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HOUSING CHOICE VOUCHER CONTRACT ADMINISTRATION & OPERATION**

INTRODUCTION

T Columbus Metropolitan Housing Authority (hereinafter, “HA”) is a public entity, formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, in Columbus and Franklin County. CMHA is headed by a President & CEO and is governed by a Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and CMHA’s procurement policy. The Agency was brought into existence by resolution of the State of Ohio’s Board of Housing on May 8th, 1934. CMHA is a subdivision of the State of Ohio.

Currently, the HA owns and/or manages: (a) 26 multi-family apartment complexes totaling 3,139 units; (b) eight senior complexes, totaling 733 units; and (c) four Service Enriched complexes, totaling 258 units. the HA also administers approximately 13,500 Section 8 Housing Choice Vouchers and manages the HUD Project Based Rental Assistance contracts covering 81,000 units in Ohio and Washington, D.C. through its subsidiary, Assisted Housing Services Corporation. The HA currently has approximately 125 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the services specified herein to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

HA CONTACT PERSON	Andrea Quinichett Purchasing Manager 614.421.4434 aquinichett@cmhanet.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE HA WEBSITE	1. Access the cmhanet.com 2. Click on the “Business Opportunities/Section 3” heading 3. Click on the “Purchasing/Open Opportunities” heading If you have any problems in accessing or registering on the system, please call the Purchasing Department at 614.421.4434
PRE-PROPOSAL CONFERENCE	Friday January 14, 2022 11:00am Join Zoom Meeting https://us02web.zoom.us/j/89235889575?pwd=UVg2RE5CcGF5dzVWdVRaNF44REVmUT09 Meeting ID: 892 3588 9575 Passcode: 218444
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As directed within Section 3.0 of the RFP document, All pricings must be submitted separately to feeproposal@cmhanet.com . All technical responses must be submitted and received to technicalresponse@cmhanet.com no later than the submittal deadline stated herein (or within any ensuing addendum).
PROPOSAL SUBMITAL RETURN & DEADLINE	Friday January 28, 2022 2:00pm Electronic Copy Preferred/or The HA Central Office 880 E. 11 th Avenue, Columbus, Ohio 43211 Note: The “electronic copy” proposals and financial information must be received by the HA by no later than 2:00pm on this date.
ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS	February 2022

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1.0 HA'S RESERVATION OF RIGHTS:

- 1.1 The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).
- 1.4 The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO)/Purchasing Manager.
- 1.6 The HA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7 The HA reserves the right to change funding sources when/if and in what manner it when in the interest or at discretion.
- 1.8 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.9 The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.10 The HA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the HA website, www.cmhanet.com and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the Purchasing Manager or designee in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.11 The HA reserves the right to select a single or multiple award contract.
- 1.12 The HA reserves the right to add requirements during the contract period when it is in the best interest of the HA.

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2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.

2.1 General Statement of Required Services. The HA wishes to procure the services of a qualified and licensed entity(ies) to manage with full responsibility, the Authority’s HCV Program, including vouchers governed by special programs such as the Veterans’ Administration Supportive Housing program (VASH), Family Unification Program (FUP), Rental Assistance Demonstration (RAD) program, Project-Based Vouchers (PBV), Mainstream Voucher program, and Emergency Housing Vouchers. All HCV programs are to be implemented and administered with industry best practices in accordance with local, state and federal law; and current United States Department of Housing and Urban Development (HUD) requirements, in all areas it administers, including waiting list management, admissions, inspections, eligibility determinations, setting of family payments, enforcement of program integrity and management of hearings and appeals. The Contractor(s) will provide the staffing and expertise necessary to transition the work and to ensure its stable operation over the long term. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety including SEMAP high performer.

2.2 Background Information. The Authority is a local agency in transition. Over the past 87 years, the Authority has been repositioning its public housing assets into private ownership under the Authority. This strategy began with public housing dispositions using a combination of the RAD program and Section 18 dispositions. Since 2016, 3,574 units of public housing have been converted to a Project-based Section 8 model. Currently, the Authority owns and/or manages: 39 developments throughout Franklin. The Authority administers a Housing Choice Voucher program which has absorbed the growth created by the repositioning of public housing and has now grown to approximately 13,500 units with monthly total Housing Assistance Payments (HAP) of just over \$8,500,000 before adjustment. The Authority desires the Contractor to assume responsibility for the HCV Program Administration within 90 days of contract award.

2.3 General Requirements. The Contractor(s) shall administer and operate the Authority’s Housing Choice Voucher (HCV) Program in accordance with: (a) the specific requirements of the contract resulting from this RFP; and (b) current and future requirements of Federal program regulations, directives, and guidance applicable to the HCV programs, including any Short-fall guidelines and requirements (CFR, HUD Notices and other). These requirements are not stated in their entirety within these Specifications; rather, these Specifications identify core functions the Contractor(s) shall administer in accordance with its approved work plan and the identified special programs. The Contractor’s accomplishment of these objectives shall be measured by the stated performance standards. The Contractor shall cure any and all program deficiencies and take all necessary and appropriate actions to meet specific and ongoing requirements and achieve stated performance standards such a SEMAP high performer.

2.3.1 HCV Demographic Information.

[Table No. 3]

RFP Section	Voucher Type (Description)	Number of Vouchers Authorized	Number of Properties
2.3.1.1	HCVs (including port-outs 64 & approximately 8 port-ins & programs list below)	14,759	*
2.3.1.1	Family Unification	74	*

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2.3.1.1	Mainstream Program	278	*
2.3.1.1	Project-Based Vouchers	3574	26
2.3.1.1	Near Elderly Disabled Voucher	805	*
2.3.1.1	HUD-VASH Vouchers (335 leased)	412	*
2.3.1.1	Emergency Housing Voucher	304	*
2.3.1.1	Home Ownership Voucher Program	122	*

2.4 Preparatory Activities.

- 2.4.1 **Post-Award Conference.** The Authority anticipates that it will direct the Contractor to, within five (5) working days of the effective date of the ensuing contract award by the Authority’s Board of Commissioners (Board), attend an orientation and planning session in Columbus, Ohio with the Authority at the time and place designated by the Authority.
- 2.4.2 **Project Management Plan.** Within fifteen (15) days of the Contract effective date, the Contractor shall submit a complete Project Management Plan (Plan) for the Authority’s approval. Beginning with the assumption of responsibility for HCV Program responsibility effective April 1, 2022, the Plan shall document program deliverables and will be used to manage, track, and evaluate the Contractor’s performance in accordance with programmatic requirements and industry best practices. The Plan shall more specifically address the functions listed within Sections 2.2, 2.3, 2.4 and 2.5 herein. The Plan will include:
- 2.4.3 **Project Schedule Milestones.** The Contractor will propose appropriate milestones for the duration of the contract, with the schedule expressed in calendar dates.
- 2.4.4 **Resources.** The Plan will include a description of resources necessary to accomplish the tasks listed in Sections 2.0, 2.1, 2.2, 2.3, 2.4 and 2.5 herein.
- 2.4.5 **Staffing Plan.** The Plan will describe all positions, titles and functions to be used throughout the course of the contract. The Staffing Plan shall identify all known staff members and the plan to fill staffing gaps. For known staff members, the plan will describe the major tasks to be performed, their level of employment (staff, supervisor, manager, etc.) and the percentage of time each will devote to the contract.
- 2.4.6 **Administrative Errors.** The Plan will include a process that will be followed when an administrative error is determined, including a definition of what will be considered an Administrative Error. The Plan must include the timeframe in which the error will be resolved and how the Authority will be reimbursed for the administrative error or not charged for the resolution of the error.
- 2.4.7 **Hiring and training of staff needed to operate the program.** The Authority currently has 66 budgeted HCV-related positions (please see Table No. 4). Of these, approximately 66 positions are occupied by current employees. These employees, both temporary and permanent, must be offered an opportunity to be interviewed and considered by the Contractor, once the Contract has been awarded, and given full and fair consideration for employment. The Authority staff who

