Department employees.

## ATTACHMENT B – Scope of Work

The fair housing consultant shall conduct a three-hour fair housing workshop for the Ottawa County realtors. The realtor workshop will begin 1:00 – 1:30 P.M. and end at 4:00 – 4:30 P.M. The workshop will be held in the Emergency Operations Center of the Ottawa County Courthouse, 315 Madison Street, Port Clinton, Ohio. Based on previous workshops, registration will consist of approximately fifteen (15) to twenty (20) realtors. The training session will qualify the realtor for three continuing education hours. The workshop will also be made available to the general public.

The fair housing consultant shall conduct a fair housing/landlord-tenant workshop for the employees of the Ottawa County Jobs and Family Services Department. This session will be held at the Ottawa County Jobs & Family Services Department, 8043 W. State Route 163, Oak Harbor, Ohio. It is anticipated that the training session would begin at approximately 9:00 A.M. and not exceed two hours in length. The exact number of participants is unknown at this time; however, the consultant should expect approximately ten to fifteen employees.

It is anticipated that both workshops will be held on the same day; however, the consultant does have the option of requesting two separate days, which the consultant shall so specify in his/her proposal. Ottawa County anticipates that the workshops will be held during the months of July or August, 2010. The specific day (or days) and times will be determined once the County selects the consultant.

The consultant services will consist of:

1. Conducting a fair housing/landlord-tenant training session for the employees of the Ottawa County Jobs & Family Services Department. Handouts will be the responsibility of the consultant.
2. Conducting a fair housing workshop for the Ottawa County realtors. The workshop shall qualify the realtor for three continuing education hours. Handouts will be the responsibility of the consultant.

Ottawa County will be responsible for:

1. Coordinating and scheduling the workshops. Ottawa County will maintain a list of names with addresses and obtain the realtors license number.

## ATTACHMENT C – Project Schedule

The proposal shall be submitted to the Ottawa Regional Planning Commission, 315 Madison Street – Room 107, Port Clinton, Ohio 43452 by 4:30 P.M., Friday, June 11, 2010. The proposal may also be submitted by email to [bickley@co.ottawa.oh.us](mailto:bickley@co.ottawa.oh.us) by 4:30 P.M., Friday, June 11, 2010. The selection of a consultant should be made by June 18, 2010. The workshops shall be held either during July or August, 2010 with a mutually agreed upon date(s) determined prior to signing the professional service contract.

## ATTACHMENT D – Contract Type

The type of contract to be awarded as a result of this request for proposal is a fixed price contract.

## ATTACHMENT E – Proposal Contents

The proposal shall contain the following three parts:

1. Technical – Describe the approach to be taken in addressing the scope of work including specific tasks to be undertaken.
2. Experience – Describe previous projects and experience of your firm similar to this project. If no previous experience, identify qualifications of the firm to undertake this project.
3. Cost – Identify the costs to undertake the activity as described in the scope of work. Travel and expenses shall be submitted as a lump sum or included in the cost of the workshops.

## ATTACHMENT F – Evaluation Criteria

The following factors will be used in evaluating the proposals:

1. Technical approach and understanding of the problem.
2. Experience of personnel and qualifications.
3. Cost.

Review of the proposals and consultant selection will be undertaken by the staff of the Ottawa Regional Planning Commission and the Ottawa County Commissioners.

Questions may be directed to:

Todd Bickley, Director  
Ottawa Regional Planning Commission  
315 Madison Street – Room 107  
Port Clinton, Ohio 43452  
Phone # 419-734-6780  
Email: [bickley@co.ottawa.oh.us](mailto:bickley@co.ottawa.oh.us)