

Request for Qualifications
Released: November 19, 2020
Due: December 11, 2020

By: John Boner Neighborhood Centers
Program: City of Indianapolis: COVID-19 Utility Assistance and Subsistence Payments

The John Boner Neighborhood Centers (JBNC) is seeking qualified organizations to assist in the delivery of subsistence payments to COVID-19 impacted eligible households to pay for supplemental utilities, namely internet services and water/sewer charges. \$4 million in funding has been made available to the program by the City of Indianapolis through Community Development Block Grant – COVID-19/CARES Act funding. The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is a \$2.2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by President Donald Trump in March 2020 in response to the economic fallout of the COVID-19 pandemic in the United States. Funding from the U. S. Department of Housing and Urban Development must be used for actions taken to prepare, prevent or respond to the COVID-19 Crisis.

Qualified organizations would be required to perform the following services:

1. Enroll eligible families and assist them in self-certifying economic impact per program guidelines with an emphasis on current households who have received assistance through the IndyRent program.
2. Assist households in uploading required billing documentation to support payments for designated utilities during the six-month period in which households are eligible.
3. Approve each payment for households based upon review of documentation as meeting the program guidelines. Please note, payments will be issued for qualified assistance by the JBNC, not individual service providers.
4. Complete the agency checklist including confirmation of correct billing, account number and certification of compliance with program standards.
5. Manage program performance and ensure the smooth delivery of services to eligible households, adequate staffing and any needed staff resources to perform services.
6. Connect eligible households with other services with a specific emphasis on food related needs, Marion County Energy Assistance Program and Rapid Reemployment Response services.

Program start date: Anticipated January, 2021

End date: December 31st, 2021 or upon full expenditure of available funding

Pay for Performance: Each eligible organization will be treated as a contractor/vendor for purposes of this program and will be paid a fee for services. The structure of the performance payments is still being determined.

Respondents:

JBNC is seeking organizations that meet the following requirements:

1. Documented history of successfully operating federal programs.
2. Documented history in running rental assistance, utility assistance or other economic relief programs at scale and especially those with public funding such as IndyRent, FEMA, and LIHEAP.
3. Staff experienced with operating the VASION workflow system or another online virtual case management platform.
4. Adequate staffing to support the services requested under this RFQ for up to 500 households within a six-month period.
5. Current 501(c)3 status and a copy of most recent financial audit for the 2019 or 2018.
6. Most recent internal income and expense statement and balance sheet.
7. List of its current Board of Directors members and affiliations.

Please submit a narrative of no more than five pages, with relevant attachments, that responds to the above requirements. RFQ responses are due to JBNC by 5:00 p.m. on December 11th. Incomplete applications may be rejected or a request for additional information depending on the error in submission. Responses should be e-mailed to jtaylor@jbncenters.org.

Certifications

Each responding organization must certify the following as part of submitting a qualified response to the RFQ (Initial and Signature):

_____ The bidder agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.

_____ The Bidder further covenants that in the performance of this service no person having such a financial interest shall be employed or retained by the Bidder hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the DMD, or the Bidder, or of any designated public agencies or Sub-recipients which are receiving funds under the CDBG Entitlement program.

_____ Bidder certifies and warrants to City that neither it nor any of its officers, agents, employees, or subcontractors who will participate in the performance of any services required by this Agreement has or will have any conflict of interest, direct or indirect, with City.

_____ For purposes of compliance with IC 36-1-21, Bidder certifies and warrants to JBNC that Bidder, or a person who wholly or partially owns Bidder, is not a *relative*, as that term is defined by IC 36-1-21-3, of either the Mayor of Indianapolis, Indiana, or a member of the City-County Council of Indianapolis and Marion County, Indiana.

_____ An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

_____ The Bidder acknowledges that the Grant is funded with CDBG Funds, which subjects the Project to extensive federal regulation. Bidder will comply with, conform to and obey (and take such steps as are necessary to enable the JBNC to comply with, conform to and obey) the Act, Regulations, and all other federal statutes, regulations, rules and policies applicable to the Project. The Bidder shall also comply with applicable state and laws and the CDBG Policies.

_____ The Bidder shall complete the Project and carry out all activities associated therewith in full compliance with all federal laws and regulations described in 24 CFR 570.600-570.614 (except 24 CFR 570.604), including without limitation, the following:

- (a) the Civil Rights Act of 1964, 42 U.S.C. §2000a et seq. and the Fair Housing Act, 42 U.S.C. §3601 et seq.;
- (b) Executive Orders 11063, 11246 and 12259 (equal opportunity in housing);
- (c) the prohibitions against discrimination on the basis of race, color, national origin, religion, sex, age and handicap as specified in 42 U.S.C. §5309;

(d) the labor standards set forth in the Davis-Bacon Act, 40 U.S.C. 3141 and 40 U.S.C. 3142 et seq, and the Contract Work Hours and Safety Standards Act, 40 U.S.C. §3702 et seq.;

(e) Section 202(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4106, et seq. and the regulations at 44 CFR 59-79;

(f) the displacement and relocation requirements specified in 24 CFR 570.606;

(g) the equal employment/contracting standards specified at 24 CFR 570.607; (h) the lead-based paint requirements specified at 24 CFR 570.608;

(i) the Architectural Barriers Act of 1968, 42 U.S.C. §4151 et seq., and the Americans with Disabilities Act, 42 U.S.C. §12131; 47 U.S.C. §155, 201, 218 and 255;

_____ Any duly authorized representative of JBNC, City of Indianapolis or HUD shall, at all reasonable times, have access to and the right to inspect, copy, audit and examine all books of account, records and other documents of the bidder relating to the Project for a period of five (5) years after the expiration of this Agreement. The bidder will cooperate fully with the JBNC, City of Indianapolis, and HUD in connection with any interim or final audit relating to the Grant or the Project which may be performed.

_____ The Bidder understands that the information provided to it or obtained from JBNC during the performance of its services is confidential and may not, without prior written consent of JBNC, be disclosed to a person not in JBNC's employ except to employees or agents of Bidder who have a need to know in order to provide the services. Further, Bidder's work product generated during the performance of this Agreement is confidential to JBNC. The failure to comply in all material respects with this section shall be considered a material breach of this Agreement. Confidential information shall not include information, that:

- i. was known by Bidder at the time it was received;
- ii. is, as of the time of its disclosure or thereafter becomes, part of the public domain through a source other than Bidder;
- iii. is made known to Bidder by a third person who does not impose any obligation of confidence on Bidder with respect to such information;
- iv. is required to be disclosed pursuant to governmental authority, law, regulation, duly authorized subpoena or court order whereupon Bidder shall provide notice to JBNC prior to such disclosure; or
- v. information that is independently developed by Bidder without references to the confidential information.

_____ The bidder shall not subcontract, assign or delegate any portion of an Agreement for services or the services to be performed hereunder without prior written approval of JBNC.

_____ JBNC reserves the right to terminate services with or without cause at any time during the contract period.

_____ The Bidder shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage. The Bidder shall comply with the bonding and insurance requirements set forth in 2 CFR Part 200. Public liability and property damage insurance is required in the amounts necessary to cover all costs and expenditures associated with the project. The Bidder shall provide statutory Worker's Compensation coverage for all its employees involved in the performance of this Agreement. Bidder agrees to list JBNC as an additional insured and submit a copy prior to performance of any agreement.

Signature

Date

Name

Title