

City of St. Louis  
Civil Rights Enforcement Agency



Request for Qualifications

Training on Racial Equity and Fair Housing in St. Louis

Proposal due no later than **12:00 noon on July 14, 2016**

## **1) Opening Statement**

The City of St. Louis Civil Rights Enforcement Agency, or CREA, seeks to contract with an organization, agency or individual to provide Racial Equity in Fair Housing training to City of St. Louis employees. The funds will come from the U.S. Department of Housing and Urban Development, as available.

With this solicitation CREA intends to award one contract. CREA reserves the right to make no awards.

## **2) Scope of Services**

CREA seeks an organization, agency or individual to provide Racial Equity in Fair Housing training to City of St. Louis employees. Specifically, CREA seeks an entity to provide training on Racial Equity, and the impact racial inequity continues to have on the policies and practices of Fair Housing in the City of St. Louis. Such issues as bank housing lending practices, racial segregation, the 1964 Civil Rights Act, the 1968 Fair Housing Act (as amended), various federal housing initiatives and the impact those policies and practices in shaping the City.

CREA seeks to have a **minimum** of three training sessions with an average of 40 people per session. Location for all training, unless otherwise noted, will be at 1520 Market, St. Louis, Mo. Do not add the cost of the location, nor Audio Visual services into budget calculation.

**Contract will be from July 15, 2016 to June 30, 2017**

## **3) Qualifications**

The qualifications of the entity to provide services:

- 10+ years providing Racial Equity, Implicit Bias or similar training
- 3+ years training governmental departments or agencies

## **4) Proposal Format**

The proposal format, including cost estimates, should be limited to no more than 15 total pages (including attachments) double spaced. Responses should include:

- 1) Name, Address and Contact information of the training provider
- 2) Summary of the proposal, including budget
- 3) Summary of experience educating and training City or State Department employees
- 4) Discuss capacity to teach fair housing and the effects
- 5) Resume of all persons presenting
- 6) Demonstrate knowledge of the City of St. Louis
- 7) Current letters of reference from previous training experiences

CREA reserves the right to reject any and all proposals with no penalty. CREA also reserves the right to waive immaterial defects and minor irregularities in any submitted proposal.

Any entity being considered must have all state and local taxes paid in full or a signed agreement with appropriate city department at the time of proposal submittal, if applicable

#### **4) Proposal Due Date and Location**

RFQ submittals are due no later than **12:00 noon on July 12, 2016** at the following location:

**Civil Rights Enforcement Agency  
1114 Market Street, Suite 626  
St. Louis Mo 63101**

Late proposals will not be accepted. The envelope containing the response must be marked referencing the project: **RACIAL EQUITY AND FAIR HOUSING TRAINING**

Public Access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021) and regulations adopted pursuant thereto.

#### **5) Department Contact/Request for Clarification**

Prospective responders may direct questions, in writing **via email only**, to:

Charles Bryson  
Executive Director  
Email: [brysonc@stlouis-mo.gov](mailto:brysonc@stlouis-mo.gov)