

The City of Philadelphia's Division of Housing and Community Development is seeking to retain a focus group facilitator fluent in Spanish to conduct a Spanish-language focus group in eastern North Philadelphia. The focus group will cover issues related to fair housing and the experience residents have had with housing issues.

The focus group will include 12-15 participants. The facilitator will not have to recruit participants. DHCD will arrange for a light dinner for participants and provide gift cards.

Facilitator tasks include:

- Participate in a 2-hour meeting preparation session on either Monday, Nov. 28 in the afternoon, or Tuesday, Nov. 29 in the afternoon, at DHCD offices, 1234 Market St., 17th Floor. The purpose of this meeting will be to familiarize the facilitator with the subject matter.
- Conduct the focus group on Dec. 1 at 1301 N. 2nd St from 5:30-8:30 p.m. Focus group participants will be directed to arrive at 6 p.m. Dinner will be available at 6 p.m. and the intent is to start the focus group at approximately 6:15 p.m.
- Prepare and submit a report by close of business Dec. 5. The report should include:
 - The number of participants
 - A breakdown of living situations (homeowner/tenant/voucher user/homeless/other)
 - The neighborhoods represented by the participants
 - A summary of outcomes, themes and special considerations
 - Responses to probes
 - Responses grouped by category
 - Other relevant feedback

Interested respondents should prepare a submission package that includes:

- A flat rate quote
- A company overview, if relevant
- A resume of the person who is to facilitate the focus group
- A list of similar focus groups conducted by the facilitator in Spanish, with contact information for three references from that list
- A description of familiarity with issues related to housing and/or to underserved communities
- City vendor identification information
 - Federal Tax I.D. (9 digits)
 - City of Philadelphia Tax I.D. (7 digits)
 - Philadelphia Business License Number (6 digits)

Interested respondents should email the submission package to Paul Chrystie at paul.chrystie@phila.gov by **4 p.m. on Friday, Nov. 18**. (Note that the 4 p.m. deadline will be determined by Mr. Chrystie's email inbox.) Questions can also be emailed to Mr. Chrystie by 4 p.m. on Thursday, Nov. 10. All questions and responses will be posted at <http://www.phila.gov/dhcd/partner-with-dhcd/rfps/> by close of business Tuesday, Nov. 15.