

UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE: <div>1. 9/7/2023</div>	2. NAME OF DEPARTMENT: Office of the Provost CONTACT PERSON: Amber Horn	
3. Service: Audit of the operations and practices of the University Housing department at the University of Louisville.		
4. Due Date: <div>9/19/2023</div>	5. Time Due: <div>2:00 pm</div>	6. Email: amber.horn@louisville.edu

Proposals should be sent to the department by the following method:

7. EMAIL, MAIL OR FAX PROPOSALS TO: Department Name: __Procurement Services_____
Address: __2215 S Brook St., Louisville, KY 40208_____
Email: __amber.horn@louisville.edu_____
Fax # _____

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY: _____ TELEPHONE: _____
PRINTED NAME: _____ EMAIL: _____
FIRM NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

Reporting to the Senior Vice Provost at the University of Louisville (UofL), the Housing Audit Consultant will assess the following operations and practices of the University Housing department:

- a) Personnel: hiring practices, onboarding and orientation, professional development, career ladders, conflict resolution, culture
- b) Student Housing Demand: Analyzing the demand for student housing in the university's catchment area, including enrollment trends, demographic factors, and student preferences.
- c) Housing Market Analysis: Assessing the local housing market to understand the supply of off-campus housing options, rental rates, vacancy rates, and competition from other housing providers.
- d) Existing Housing Facilities: Evaluating the condition, capacity, and suitability of the university's current housing facilities, including dormitories, apartments, and other types of accommodations.
- e) Infrastructure and Amenities: Reviewing the availability and quality of essential infrastructure and amenities, such as Wi-Fi connectivity, laundry facilities, study spaces, common areas, recreational facilities, and security measures.
- f) Accessibility and Inclusivity: Examining the accessibility features and compliance with disability regulations to ensure that housing facilities cater to the needs of students with disabilities. Also, considering inclusivity factors related to gender-neutral housing and cultural diversity.
- g) Student Preferences and Feedback: Gathering feedback from current and prospective students through surveys, focus groups, or interviews to understand their preferences, concerns, and expectations regarding housing options and services.
- h) Housing Policies and Regulations: Reviewing the university's housing policies, rules, and regulations to ensure compliance with local laws, fire safety codes, health regulations, and other relevant standards. Flexibility of contracts.
- i) Sustainable Practices: Assessing the sustainability initiatives implemented in housing facilities, such as energy-efficient systems, recycling programs, water conservation measures, and environmentally friendly practices.
- j) Technology and Innovation: Exploring the integration of technology and innovative solutions in housing operations, including smart building systems, online applications, digital access control, and maintenance management systems.
- k) Financial Considerations: Evaluating the financial feasibility of various housing options, including construction or renovation costs, maintenance expenses, revenue potential, rental pricing strategies, and financial aid implications.
- l) Partnerships and Collaborations: Identifying potential partnerships with external stakeholders, such as property developers, real estate agents, housing agencies, and student organizations, to enhance housing options and services.
- m) Future Planning: Considering long-term strategic planning for housing development, expansion, or renovation to align with the university's growth projections, campus master plans, and evolving student needs.

- n) Internal Climate: Evaluate the culture within the housing department and identify possible reasons for staff turnover and concerns with the department's DEI (diversity, equity and inclusion) competencies.

Additionally, the Housing Audit Consultant will help the university ascertain the following information:

1. What would UofL's housing look like if the university grew to 25,000 undergraduate students?
2. What is a realistic target based on our opportunities? (UofL's campus master plan can be provided to aid the auditor in developing answers to these questions.)

2) Informational Background:

The University Housing department at UofL strives to offer a community-like atmosphere that supports students as they transition from high school to college. It aims to be a place where everyone can belong and make life-long connections. Here are some key facts about University Housing:

- We have 11 residence halls or affiliated apartment properties.
- Our halls are home to more than 6,000 students from across the globe.
- Healthy lifestyles are emphasized through programming that facilitates student engagement and personal growth.
- University Housing is one of the largest student employers on campus, with more than 300 part-time student employees assisting in facilities, services, and programs that support our campus communities.

Housing Mission Statement:

University Housing promotes a safe, convenient, inclusive, and healthy living-learning environment, providing opportunities that engage students, facilitate student and faculty connections, and encourage student success.

Housing Vision Statement:

University Housing provides a robust program that offers a variety of unique living environments to meet students' needs as they progress through their career with the university, supporting the overall academic goals of the institution.

Housing Values Statement:

- Student Focus – Our residents come first.
- Respect – We demonstrate fairness, consistency, and compassion in our interactions with others.
- Integrity – We always conduct ourselves in a professional and ethical manner. Honesty and openness are hallmarks of the way we conduct business.
- Caring for Community – We develop comfortable places to live and learn, while providing students opportunities to learn civic responsibility.
- Intentionality – We are focused on making every interaction with our resident's count. Staff are trained to have intrusive conversations with students to enable them to assist students more effectively with issues that may be affecting their experience at UofL.

Other background information about University Housing:

- <https://louisville.edu/housing>
- <https://louisville.edu/housing/options>
- <https://louisville.edu/housing/apply>
- <https://louisville.edu/housing/forms>
- <https://louisville.edu/housing/policies>

- <https://louisville.edu/housing/affiliates>

3) Required Proposal Submittals:

- a. Minimum requirements
 - i. Three years leadership experience in university housing
 - ii. Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.
- b. Letter of interest that must highlight:
 - i. Experience developing, leading and operating university housing departments
 - ii. Demonstrated understanding of university housing priorities and the residential student experience
- c. Complete curriculum vita
- d. Statement on proposed fee:
 - i. The payment will be based on an hourly rate worked corresponding to deliverables/services or other agreed upon time, steps or milestone events
 - ii. Frequency of payment requested
 - iii. Approved travel and other expenses incurred will be reimbursed at cost by UofL
 - iv. Provide hourly rate, estimated not-to-exceed cost, and estimated time to complete the project
 - v. For scheduling and budgeting purposes, two trips to UofL, which include two full work days, should be anticipated.
- e. Availability to complete services
 - i. Provide a statement indicating your availability to complete the project relative to your current workload and work restrictions
- f. Statement of non-collusion and non-conflict of interest (as provided on the cover page)

4) Method of Award:

- a. Cost: 25%
- b. Experience: 70%
- c. Timeframe to complete service: 5%

5) Contract Period:

Desired contract start and end dates are October 1, 2023, through June 30, 2024. **No services are to be provided prior to the start date indicated on the fully executed Personal Services Contract.**

Based on Kentucky Statute requirements a PSC cannot cross the biennium. An initial contract will be established from October 1, 2023 through June 30, 2024. A subsequent additional contract may be established from this RFP process to run from July 1, 2024 through August 31, 2024 with all terms, conditions and pricing remaining the same. This will require a new contract be executed.

6.) Foreign Corporation Registration (Out-of-State Corporations):

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf.

7.) Reciprocal Preference

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.