

HABITAT FOR HUMANITY OF THE EASTERN PANHANDLE REQUEST FOR PROPOSAL - STRATEGIC PLANNING

ISSUANCE DATE: September 15, 2020

SUBMISSION DEADLINE AND INSTRUCTIONS: 3:30 PM on September 30, 2020

Please submit bid along with a copy of business license and proof of insurance to rkees@habitatep.org, or deliver bid package, attention Robin Kees, to address below.

FOR INQUIRIES: Contact Robin F. Kees, Executive Director 630 W. Race Street, Martinsburg, WV 25401

304-263-3154 (o) or 304-240-4165 (c) rkees@habitatep.org

OBJECTIVE/PURPOSE: To facilitate the creation of a 3-year strategic plan, which will serve as a roadmap for the continuation of building affordable housing for low-income residents of Berkeley, Jefferson and Morgan Counties in WV.

BACKGROUND: Founded in 1992, Habitat for Humanity of the Eastern Panhandle is an affiliate of Habitat for Humanity International and is a 501 (c)(3) not-for-profit ecumenical Christian housing ministry. We build simple, energy efficient and affordable houses for low income families in Berkeley, Morgan and Jefferson Counties. Families who apply for an opportunity to partner with Habitat EP must meet the income guidelines, have a reportable source of income and demonstrate that they are in substandard living conditions. Habitat EP is also recognized as a certified Community Housing Development Organization (CHDO). This designation enables access to federal grants for use in such areas as infrastructure and land development for low income housing. The Board of Directors reserves one third of its seats for persons who are representative of identified low income communities.

Habitat homes are built with donated funds and materials, utilizing volunteer labor with professional oversight and sold to a partner family. These homes are affordable because they are serviced by a Habitat EP zero interest mortgage amortized over 20 years. In keeping with the biblical economics of Habitat, there is no profit on each home built. Mortgage payments include insurance and property tax, while the principal is returned to the construction building fund to finance the building of future homes.

Habitat partner families are required to complete 500 hours of "sweat equity" before occupying the house, gaining self-reliance and skills to become successful homeowners. Continued guidance is provided for families such as assistance with budgeting, home maintenance and other issues that may arise. HFHEP is committed to the achievement of equal housing opportunity in the community.

SCOPE OF WORK:

1. Facilitate the creation of a 3-year Strategic Plan containing short, medium, and long-term goals.
2. Provide 8 hours of Strategic Planning on two separate mornings through ZOOM or other virtual application.
3. Provide written copy of the completed Strategic Plan.

PRICING: Please submit itemized bid for the above scope of work.

*****Bid Awards contingent on HFHEP Board and Funding Approvals.**