

Request for Proposals: Equity Business & Operations Plan Development

March 30, 2011 -- The Portland Housing Bureau (PHB) is seeking proposals from individuals, firms, teams or consultants, to write a business plan that will assist PHB in operationalizing its wide-ranging equity agenda.

The anticipated cost for the services is \$15,000. The successful proposer will have demonstrated experience in equity development plan writing.

Deadline for proposals is April 12, 2011.

SCOPE OF WORK

- Become familiar with PHB strategic plan and existing social equity efforts and work products
- Review business practices of sister jurisdictions – Multnomah County, Tri-Met, Portland Development Commission, and Housing Authority of Portland and integrate best practices and lessons learned
- Do a national search to see if other jurisdictions have advanced a similar agenda, and integrate best practices and lessons learned from those entities (e.g. King County, WA; Minneapolis MN) and can offer information based on their experiences
- Comment on key outcomes of the City-wide Disparity Study that should impact PHB work going forward
- Develop an Equity Business Plan for PHB

The Equity Business Plan must accomplish the following:

- Suggest target equity goals within the three business lines:
 - Human service, ending homelessness contracts
 - Homeownership interventions
 - Rental and ownership construction funded with PHB sources
- Clarify role of PHB as funder, versus role of borrower/developer/contractor using the public funds
- Recommend business process changes within delivery teams and business operations
- Review staffing structure and advise on modifications that could lead to stronger accountability
- Outline best methods for leveraging efforts of City Procurement office
- Outline communications and community involvement steps
- Develop reporting and accountability system that leverages the new Housing Development Software
- Identify linkages to Portland Plan and Office of Equity
- Comment on the most effective use of PHB's Equity and Diversity Staff Council
- Convene a focus group to test suggested new business practices prior to implementation

[Click here to learn more about the RFP](#)

BACKGROUND

PHB is providing the following documents as background information for the project:

- [Equity & Diversity Statement](#)
- [PHB Business & Workforce Equity Policy](#)
- [Strategic Plan Documents](#)
- [Strategic Plan Goal 2 on Equity](#)
- [Production Report](#)

Contractors must [sign up](#) for the City of Portland ebid system to submit a proposal for this project.

For more information, contact [Alissa Mahar](#), PHB Business Operations Manager, at 503.823.4160