



**CITY OF DETROIT**

**MICHAEL E DUGGAN, MAYOR**

**HOUSING AND REVITALIZATION DEPARTMENT**

**ARTHUR JEMISON, DIRECTOR**

**ADMINISTRATOR HOME INVESTOR, CDBG, AND NSP LOAN SERVICER**

**NOTICE OF  
REQUEST FOR PROPOSAL #600500**

The City of Detroit, Housing and Revitalization Department (H&RD), Housing Services Division, is requesting proposals for Administrator, Loan Servicing Contractor to manage the collection of loan repayments for its HOME Investor Loan, Neighborhood Stabilization Program (NSP), and Community Development Block Grant (CDBG) Rehabilitation Loan Programs in compliance with HUD federal requirements. This will be a three (3) year contract term for services.

**SCOPE OF WORK**

H&RD seeks competitive proposals from qualified firms. Firms must provide evidence of experience, technical knowledge and a description of the firm's capabilities to perform the services required to service the aforementioned HUD funded programs. The selected firm will assume loan servicing of the City of Detroit's current loan portfolio. The firm will accept and review loan documents for new loan servicing. The Firm will also collect deposits of all loan payments consistent with loan closing documents and scheduled payment notes, deposit revenue into an established City account.

RFP#600500 provides specific details regarding the potential contractor's technical knowledge, experience and background requirements. The RFP can be accessed on the City of Detroit website, Items Out to Bid, Notice of Funding Availability (NOFA) and at [www.bidsync.com](http://www.bidsync.com) RFP#600500 includes details required for proposal submission, comprehensive scope of services, pricing, and other terms and conditions.

RFP#600500 will be available electronically via [www.bidsync.com](http://www.bidsync.com) on Wednesday, October 26, 2016 and must be submitted via [www.bidsync.com](http://www.bidsync.com) before or by **10:00 a.m., Wednesday, November 16, 2016.**

In-Person proposal submissions will not be accepted and [www.BidSync.com](http://www.BidSync.com) does not permit late proposal submissions. Public Recording of submitted proposals takes place at 3:00 p.m., Wednesday, November 16, 2016 in the City of Detroit, Office of Contracting and Procurement, Suite 1008, 2 Woodward Avenue, Detroit, Michigan 48226.

For further information, contact:

**Elizabeth C. Ayana Johnson, Contracting and Procurement Specialist/HUD Section  
3 Compliance Officer, Office of Contracting and Procurement**

**Email: [section3compliance@detroitmi.gov](mailto:section3compliance@detroitmi.gov)**

**Notice of Non-Discrimination:** The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex, or sexual orientation. Complaints may be filed with the City of Detroit, Human Rights Department, Suite 1240, 12<sup>th</sup> Floor, Coleman A. Young Municipal Center, 2 Woodward Avenue, Detroit, Michigan 48226.