

# Request For Proposals (RFP) – Summary Sheet

*Discussion Item at Tulsa City Council - Public Works Committee, April 30, 2025*

**General RFP Purpose:** To solicit proposals from vendors for specific projects or services. It's a formal way for the city to identify and select qualified providers for services.

## Typical RFP Sections

Introduction/Background – essential background information and context about the organization issuing the RFP, the project they are soliciting proposals for, and the overall objectives of the project.

Scope of Services – defines the specific tasks, responsibilities, and deliverables that a service provider is obligated to perform under a contract.

Submittal Requirements – a clear framework for how proposers should submit their proposals, ensuring a standardized, comparable, and easily evaluable process.

Evaluation – a structured and objective framework for evaluating vendor proposals, ensuring a fair and transparent selection process.

## Important RFP Elements

1. Urgency and capacity to begin program administration upon contract award
2. Trust in the program administrator from the city, its partners, and the public
3. Innovative strategies to leverage diverse funding sources
4. Experience administering similar housing programs
5. Ability to understand the citywide impact of new housing units on infrastructure and city services
6. Experience aligning program administration with local government goals and initiatives
7. Proven experience navigating public, private, and philanthropic partnerships
8. Ability to fundraise on behalf of the city
9. Maintaining a high standard of project quality and timeliness

## IOT 3 Resolution: Reporting and Evaluation

*“The Mayor shall name a designee who will be responsible for providing an annual report of Program outcomes of IOT3 Housing Funds. This report will include, at a minimum, housing units produced, funds leveraged, average investment per unit produced, and remaining balances for Program categories. The Mayor and Council should consider this evaluation and determine if Program goals need to be amended to meet desired outcomes.”*