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meet the Contractor's hiring requirements, demonstrated through skills assessment, or other evaluation process, shall be provided the first right of refusal for positions identified in the Staffing Plan. Contractor will hire qualified staff for all positions. All hires are to be provided all necessary training by the Contractor.

- 2.4.8 Gathering information from current files and the Authority staff needed for the ongoing operation of the program.** The Contractor will review current tenant and vendor files and interview appropriate current Authority staff to establish appropriate procedures regarding record-keeping and to operate a smooth transition while maintaining program operations for currently assisted families.
- 2.4.9 Updates to Administrative Plan for the Housing Choice Voucher Programs.** The Authority has a current Administrative Plan and some amendments to the plan are under consideration. The Contractor shall prepare recommendations to the Vice President of the Housing Choice Voucher program to revise and update the current Administrative Plan as appropriate, taking into account changes in Federal policy regulations, local and state law, the Authority goals/policies and the performance standards and measures established under this contract.
- 2.4.10 Setting up a program to maintain a broad range of housing opportunities at current participation levels for families assisted by the tenant-based HCV programs, including housing in neighborhoods with low concentrations of poverty, within the constraints of shortfall requirements on voucher issuance.** This includes outreach to owners of rental housing by in-person townhall style meetings, accepting invitations to attend pre-approved panel discussions at community events and mailings to inform them about the advantages of participating in the program, in particular, and of improvements to program operations being implemented under the contract. It also includes counseling families on housing opportunities in a broad range of neighborhoods and providing families with assistance in searching for housing and persuading owners to participate in the program.
- 2.4.11 Management Information System.** The Authority currently uses the Scyphus solution for management of the HCV program, which is hosted locally and currently does not require licensing. Contractor must learn knowledge of Scyphus as used by the Authority and/or provide a data feed upon completion of HCV actions. Other software being used by the Authority includes, but is not limited to, SharePoint, OnBase, Northwoods Appointments, GoSection8, The Work Number.

Scyphus Training. The Authority has an online resource that can be made available to the contractor coupled with access to our helpdesk resources.

Data Feed. Authority can provide details for household members, income, assets, expenses, and contracts as necessary as shown in sample below. It is expected all information and documentation considered in calculations for a 50058 submission must be made available electronically. Exact schema, format and medium for exchange will be agreed upon during implementation.

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Contract	Household	Income/Asset/Expense
CaseNumber	CaseNumber	FamilyMemberId
ContractId	FamilyMemberId	FinancialType
Unit Information	FirstName	StreetAddress1
Landlord Information	MiddleName	StreetAddress2
ContractTypeId	LastName	City
CreateDate	SSN	State
StartDate	Gender	ZipCode
EndDate	RelationshipCode	StartDate
MoveInDate	Disabled	EndDate
ContractRent	CitizenshipStatusCode	FreqnecyCode
TenantRent	DateOfBirth	Amount
GrossRent	PlaceOfBirth	VerificationSourceId
HAP	DriversLicenseNumber	VerificationMethodId
UAP	StartDate	VerificationDate
TTP	EndDate	ExcludedAmount

Documents. The Authority can provide scans of received documents through the mail. All documents considered by the contractor must either be entered into OnBase or electronically offered to the Authority in PDF or multi page TIF format with a specific file naming scheme:

[Client ID]_[Document Type]_[Received Date]

2.5 Functional Areas. The operation of the HCV programs requires the performance of all core functions in conformance with programs regulations, guidance and directives contained in the Code of Federal Regulations (CFR) and program Handbooks, Notices, local and state laws, industry best practices, and other policy documents. The following is a list of functional areas with a non-exhaustive listing of work to be performed in each area. Performance standards for these functional areas are given within the following Section 2.3, herein.

2.5.1 HCV Waiting List and Admissions. In accordance with the Authority’s Administrative Plan and HUD rules and regulations the Contractor will: maintain all Authority waiting lists: update and purge the list as appropriate, open and close waiting lists, accept referrals for any special admissions or limited preferences, properly admit applicants to the program including admissions and manage informal reviews of denial determinations, complete full intake functions and perform initial verification of eligibility. Manage all portability functions and coordinate with the Authority and Finance Consultant to ensure proper billing and receipt of accurate and timely payments from initiating public housing authorities (PHAs).

2.5.2 HCV Continued Occupancy Functions. Contractor will, at times appropriate and in accordance with the Authority’s Administrative Plan, and HUD rules and regulations, perform periodic verification of income and family composition, and calculation of tenant rent and HAP payments. The Contractor will perform timely and accurate completion of landlord requested rent increases and will facilitate and process any transfers or moves.

2.5.3 Public Housing Occupancy Functions. Contractor will, at times appropriate and in

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accordance with the Authority's Admissions and Continued Occupancy Policy (ACOP).

- 2.5.4 Tenant Briefings.** The Contractor will perform all briefings, including both initial briefings of newly selected participants in all programs and appropriate briefings of existing participants as needed to assure that participants are informed of any program changes and are supported in successful program participation.
- 2.5.5 Customer Services Center.** The Contractor will establish a Customer Services Center in Columbus Ohio with accessible by public transportation. The contractor will also establish a Customer Service Call Center and use Customer Relations Management (CRM) system to track inquiries and resolutions of issues. Both will be operational at least Monday - Friday during normal business hours and will serve clients, landlords and members of the public. It is preferred by the Authority to have extended and/or weekend hours to provide service to working families.
- 2.5.6 Representation.** The Contractor will assign a supervisory or managerial representative at each public meeting of the Authority's Board of Commissioners to receive and respond to complaints and inquiries of the public at the request of the Authority.
- 2.5.7 Hearings Process Administration.** The Contractor, in collaboration with the Authority's General Counsel, will establish and operate an informal hearing process to consider all participant grievances in accordance with the Authority's HCV Administrative Plan and will make recommendations for appropriate revisions as needed. The Contractor will be responsible for coordinating and facilitating hearings, obtaining hearing officers, and ensuing implementation of decisions.
- 2.5.8 Reasonable Accommodations.** The Contractor will timely refer to the Authority's General Counsel for review and response, all reasonable accommodation requests.
- 2.5.9 Family Payment Standards.** The Contractor will administer the program making all determinations according to the Authority's HCV Administrative Plan and will recommend appropriate adjustments to the Utility Allowance and Family Payment Standards.
- 2.5.10 Inspections Functions.** The proposer will provide an option to perform all initial, special, annual and/or biennial inspections of units according to HQS or any successor standard of the HCV program and will complete any follow-up enforcement measures. At the Authority's election, the Contractor may be required to refer all HQS inspections to the Authority or another contractor retained by the Authority to perform such inspections.
- 2.5.11 Rent Reasonableness.** The Contractor will evaluate and make a determination of requested rents in comparison with unassisted rents in the market area. (Note: The Authority is currently under contract with Affordable Housing for rent reasonableness studies. The Contractor will maintain or procure the same or equal service to evaluate and make determinations of rent reasonableness. Additionally, the Authority is currently under contract with a utility allowance consultant. The Contractor will maintain or procure same or equal services. Any procurement of software or subconsultants by the Contractor is subject to the Authority's written approval.) Contractor will make periodic reviews and recommend the revision of

