



January 10, 2025

The Ability Center of Greater Toledo
5605 Monroe St.
Sylvania, Ohio
419-885-5733
kthomas@abilitycenter.org

Subject: Request for Proposal (RFP) for Housing Needs Consultant

Dear Sir or Madam:

The Ability Center is seeking the services of a qualified consultant to conduct a comprehensive assessment of our community's needs regarding community-based housing that is accessible to those with disabilities and are looking for an experienced professional to guide us in developing effective strategies and solutions.

We look forward to receiving your proposal and working together to address our community's housing needs effectively. If you have any questions or need further information, please do not hesitate to contact us.

Sincerely,

Katherine Hunt Thomas
Disability Rights Attorney
& Director of Advocacy
The Ability Center



The Ability Center

Request for Proposals

Disability Housing Needs Community Assessment

This Request for Proposals is issued on behalf of The Ability Center which is the sole point of contact during the procurement process. The deadline for proposals is 02/07/2025.

I. Background and Objectives:

The Ability Center is a Center for Independent Living serving northwest Ohio. We work to make our community the most disability friendly in the nation by increasing independence for people with disabilities, discovering true passions, and changing the community's perception of disability. One issue facing people with disabilities seeking to live independently in Toledo, Ohio is a lack of available accessible housing.

Our agency recognizes the need for more data to identify what community-based accessible housing currently exists in Toledo, Ohio; quantify the need for additional community-based accessible housing; clarify which accessible features are needed for those looking for housing; and examine additional barriers individuals with disabilities face finding housing in our community.

The objectives of this project are as follows:

1. Conduct a thorough analysis of Toledo, Ohio's current community-based housing market to identify:
 - a) what home and community-based accessible housing currently exists in our community;
 - b) what is the need for additional home and community-based accessible housing in our community;
 - c) what accessible features are needed.
2. A compendium of select resources is included under Attachment A as a resource. This is not all-inclusive and should not be the sole source of data review.
3. Identify additional key housing challenges for individuals with disabilities finding home- and community- based housing including affordability, the existence of community supports, and other challenges;
4. Evaluate existing programs and resources.
5. Engage with stakeholders, including community members, local government officials, housing developers, and advocacy groups, to gather input and insights.
6. Develop a comprehensive report outlining findings and recommendations for addressing housing needs for individuals with disabilities.

II. Proposal Submission:

This RFP requires that the Contractor prepare a proposal to conduct a study matching the above goals and objectives. The Contractor will be solely responsible for implementing the study.



Interested consultants with a proven track record are invited to submit a proposal that includes the following:

1. Cover Letter: A brief introduction and overview of your qualifications and experience.
2. Company Profile: Detailed information about your consultancy firm, including relevant experience in housing needs assessments.
3. Proposed Project Plan
4. Proposed Methodology: An outline of the approach and methods you would use to complete the project.
5. Timeline: A proposed timeline for completing the project, including key milestones.
6. Budget:
 - a. A detailed budget that includes all costs associated with the project.
 - b. A proposed budget for reimbursable activities i.e. travel and hotel expenses, mileage, etc.
8. Proposed staffing team composition including qualifications and resumes
9. List and qualifications of any third-party contractors or other sub-contractors
10. References: Contact information for at least three references from similar projects.

Use of existing materials, brochures, and other standard preprinted materials containing information responsive to this request in the RFP, if available, is encouraged as a method to reduce your response time. However, unnecessary elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

III. Scope of Work:

The selected consultant will be responsible for the following tasks:

1. Data Collection and Analysis: Collect and analyze data determining the accessibility of the current Toledo housing market and other housing needs for individuals with disabilities in Toledo seeking home and community-based housing;
2. Stakeholder Engagement: Conduct interviews, surveys, and focus groups with relevant stakeholders to gather input and insights.
3. Program Evaluation: Review existing housing programs at the local level.
4. Best Practices Research: Research best practices and successful housing initiatives in similar communities.
5. Report Development: Prepare a detailed report summarizing findings and recommendations for addressing the housing needs of individuals with disabilities in Toledo.

Proposals should be submitted via email to kthomas@abilitycenter.org no later than 2/7/2025.



All proposals received in response to this request will become the property of The Ability Center and will not be returned to the Contractors.

IV. Interviews

Interviews may be required of selected finalists at the Contractor's expense. The selected finalists will be notified of the date and time of the interview.

V. Timeline:

- RFP Release Date: Jan. 10, 2025
- Questions accepted until: January 24, 2025:
- Proposal Submission Deadline: February 7, 2025 by 5:00 PM
- Consultant Selection: 3/7/2025
- Project Commencement: 3/15/2025
- Project Completion: TBD based on selected proposal

VI. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Qualifications and Experience
2. Methodology and Approach
3. Budget
4. References

VII. Other terms

1. The Contractor will be required to provide monthly reports on the status of implementation of the study as well as a final report detailing results at the end of the study. Details on the reporting obligations will be further explained in a contract with the Contractor.
2. It will be assumed that the Contractor, not a sub-contractor, will complete the work unless otherwise specified.
3. If additional information is needed to interpret the specifications/ requirements, questions may be sent to kthomas@abilitycenter.org or at 419-885-5733 ext. 254 by 1/24/2025.
4. All attachments, additional pages, addenda or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.
5. This project is contingent on The Ability Center's receipt of grant funding, and this RFP may be cancelled at any time if grant funding for this project is no longer available.
6. This RFP is not a contract and does not commit The Ability Center to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies.
7. The Ability Center reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety if it is in the best interests



The Ability Center

of The Ability Center to do so. The Ability Center may require the Contractors selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.

8. Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible contractor. The Ability Center reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the Contractor as deemed appropriate.
9. Compensation schedule will be determined once the winning proposal has been accepted.

VIII. Signature of Contractor

Each proposal and any clarification to that proposal must be signed by an officer of the applicant company or a designated agent empowered to do so.

IX. Accommodations

The Ability Center will make reasonable accommodations available on request to any contractor requiring a disability-related accommodation as part of this application process. Please reach out to kthomas@abilitycenter.org or 419-885-5733 ext 254 in order to make such a request.