

**City of Minneapolis**  
**Request for Committee Action**

**To:** Community Development & Regulatory Services  
**Date:** 12/1/2015  
**Referral:** N/A  
**From:** Community Planning & Economic Development  
**Prepared by:** Mark S. Anderson  
**Presented by:** Mark S. Anderson  
**File type:** Action  
**Subcategory:** RFP

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**Subject:**

Authorization to issue Request for Proposal

**Description:**

Recommendation:

Authorize the issuance of an RFP for home ownership and foreclosure prevention counseling services.

**Previous Actions:**

There has been no previous action regarding this RFP.

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**Ward/Address:**

These services will be citywide.

**Background/Analysis:**

In 1991, the City of Minneapolis joined together with the City of St. Paul, the Family Housing Fund and several area banks to create the Minnesota Home Ownership Center (HOC). The task of this organization was to develop and maintain a curriculum for homebuyer education and foreclosure prevention counseling services as well as oversee the work of the actual counseling organizations. The City has utilized HOC's services every year since its creation. The PRC has now recommended that an RFP be issued to assure that the City is offering these services in the most efficient and cost effective way possible.

The proposed RFP provides for a minimum contract term of three years with the ability to extend it for an additional two years provided the contractor's services are satisfactory. The funding for 2016 is in the Mayor's budget recommendation and funding for each additional year will be subject to approval during the normal budget process. Based upon past investment in these services it is likely that the total contract cost would exceed \$1,000,000 over the five years. Therefore, staff is seeking the City Council's approval to issue this RFP.

**Financial Review:**

No additional appropriation required, amount included in current budget.

**Future budget impact anticipated.**

Funding for this activity has been included in the mayor's 2016 budget recommendation and will be considered during the 2016 budget process.

**Approved by the Permanent Review Committee.**

**Meets Small and Underutilized Business Program goals.**

The selected contractor will need to comply with these goals and the overall contract must be reviewed to assure that compliance.