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allowances for tenant-paid utilities as appropriate.

- 2.5.12 Owner Outreach and Housing Opportunity Counseling.** The Contractor will perform activities to expand the participant's range of locational choices and reduce the concentration of assisted families in areas with high concentrations of low-income households. In addition, the Contractor will perform activities in-person and via mailing and online to educate and engage existing landlords around new policies and practices.
- 2.5.13 Financial Management and Reporting.** Financial management and reporting are contracted to a Financial Consultant. The selected Contractor will be responsible for the following: provide accurate participant and financial data and reports in the Elite system (or such other financial management system that may be procured by the Authority) as requested by the Authority and/or the Financial Consultant for the monitoring and reporting of HCV programs, preparation of voucher programs year-end audit, the preparation of Annual Authority HCV operating budgets, and accurate data for Voucher Management System (VMS) reporting. The Contractor will support the Authority and Financial Consultant to gather and ensure data is accurate for the issuance of 1099s to property owners.
- 2.5.14 CMHA Policy Documents.** The Contractor will, at least annually, by April 1 of every year, or as required by the Authority, review and make appropriate recommendations for revision, in writing, of the Authority's HCV Administrative Plan and portions related to eligibility and the wait list.
- 2.5.15 Program Performance Reporting.** The Contractor will prepare all programmatic reports related to the HCV program for execution by the Authority including the SEMAP certification.
- 2.5.16 HUD/EIV Systems.** At the discretion of the HA, the Contractor will ensure all data has been transmitted to the Agency to be able to utilize the HUD Inventory Management System (IMS), Public Information Center (PIC) system for timely and accurate submissions of form 50058 for each participant family. The Contractor will utilize the HUD Enterprise Income Verification (EIV) reports and resolve: (1) deceased tenants reports, (2) multiple subsidy report, (3) identity verification report, (4) immigration report, (5) new hires report, (6) income verification tool and other reports deemed necessary by Authority or HUD.
- 2.5.17 Quality Control.** The Contractor, in collaboration with the Authority's General Counsel, will perform all Quality Control functions and related tasks, in accordance with program requirements and to achieve "High Performer" rating under SEMAP.
- 2.5.18 Limited English Proficiency (LEP).** The Contractor will provide language translation services in accordance with the Authority's LEP Plan to Authority clients with limited English proficiency and maintain a record of participants requiring written or spoken translation services both in writing and electronically and be prepared to report out on relevant statistical data.

2.6 Special Programs. In addition to the above core functions, the Contractor shall administer the following special programs:

- 2.6.1 Family Unification Program Vouchers.** The Authority has an allocation of 100 HCVs

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under the FUP. The Contractor will perform all normal and customary functions in support of this program, including but not limited to ongoing collaboration with other City agencies and non-profit partners.

- 2.6.2 Mainstream Voucher Program.** The Authority has an allocation of 99 HCVs to be used as part of the Mainstream Voucher Program. The Contractor will perform all normal and customary functions in support of this program, including but not limited to ongoing collaboration with other City agencies and non-profit partners.
- 2.6.3 VASH Program.** The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines HCV rental assistance for homeless Veterans with case management, and clinical services provided by the Department of Veterans Affairs (VA). The VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.
- 2.6.4 Applications for Additional Funds.** During the contract period, it is possible that HUD will publish Notices of Funding Availability (NOFA's) for new increments of Vouchers, Single Room Occupancy (SRO), Disaster, or other HCV program funds. The Contractor shall prepare timely recommendations to Authority for applications to be submitted to HUD for such additional funding or similar program funds.
- 2.6.5 Applications for Short-fall Funds.** During the contract period, it is likely that HUD will provide instructions and an opportunity for the Authority to apply for short-fall funding. The Contractor shall work in consultation with the Financial Services Contractor and the Authority to prepare and support any application for short-fall funds and comply with all shortfall requirements and data requests.
- 2.6.6 Project-Based Vouchers.** The Authority has approximately 3574 PBVs (traditional, RAD, and Section 18). In addition, the Authority anticipates adding nearly 300 PBVs (RAD and Tenant Protection Vouchers) from asset re-positioning of the remaining three public housing properties and units during the contract period. During the contract period the Contractor will complete all actions necessary to process these units under HAP Contracts to be executed by the Authority. Tasks may include but are not limited to ensuring HQS compliance, preparing HAP Contracts, end of participation actions and new admissions actions in compliance with HUD rules and regulations and within required timeframes as outlined by Authority staff.
- 2.6.7 City of Columbus and County of Franklin & Fairfield, Coordination.** The Authority partners with the City and a variety of local non-profit and community-based providers to implement several local initiatives benefiting the community by the dedication of and inclusion of HCVs. The Contractor will be expected to support these and expanding efforts by attending meetings, providing data and recommendations in alignment with HUD regulations and industry best practices.
- 2.6.8 Near Elderly Disabled Vouchers.** The Authority has an allocation of 700 NED HCVs enable non-elderly disabled families to lease affordable private housing of their choice. NED vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

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2.6.9 Emergency Housing Vouchers. EHV's are specifically designed for households who are: • Homeless; • At Risk of Homelessness; • Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking.

