

COUNTY OF SAN BERNARDINO
COMMUNITY DEVELOPMENT AND HOUSING AGENCY (CDHA)

REQUEST FOR PROPOSAL (RFP)
FAIR HOUSING AND TENANT LANDLORD MEDIATION SERVICES

To be eligible for federal funding from the U.S. Department of Housing and Urban Development, San Bernardino County (County) must adhere to the basic tenets of fair housing and equal opportunity regulations. The purpose of this notice is to **solicit applications** from qualified fair housing providers/vendors to implement the County's **Fair Housing (FH), Tenant Landlord Mediation (TLM)** programs.

FAIR HOUSING AND TENANT LANDLORD MEDIATION PROGRAMS BACKGROUND

The County's FH and TLM programs are intended to increase housing opportunities and affirmatively promote fair housing throughout the County's entire housing market at all income levels. If successful, the selected provider will be responsible for implementing a variety of fair housing services and programs throughout the unincorporated communities of the County and the thirteen (13) cooperating cities of Adelanto, Barstow, Big Bear Lake, Colton, Grand Terrace, Highland, Loma Linda, Montclair, Needles, Redlands, Twentynine Palms, Yucaipa and the Town of Yucca Valley. These services and programs include but may not be limited to the following:

- Fair Housing Counseling and Information Services
- Fair Housing Testing
- Fair Housing Action Plan Development
- Landlord/Tenant Services
- Community Education, Outreach, and Engagement
- Complaint Investigations and Referral Services

All interested and qualified applicants are encouraged to apply. If selected, the qualified applicant, will enter into a written agreement with the County for the above-mentioned services for no less than one year and with the ability to extend the contract term for four (4), one-year terms at the anniversary date of the written agreement.

Submission Requirements and Deadlines

All Proposers must register with the County's ePro system prior to the date and time to receive the proposal or they will be disqualified. Late or incomplete proposals will not be accepted. Electronic response must be submitted through the San Bernardino County Electronic Procurement Network (ePro) <https://epro.sbcounty.gov/epro/>.

The following proposal deadlines apply:

- Submission of Questions: Friday, April 10th, 2020; 5:00 PM (PDT).
- Submission of Proposals: Friday, April 24th, 2020; 5:00 PM (PDT).

Proposals may be received either electronically through the County ePro System or via U.S. Mail to the following address: County of San Bernardino, Community Development and Housing Department
Attn: Ariel Gill, Buyer II, 777 E. Rialto Ave, San Bernardino, CA 92415. For those proposals submitted by mail they must be postmarked before or on the April 24th deadline. Emailed or late submittals will not be accepted.

Questions regarding the following processes should be directed to the following persons:

- RFP - Ms. Ariel Gill via email Ariel.Gill@pur.sbcounty.gov or FAX at (909) 387-2666.
- ePro system-related issues: Ms. Jillian Cole via email at Jillian.Cole@pur.sbcounty.gov or by telephone at (909) 387-2060.

Assistance to Proposers with a Disability

Proposers with a disability may request accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the RFP Contact no later than ten (10) days prior to the Deadline for Proposals.