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REQUEST FOR PROPOSALS

Request for Proposals (“RFP”) for Job Readiness Employment Services for HIV/AIDS Population Eligible for Federal Funding under Housing Opportunities for Persons with AIDS/HIV (HOPWA) Program in the Phoenix Eligible Metropolitan Area

The HOPWA formula program uses a statutorily mandated method to allocate HOPWA funds to eligible cities on behalf of their metropolitan areas to address the specific needs of persons living with HIV/AIDS and their families. Metropolitan areas with a population of more than 500,000 and at least 1,500 cumulative AIDS cases are eligible for HOPWA formula grants. In these areas, the largest city serves as the Formula Grant Administrator on behalf of the metropolitan area. HUD has designated all of the towns in Maricopa and Pinal Counties as the Phoenix Eligible Metropolitan Area (the “EMA”). The city of Phoenix (City) is the designated Formula Grant Administrator for the EMA, and began receiving HOPWA funds in that capacity in 1994. As Formula Grant Administrator the city is responsible for procuring services and disbursing HOPWA funds consistent with the city’s Consolidated Plan and as approved by HUD.

Therefore, the city of Phoenix Housing Department requests proposals from qualified governmental agencies and nonprofits to provide Job Readiness Employment Services to benefit persons with AIDS/HIV in the Phoenix Eligible Metropolitan Area, as more specifically described in the RFP.

Interested Proposers may download the complete solicitation and addenda from the city’s website at phoenix.gov/rfp beginning Tuesday, April 8, 2014. Internet access is available at all public libraries. Any interested Proposers without Internet access may obtain this solicitation in print by calling 602-262-6794 to reserve a copy and pick it up during regular business hours at the city of Phoenix Housing Department, 251 W. Washington St., fourth floor, Phoenix, AZ 85003.

Any questions from potential Proposers concerning this RFP must be submitted in writing by 5 p.m. Arizona time Thursday, April 10, 2014, via email directed to Jauron K. Leefers at jauron.leefers@phoenix.gov.

DEADLINE FOR RECEIVING PROPOSALS:

Proposals are to be submitted via hardcopy to: Jauron K. Leefers by 2 p.m. Arizona time Monday, April 21, 2014. Late proposals will not be considered.

All proposals must be logged and time stamped by Housing Department staff in order to be accepted.

CONTACT PERSON:

Jauron K. Leefers, Housing Development Specialist
City of Phoenix Housing Department
251 W. Washington St., fourth floor, Phoenix, AZ 85003
Telephone: 602-262-4423

The city of Phoenix Housing Department will provide reasonable accommodations for alternate formats of the Request for Proposals by contacting Jauron K. Leefers or calling TTY 602-534-5500.