2.7 Performance Standards.

2.7.1 Ongoing Program Operation. The Contractor shall ensure that a SEMAP High Performer rating is achieved in addition to the following:

- 2.7.1.1** At least 98% of all budgeted Vouchers (including PBV) under ACC are leased at all times (unless otherwise approved by HUD). For Vouchers, Annual Budget Authority (ABA) or 98%-unit utilization is acceptable.
- 2.7.1.2** At least 98% of all new admissions into the HVC program are in accordance with the Authority's Administrative Plan and HUD rules and regulations to achieve maximum points under SEMAP.
- 2.7.1.3** At least 98% of re-examinations are completed not more than 12 months after last re-examination. Reexamination shall include determination of eligibility for continuing assistance, accurate recalculation of tenant payments (including correct voucher sizes, payment standards and utility allowances), approval (or termination) of assisted units, timely completion of owner requests for rent increase and tenant interim reexaminations. Notice of any change in tenant rent shall be given in writing at least 30 days in advance of effective date of change.
- 2.7.1.4** At the discretion of the HA, provider will transmission of necessary data to ensure the electronic transfer of HUD form 50058 for each participant family into IMS PIC with no errors, on a monthly basis, at a rate of 95% or more, as required by HUD. On a monthly basis, the Contractor will run and resolve the following EIV reports: (1) deceased tenants reports, (2) multiple subsidy report, (3) identity verification report, (4) immigration report, (5) new hires report, (6) income verification tool and (7) other reports deemed necessary by the Authority or by HUD to ensure the integrity of the program .
- 2.7.1.5** 98% of HAP payments are paid by the 5th day of each month. 98% of new owners are paid within 30 days of HAP contract execution. Any retroactive payments adjustments more than 60 days will require written justification and submission to the Authority for approval.
- 2.7.1.6** Voucher Payment Standard is reviewed at least annually and revised if the Contractor determines that more than 10% of voucher recipients are paying more than 40% of income for rent in addition to HUD-published Fair Market Rent. The revision is posted at least thirty (30) days prior to initiation and must be approved by the Board.
- 2.7.1.7** At least 98% of HQS inspections are completed timely per HUD rules and regulations, and the Authority's Administrative Plan and entered into the electronic system of record within 24 hours.

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- 2.7.1.8 At least 99% of HQS Enforcement inspections are completed within the required timeframes and entered into the electronic system of record within twenty-four (24) hours.
 - 2.7.1.9 AT least 100% of units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract effective date.
 - 2.7.1.10 Data is to be provided timely to the Authority for the preparation of the monthly VMS reporting.
 - 2.7.1.11 Monthly reports are to be prepared as requested by the Authority, the Board, and HUD.
- 2.7.2 Independent Public Accountant (IPA) Single Audit.** The Contractor will be required to:
- 2.7.2.1 Eliminate any future findings related to HCV internal controls and program compliance.
 - 2.7.2.2 Prepare responses for Authority and coordinate with the IPA Single Audit firm and the Financial Consultant to provide required documentation during annual audit periods.
- 2.7.3 Quality Control.** The Contractor will be required to implement a system for quality control sampling and report to Authority staff quarterly. Units newly leased up or recertified during all performance periods of the contract must meet the following standards:
- 2.7.3.1 99% of families selected for participation are selected in accordance with Federal/local preference system, as established in the revised Administrative Plan.
 - 2.7.3.2 Income verification is complete and in the file for 98% of certified/recertified families.
 - 2.7.3.3 No more than 5% errors in tenant rent calculation.
 - 2.7.3.4 Documentation of accurate rent reasonableness is in file for all units under HAP contract.
 - 2.7.3.5 In the event that Contractor is awarded the inspections function, demonstrate 98% passing rate from Quality Control (QC) inspections of a unit with a failed and passed inspection results.
- 2.7.4 Financial Management.** The Contractor will:
- 2.7.4.1 Assist the Authority and Financial Consultant in providing required data by the date requested so that the Authority and Financial Consultant can prepare monthly reports by program of leasing and funds analysis.

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- 2.7.4.2 Monthly and as necessary, provide necessary data as requested by the Authority Finance staff and the Finance Consultant to enable them to prepare and update of leasing projections and costs throughout the year.
- 2.7.4.3 Maintain program records for audit purposes, compliance, and HUD reviews, etc.
- 2.7.4.4 Monitor the HCV budget as it pertains to the Contractor's operation of the HCV program. Contractor is not responsible for preparing and maintaining the Authority's budget for central office or direct HCV program expenses.
- 2.7.4.5 Provide data as requested by the Authority and Financial Consultant to enable them to complete accurate HUD reporting relating to the HCV program.

2.8 Contract Administration Data.

2.8.1 Conduct of Work.

- 2.8.1.1 The Authority's Contracting Officer (CO) will be designated at contract award.
- 2.8.1.2 The Contractor's work hereunder shall be carried out under the terms and conditions of the contract.

2.8.2 On-going Program Operation.

- 2.8.2.1 The CO will provide technical direction on contract performance. Technical direction includes:
 - 2.8.2.1.1 Direction to the Contractor as to which areas the Contractor is to emphasize or pursue.
 - 2.8.2.1.2 Comments on the approval of reports or other deliverables.
 - 2.8.2.1.3 Technical direction must be within the contract, Statement of Work. The CO does not have the authority to issue technical direction that:
 - 2.8.2.1.4 Institutes additional work outside the scope of the contract;
 - 2.8.2.1.5 Constitutes a change as defined in HUD Procurement Handbook, 7460.8 REV 2;
 - 2.8.2.1.6 Causes an increase or decrease in the estimated cost of the contract;
 - 2.8.2.1.7 Alters the period of performance; or
 - 2.8.2.1.8 Changes any of the other express terms or conditions of the contract.
 - 2.8.2.1.9 Technical direction will be issued in writing by the contracting

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officer (or his/her designee) or confirmed by him or her in writing within five (5) calendar days after verbal issuance.

2.9 Key Personnel during any period of transition. The personnel specified in the Contractor’s proposal shall be essential to the work being performed under this contract. Prior to assigning any of the specified individuals to other projects, the Contractor shall notify the CO in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit the evaluation of the impact on the program. No deviations of the staffing standard shall be made by the Contractor without the written consent of the CO, provided, that the CO may ratify in writing such diversion and such ratification shall constitute the consent of the Authority. The Schedule may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

2.9.1 Current HCV Staffing (for reference purposes only).

[Table No.4]

RFP Section	Number of Budgeted Positions	Staff Description	Number of Current Staff
2.7.2		VP of HCV	1
2.7.3		Assistant Vice President Admin & App	2
2.7.4		Housing Assistance Manager	1
2.7.5		HCV Compliance Manager	1
2.7.6		Housing Assistance Supervisor	5
2.7.7		Community Relations Manager	1
2.7.8		HCV Business Analyst	1
2.7.9		Payments Supervisor	1
2.7.10		Team Lead	8
2.7.11		Rent Review Specialist	1
2.7.12		Administrative Assistant	1
2.7.13		Customer Service Representatives	5
2.7.14		Landlord Relations Specialist	1
2.7.15		RAD Specialist	4
2.7.16		Housing Advisor II	16
2.7.17		HCV Intake	5
2.7.19		HCV Applications	3
2.7.20		Team Lead Portability Coordinator	1
2.7.21		FSS Housing Assistance Manager	1
2.7.22		FSS Coordinator	2
2.7.23		Contracting New Lease	5
		Total	66

2.9.2 Columbus Ohio Minimum Wage Ordinance. The Contractor is required to fully comply with the Ohio Minimum Wage Ordinance. As of September 30, 2020, the Ohio minimum wage will be \$8.80/hour. Information on the ordinance can be found at:

2.9.3 https://www.com.ohio.gov/documents/dico_2021MinimumWageposter.pdf

2.10 Scyphus. The Authority’s HCV program is administered using the Scyphus software program, while using OnBase for document management. Scyphus is an CMHA-built

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system built on premise to the Authority. The Authority will provide appropriate remote access under an agreement with the Contractor. Any modifications to the existing Scyphus system requested by the Contractor will be considered and negotiated. Alternately, the Authority and Contractor can establish a data exchange for requesting outgoing work and upon completion of that work.

2.11 **Previous/Current Contractor(s).** The Authority has previously retained Nan McKay and Associates to provide HQS Inspections for the HCV program. The Authority has also retained third party assistance to process emergency recertification and initial eligibility interviews to resolve some backlog issues. The Authority has primarily administered and operated the program with in-house staff. Currently, the Authority has been experiencing some attrition, and has not filled a number of vacant budgeted positions.

3.0 PROPOSAL FORMAT:

3.1 **Electronic Proposal Submittal (Preferred):** Each category must be separated and ordered by file or within a single file, with the corresponding tabs or reference pages noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

3.1.11 The proposer responds to this solicitation electronically. The proposer shall submit the all- inclusive technical portion of the response to technicalresponse@cmhanet.com, ensuring that all information requested in Section 3.0 Proposal Format are included.

3.2 **Tabbed Proposal Submittal (Preferred):** The HA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers or number titles for electronic copies (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

[Table No. 5]

RFP Section	Tab No.	Description
3.2.1	1	Form of Proposal. This Form is attached hereto as Attachment A to this RFP. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

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3.2.2	2	form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i> . This Form is attached hereto as Attachment B to this RFP. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.2.3	3	Profile of Firm Form . The Profile of Firm Form is attached hereto as Attachment C to this RFP. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.2.4	4	Proposed Services . The proposer shall place under this tab documentation further explaining the proposer's services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:
3.2.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer's DEMONSTRATED UNDERSTANDING of the AUTHORITY'S REQUIREMENTS .
3.2.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED .
3.2.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's TECHNICAL CAPABILITIES (describe the anticipated legal issues and how your firm can participate in helping the Authority achieve its goals) and the MANAGEMENT PLAN .
3.2.4.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE of contract work substantially similar to that required by this RFP as verified by reference checks or the information submitted within the proposal. NOTE: The Authority will place particular emphasis on the proposer's above described EXPERIENCE and PAST PERFORMANCE with related-work with public housing agencies.
3.2.4.5		How staff are hired, retained, screened, trained, and monitored. This section shall also include a detailed plan to re-employ qualified CMHA staff, as determined by the Proposer, who may have been displaced by any contract that may result from this procurement.
3.2.4.6		The proposed quality assurance program.
3.2.4.7		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.).
3.2.4.8		A complete description of the products and services the firm provides.

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3.2.5	5	Managerial Capacity/Financial Viability/Staffing Plan. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
3.2.5.1		Transition Plan. To help the Authority better assess how the Proposer will manage the transition, all proposals shall include a detailed Transition Plan (Addendum _#_) that describes the Contractor’s experience in managing mid-stream transitions and how the Contractor proposes to transition the work from the Authority to the Contractor. Duration of Transition shall not exceed 90 days.
3.2.6	6	Client Information. The proposer shall submit a list of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.2.6.1		The client’s name;
3.2.6.2		The client’s point of contact (POC) name;
3.2.6.3		The client’s POC telephone number and e-mail address;
3.2.6.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.
3.2.7	7	Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
3.2.8	8	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.2.9	9	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Authority in its evaluation.
3.2.10		Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” <u>DO NOT</u> eliminate any of the tabs if no information is being submitted.

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3.2.11	Proposal Submittal Binding Method. It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Authority can, if needed, remove the binding (i.e. “spiral-type” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.
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3.3 Entry of Proposed Fees (Recommended): The proposed fees shall be submitted by the proposer on the provided “Fee Sheet” (Attachment D). The Proposer shall submit this sheet to feeproposal@cmhanet.com. Do not submit, enter or refer to any fees or costs to technicalresponse@cmhanet.com. Any proposer that does so may be rejected without further consideration. A proposer must enter a proposed fee for each item--a "No Proposal" will not be allowed for any item, though a “No Charge” will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firm.

3.3.1 The proposed fees (Pricing Items) shall be submitted by the proposer and received by the Authority where provided for within the Marketplace only. Do not submit, enter, or refer to any fees or costs within the 10-tab “hard copy or electronic copy” proposal submittal detailed within the preceding Section 3.0 herein—any proposer that does so may be rejected without further consideration.

3.3.2 Pricing Items. Unless otherwise stated herein, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead (including the cost of office space for the second and additional contract years); profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Authority; etc.

[Table No. 6]

RFP Section	Pricing Item No.	Qty - U/M	Description
3.3.1	1	\$8,500,000	Proposed percentage of the baseline Administrative Fee received by the Authority from HUD that the contractor proposes as compensation to provide the services: 1 st Contract Year.
3.3.2	2	\$8.500,000	Proposed percentage of the baseline Administrative Fee received by the Authority from HUD that the contractor proposes as compensation to provide the services: 2 nd Contract Year.

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3.3.3	3	\$8,500,000	Proposed percentage of the baseline Administrative Fee received by the Authority from HUD that the contractor proposes as compensation to provide the services: 3 rd Contract Year.
3.3.4	4	\$8,500,000	Proposed percentage of the baseline Administrative Fee received by the Authority from HUD that the contractor proposes as compensation to provide the services: 4 th Contract Year.
3.3.5	5	\$8,500,000	Proposed percentage of the baseline Administrative Fee received by the Authority from HUD that the contractor proposes as compensation to provide the services: 5 th Contract Year.
3.3.6	6	* * * * * * * * * *	NOTE ENTRY INSTRUCTIONS: The proposer shall enter a response as a percentage of the baseline administrative fee. For example, to provide the services in the 1 st contract year (Pricing Item No. 1), if the proposer proposes to receive 40% of the baseline administrative fee, then he/she shall enter a 40 on each line on Attachment C for that Pricing Item. As shown above for each Pricing Item, proposers may enter a different percentage for each contract year.

3.4 Additional Information related to the Pricing Items.

3.4.1 Quantities. All quantities entered by the Authority herein (especially within the immediate-preceding Table No. 6 herein) and within the corresponding Pricing Items within the Marketplace are for calculating purposes only. As may be further detailed herein, the Authority does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the Authority anticipates that the ensuing contract will be a Requirements Contract, in which case the Authority shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any number of services the Authority requires.

3.4.2 Entry of Proposed Percentage of Administrative Fee. Proposers must enter a realistic and reasonable percentage of the baseline administrative fee detailed within the preceding Table No. 6 herein. Whereas no additional proposed fees can or will be received after the proposal submittal deadline, any proposer that does not comply with this requirement may, and probably will, be rejected without further consideration.

3.4.2.1 Review the Entry of Proposed Fees. The Authority strongly recommends that each proposer, after entry of the proposed fees within the Marketplace, print the receipt provided and review the entry to ensure that the proposer has entered the proposed percentage correctly (the Marketplace will allow the proposer to immediately re-enter the Marketplace at any time prior to the posted deadline to correct any such entry). The proposer will NOT be able to correct this entry after the posted

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deadline has expired, which means that the Authority will utilize such entry to assign the points pertaining to Evaluation Factor No. 1 detailed within the following Table No. 6 herein.

- 3.4.2.2 No Post-submittal Deadline Corrections**
Allowed. The Authority WILL NOT, after the submittal deadline, negotiate an increase to percentage that was proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic percentage for Pricing Item No. 1 identified within the following Table No. 6 herein.
- 3.4.2.3 Determination of the Calculated Cost.**
After a proposer has entered where provided within the Marketplace his/her proposed percentage for the Pricing Item, the Marketplace will automatically multiply the proposed percentage by the listed quantity. The total calculated sum shall be the sum that the Authority will utilize to determine the points assigned for cost as identified for Evaluation Factor No. 1 within the following Table No. 6 herein.
- 3.4.2.4 No Deposits/No Retainer.** The Authority will NOT pay any deposits or retainer fees as a result of award of the ensuing contract (such is not allowed per relevant HUD regulation). This means that the Authority will pay the successful proposer(s) for actual services provided only at the percentage rate proposed and accepted by the Authority.
- 3.4.3 Potential Escalation of Rates.** There shall not be any escalation of the proposed percentage rate proposed and accepted by the Authority during the term(s) of the ensuing contract except as otherwise provided within Table No. 6 wherein it is described how the proposer may propose and escalated cost for each listed contract year.
- 3.4.4 Prior Authority Approval Required.** Please note that the Contractor shall NOT conduct any additional work without the prior written authorization of the Authority representative (via delivery of a Task Order, which may take the form of an e-mail). Failure to abide by this directive shall release the Authority of any obligation to pay the Contractor for any such additional work conducted without the noted prior written authorization.
- 3.4.5 No Travel Expense.** The Authority will NOT pay for any travel expenses.
- 3.4.6 No Training Expenses.** The Authority will NOT pay for Contractor employees to be trained. All training will be the responsibility of the Contractor.

3.5 Proposal Submission (Optional/Electronic Option Preferred): Hard copy submissions must be submitted, time-stamped and received in the designated HA office no later than the submittal deadline stated herein (or within any ensuing attachment). A total of one (1) original signature copy of the fee sheet and one (1) original signature copy of the technical response (marked "ORIGINAL") and three (3) exact copies of the technical response ONLY of the "hard copy" proposal submittal shall be placed unfolded in a sealed package and addressed to:

The Columbus Metropolitan Housing Authority
Attention: Purchasing Manager
Purchasing Department
880 E. 11th Avenue
Columbus, Ohio 43211

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The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address. **Proposals received after the published deadline will not be accepted.**

3.5.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! If any such additional marks, notations or requirements are entered on any of the documents that are submitted to the HA by the proposer, such may invalidate that proposal. By accessing the noted website, www.cmhanet.com, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.5.2 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within this RFP, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents.

3.5.3 Proposer's Responsibilities--Contact with the HA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Purchasing Manager or designee only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

3.5.4 Addenda: All questions and requests for information must be addressed in writing to the Purchasing Manager or Designee. The Purchasing Manager or designee will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. known firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Purchasing Manager or Designee will NOT conduct any *ex parte* conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Purchasing Manager—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Purchasing Manager may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the Purchasing Manager may more fairly respond to all prospective proposers in writing by addendum.

3.6 Pre-proposal Conference: The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the HA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the Purchasing Manager or Designee may require that some such questions are delivered in writing prior to a response. Whereas

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the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference.

3.6.1 General Directions to the Pre-proposal Conference:

[Table No. 7]

Join Zoom Meeting

<https://us02web.zoom.us/j/89235889575?pwd=UVg2RE5CcGF5dzVWdVRaNF44REVUMUT09>

Meeting ID: 892 3588 9575

Passcode: 218444

One tap mobile

+13017158592,,89235889575# US (Washington DC)

+13126266799,,89235889575# US (Chicago)

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors: The following factors will be utilized by the HA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 8]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	Objective	The PROPOSED COSTS submitted by the proposer.
2	10 points	Subjective	The proposer's DEMONSTRATED UNDERSTANDING of the AUTHORITY'S REQUIREMENT.
3	10 points	Subjective	The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.
4	15 points	Subjective	The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
5	25 points	Subjective	The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or the information submitted within the proposal. NOTE: The Authority will place particular emphasis on the DEMONSTRATED EXPERIENCE and PAST PERFORMANCE of the key staff identified within the proposal submittal.
6	10 points	Subjective	The proposer's TRANSITION PLAN demonstrating all changeover activities and processes that need to follow or implement a smooth transition, including a 90-day timeline.
7	10 points	Subjective	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED based upon the opinion of the evaluators.
8	25 points	Subjective	The KEY PERSONNEL staffing solutions and individuals who are specifically assigned to the contract. Also, to include the proposers plan to consider CMHA staff for employment.
9	15 Points	Subjective	ORAL PRESENTATIONS at the discretion of the HA. Not all responders may be asked to make such oral presentations (including the comprehensive proposal as noted in this RFP), based upon the opinion of the evaluators.
	140 points	140 points	Total Points (other than objective preference points)

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4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals deemed by the HA not minimally responsive.

4.2.2 Evaluation Packet for Proposals Deemed Responsive: Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form;

4.2.2.3 Written Narrative Justification;

4.2.2.4 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee: The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. As detailed within Section 3.5 of this document, the Purchasing Manager is the only person at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation: The Purchasing Manager or designee will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the Purchasing Manager or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, and 5 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Purchasing Manager or designee.

4.2.5 Potential “Competitive Range” or “Best and Finals” Negotiations: The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HA in a timely manner as possible, but in any case, within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.3 Determination of Top-ranked Proposer: Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the President & CEO for approval.

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- 4.3.2.1 **Ties:** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”
- 4.3.2.2 **Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).
- 4.3.3 **Award Recommendation:** It is anticipated that the final rankings will be forwarded to the HA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee’s recommendation. Contract price negotiations may, at the HA’s option, be conducted prior to or after the BOC approval.
- 4.3.4 **Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
 - 4.3.4.1 Which proposer received the award.
 - 4.3.4.2 Where each proposer placed in the process as a result of the evaluation of the proposals received.
 - 4.3.4.3 The cost or financial offers received from each proposer;
- 4.3.5 **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

5.0 CONTRACT AWARD:

- 5.1 **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
 - 5.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted HA website, www.cmhanet.com”. Accordingly, the HA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.
- 5.2 **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:
 - 5.2.1 **Contract Form:** The HA is not obligated to contract on the successful proposer’s form when a HA form is available, and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary). However, the HA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the

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proposer wishes to include therein and submits in writing a request for the HA to do so; but the failure of the HA to include such clauses does not give the successful proposer the right to refuse to execute the HA's contract form. It is the responsibility of each prospective proposer to notify the HA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The HA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the HA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- 5.2.1.1** Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.
- 5.2.2** **Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.
- 5.2.3** **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Purchasing Manager or designee. Any purported assignment of interest or delegation of duty, without the prior written consent of the Purchasing Manager or designee shall be void and may result in the cancellation of the contract with the HA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the Purchasing Manager or designee.
- 5.2.4** **Assignment:** The HA reserves the right to award to one (1) qualified respondent to perform the services described herein.
- 5.2.5** **Contract Period:** The HA anticipates that it will initially award a contract for the period of one (1) year, with options to renew for four (4) one (1) year contracts not to exceed five (5) years to be established after Board approval and the award is declared.
- 5.3** **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

 - 5.3.1** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount
 - 5.3.2** An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000)
 - 5.3.3** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000)

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- 5.3.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000
- 5.3.5 If applicable, a copy of the proposer's license issued by the State of Ohio licensing authority allowing the proposer to provide the services detailed herein
- 5.3.6 The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution)

5.4 Right To Negotiate Final Fees: The HA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the Purchasing Manager or designee successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

5.5 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

6.0 ADDITIONAL CONSIDERATIONS:

6.1 Required Permits and Licenses: Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either the HA or the proposers at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful Proposer and all offers submitted by the Proposer shall reflect all costs required by the successful Proposer to procure and provide such necessary permits or licenses.

6.2 Taxes: All persons doing business with the HA are hereby made aware that the HA is exempt from paying Ohio State Sales and Use Taxes and Federal Exercise Taxes. A letter of Tax Exemption will be provided upon request.

6.3 Official, Agent and Employees of THE HA Not Personally Liable: It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the HA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.

6.4 Termination: Any contract resulting from this RFP may be terminated under the following conditions:

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- 6.4.1 By mutual consent of both parties, and
- 6.4.2 **Termination For Cause:** As detailed within Clause No. 3 of Form HUD-5370-C (10/2006), *General Conditions for Non-Construction Contracts, Section I - (Within or without Maintenance Work)*, attached hereto:
 - 6.4.2.1 The HA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from the HA, fails to correct such failures within seven (7) days or such other period as the HA may authorize or require.
 - 6.4.2.1.1 Upon receipt of a notice of termination issued from the HA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by the HA in the notice of termination.
 - 6.4.2.1.2 The HA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.
- 6.4.3 **Termination For Convenience:** In the sole discretion of the HA, the HA may terminate any and all contracts resulting from this RFP in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.
- 6.4.4 The rights and remedies of the HA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.
- 6.4.5 In the event the resulting contract from this RFP is terminated for any reason, or upon its expiration, the HA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to the HA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of any resulting contract.

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FORM OF PROPOSAL

(Attachment A)

(This Form must be fully completed and placed under Tab No. 1 of the “hard copy” tabbed proposal submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS electronic preferred/ or <i>(four (4) copies of each proposal, including one with original signatures)</i>
_____	Tab 1 Form of Proposal (Attachment A)
_____	Tab 2 Form HUD-5369-C (Attachment E) Form HUD-5369-A
_____	Tab 3 Proposer’s Certification (Attachment D) & Profile of Firm Form (Attachment B)
_____	Tab 4 Proposed Services
_____	Tab 5 Managerial Capacity/Financial Viability/Resumes
_____	Tab 6 Client Information
_____	Tab 7 Equal Employment Opportunity Statement
_____	Tab 8 Subcontractor/Joint Venture Information (Optional)
_____	Tab 9 Sample Contract Form
_____	Tab 10 Other Optional Information

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the noted Proposal Fee Sheet, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted HA website, www.cmhanet.com, including an agreement to execute an Agreement and/or Contract. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Proposal Fee Sheet pertaining to this RFP.

Signature

Date

Printed Name

Company

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**RFP 2021-012: PROFILE OF FIRM FORM
(Attachment B)**

(This Form must be fully completed and placed under Tab No. 3 of the proposal submittal.)

- (1) Prime ___ Joint Venture/ Partner ___ Sub-contractor ___ (This form must be completed by and for each).
- (2) Name of Firm: _____ Telephone: _____ Fax: _____
- (3) Street Address, City, State, Zip: _____
- (4) Please attached a brief biography/resume of the company, including the following information:
(a) Year Firm Established; (b) Year Firm Established in (Jurisdiction); (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under Tab No. 3):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Identify the rate in which employees are paid:

POSITION WITHIN ORGANIZATION	MANNER OF PAY (HOURLY/COMMISSION, OTHER)

(8) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- | | | | |
|-----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Caucasian
American (Male)
_____% | <input type="checkbox"/> Public-Held
Corporation
_____% | <input type="checkbox"/> Government
Agency
_____% | <input type="checkbox"/> Non-Profit
Organization
_____% |
|-----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- | | | | | | | |
|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Resident-
Owned*
_____% | <input type="checkbox"/> African
American
_____% | <input type="checkbox"/> **Native
American
_____% | <input type="checkbox"/> Hispanic
American
_____% | <input type="checkbox"/> Asian/Pacific
American
_____% | <input type="checkbox"/> Hasidic
Jew
_____% | <input type="checkbox"/> Asian/Indian
American
_____% |
|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------|

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Woman-Owned (MBE) _____% Woman-Owned (Caucasian) _____% Disabled Veteran _____% Other (Specify): _____%

WMBE Certification Number: _____ Certified by (Agency): _____

(9) Federal Tax ID No.: _____

(10) Columbus, Ohio Business License No.: _____

(11) State of _____ License Type and No.: _____

(12) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____

(13) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(14) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(15) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(17) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(18) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Company

ATTACHMENT C: INSTRUCTIONS FOR BIDDERS/PROPOSERS

SPECIAL CONDITION

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

SIGNATURE REQUIRED

Any page format in which proposal pricing is stated must be signed in ink followed by the person's signature printed or typewritten. If the proposer is a firm or corporation, insert the corporate name followed by the signature and title of a person authorized to sign said proposal.

PRINCIPALS, PARTNERSHIPS OR PROPRIETORS

All proposers are required to attach to the proposal packet a list of all principals, partners or proprietors of the company along with the appropriate title and/or position of each person.

TAXES

The HA is tax exempt. The successful proposer will be furnished an exemption certificate if needed.

PRICING

Proposers are to quote firm prices unless otherwise noted in the specifications. In case of a discrepancy in computing the amount of the proposal, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price IN WORDS WILL CONTROL.

ACCEPTANCE AND REJECTION

This proposal will be accepted or rejected within a period of sixty (60) days from the proposal opening date. The HA reserves the right to reject any and all proposals, to waive technicalities, and to request a re-quote on the required materials and/or services. If more than one item is listed, prices shall be quoted on each unit. However, each item shall be considered a separate proposal and the HA reserves the right to award a contract on each item separately proposed, or on all items as a whole or any combination thereof. Proposers whose proposal is made on an "all or none" basis must clearly state such fact in the proposal.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals.

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SUBMISSION OF PROPOSAL

Proposals must be submitted on the attached proposal page unless otherwise noted in the specifications. Blank spaces in the proposal must be completed and the phraseology is not to be changed. Any additional conditions, limitations, or provisions attached to the proposal may result in its rejection. It is important that all pages be in proper sequence. If the vendor does not wish to propose, the proposal should be so marked.

Proposals received prior to the time of the opening will be securely kept, unopened. No proposal received after the specified time will be considered except under the following conditions: if a proposal arrives by mail, date & time stamped prior to the deadline of the opening/deadline, but before award is made, and it is shown to the satisfaction of the awarding officer that late arrival was due solely to delay in the mails, such proposals will be received and considered. No responsibility will attach to an officer for the premature opening of a proposal not properly addressed and identified.

Proposals must be submitted in a sealed envelope and clearly state the Proposer's Name, Address, RFP number and RFP Submittal deadline date.

CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this proposal document will be on file in the office of the Purchasing Department no less than five (5) working days prior to the scheduled proposal closing. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of proposal documents. Total proposal or specific item cancellations may be issued later than the time specified above.

DELIVERY

Time will be of the essence for any orders placed as a result of this proposal. Purchaser reserves the right to cancel such orders, or any part thereof, without obligation if delivery is not made within the time(s) specified. Delivery shall be made 8:00 a.m. to 4:00 p.m. Monday through Friday to the destination shown on the proposal.

QUALITY

Unless otherwise stated by the proposer the proposal will be considered as being in strict accordance with the specifications outlined in the Proposal Document.

Reference to a particular trade, manufacturer's catalog or model number is made for descriptive purposes to guide the proposer in interpreting the requirements of the HA. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the proposer, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal. "Or Equal" substitutions will be reviewed by the HA for approval.

SAMPLES

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Samples, when requested, must be furnished free of expense and, if not destroyed, will upon request be returned at the proposer's expense.

INELIGIBLE PROPOSERS

The HA is prohibited from making any awards to contractors, subcontractors or firms who are on lists of those ineligible to receive awards from the United States, as furnished periodically by HUD. The current list of ineligible firms is available for inspection by prospective proposers at the offices of the HA.

The HA is required to procure contracts only with responsible contractors, i.e. those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract the HA will review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, record of past performance, and financial and technical resources.

AWARD OF CONTRACT

The contract will be awarded to the responsible proposer (s) submitting the best value and other evaluating factors complying with the conditions of the Request for Proposal (RFP).

All specifications and proposal documents become a binding part of the contract.

PERFORMANCE BOND

All proposers will be required to furnish a performance bond for any service/construction proposals exceeding \$50,000. The performance bond of 100% of the full amount of the contract, which secures the faithful performance of the contract, must be furnished within 14 days of contract award. No exceptions will be granted without prior written permission of the HA. Failure of the successful proposer to comply shall constitute a default. The HA may either award the contract to the next reasonable proposer or re-advertise for proposals; and the HA may charge against the proposer the difference between the amount of the proposal and the amount for which the contract for the work is subsequently executed.

SUBCONTRACTORS

The contractor shall not contract with any proposed subcontractor who has not been accepted by The HA. The contractor shall notify The HA in writing the name of each proposed subcontractor. The acceptance or any objection shall be expressed in writing by The HA within ten (10) working days after receipt of said request. The HA may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or, because the contractor is listed as ineligible to receive awards of contracts for the United States on a current list or lists furnished by HUD.

CANCELLATION

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The HA reserves the right to monitor and evaluate the performance of a vendor, pursuant to this proposal, on a regular basis. Either The HA or the vendor may terminate this contract upon a material violation of the terms herein, as noted in Section 6.4 of the RFP document.

PRE-PROPOSAL CONFERENCE

Where advisable or in the Authority's interest a Pre-Proposal Conference will be conducted for all proposers as specified in the proposal advertisement (time and location). This conference shall be for clarification of procedures and requirements connected with the preparation of responsive proposals only.

MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY

As policy, the Columbus Metropolitan Housing Authority (The HA) will aggressively seek to contract with minority and/or female business enterprises for at least twenty percent (20%) of its annual dollar expenditures for construction, development and supply of goods and services. Initially, The HA will seek to meet this goal by expanding and improving its contacts with appropriate minority and/or female business enterprises, so that more responsive proposals and competitive quotations can be solicited and received from such business enterprises. The HA will, therefore, compile and maintain a master list of minority and female business enterprises (categorized and referenced by types of businesses) and related non-profit or service organizations. These businesses and specific groups will be kept informed, through outreach activities, regarding general and specific business opportunities with The HA. Formal bidding through public advertisements will also be paid for or sponsored by The HA with minority press and media as well as the major Columbus newspaper. Training sessions, focusing on both The HA's general business practices and specific construction jobs or purchasing transactions, will also be conducted for the benefit of minority and/or female business enterprises on a regular basis. Actual contract awards for construction and purchasing will be recorded and monitored for minority and/or female business enterprise participation, and selected proposers will be expected to achieve their minority and/or female business enterprise commitments. Implementation duties for this policy will be delegated to the Minority Business/Contract Compliance Officer (for development activities) and the Purchasing Agent (for procurement activities), under the general supervision of the President\CEO.

ATTACHMENT C: PROPOSAL FEE SHEET

Housing Choice Voucher Baseline Administrative

Please submit the following fee/cost structure

- 1. 1st Year baseline fee _____%
- 2. 2nd Year baseline fee _____%
- 3. 3rd Year baseline fee _____%
- 4. 4th Year baseline fee _____%
- 5. 5th Year baseline fee _____%
- 6. Consultant Fee \$_____ hourly

The bid price must be the total amount which the offeror will be entitled to receive for administration of the program and achievement of SEMAP High Performer status. CMHA reserves the right to negotiate with the proposed awardee(s) a portion of the total bid price to be reserved as an incentive payment for the achievement of SEMAP High Performer status.

Signature

Date

Printed Name

Email

Company

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Attachment D: Proposer's Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
2. Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by THE HA.
3. Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by THE HA and subject to the terms and conditions of such acceptance, shall result in a contract between THE HA and the undersigned Proposer.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
5. Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.
6. Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

SIGNED: _____ Date _____

PRINT NAME: _____

PRINT COMPANY NAME: _____

COMPANY PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

Attachment F: HUD FORMS

5369-B Instructions to Offerors Non-Construction
<http://www.hud.gov/offices/adm/hudclips/forms/files/5369-b.pdf>

5369-C (8/93), Certifications & Representations of Offerors
Non-Construction Contract
<http://www.hud.gov/offices/cpo/forms/hud5369c.pdf>

5370-C Sections I & II General Conditions for Non-Construction Contracts,
(With or without Maintenance Work)
<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C1.pdf>
<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C2.pdf>

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