
REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2020-2002

REQUEST FOR PROPOSALS

FOR

HCV Mobility Plan

DATE ISSUED	August 28, 2020
NON-MANDATORY PRE-PROPOSAL CONFERENCE	None
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than 4:00 PM local time on September 9, 2020 to procurement@cintimha.com . Responses to questions will be posted as an addendum to the website along with the other solicitation documents.
NOTICE OF INTENT TO SUBMIT	It is suggested that interested companies submit a Notice of Intent to submit a proposal to procurement@cintimha.com . By indicating your intent to submit a proposal you will receive notice of any addenda posted.
PROPOSAL SUBMITTAL RETURN & DEADLINE	September 22, 2020 no later than 11:00 AM local time to Cincinnati Metropolitan Housing Authority Procurement@cintimha.com
WHAT TO SUBMIT	Submit: 1 electronic proposal; 1 Fee Submittal Form, and 1 Contract Award and Acceptance Form. All forms may be submitted in the same email or separate emails.

CMHA Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA's website.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

INTRODUCTION

The Cincinnati Metropolitan Housing Authority (hereinafter, “CMHA” or “the Authority”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. The Authority is headed by a Chief Executive Officer (CEO) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently has approximately 220 employees.

In keeping with its mandate to provide efficient and effective services, the Authority is now soliciting proposals from qualified, licensed and insured entities to provide the services described in the Scope of Work to the Authority. 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.

The Cincinnati Metropolitan Housing Authority (CMHA) is seeking to create and operate a new ground-breaking Mobility Program to provide expanded housing choice to low-to-moderate income families in the Housing Choice Voucher (HCV). The idea is to encourage access to opportunity areas for low-income families by increasing landlord participation and providing pre- and post-move counseling to participating families.

Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

Attachment/Tab	Description
A	Reference* Scope of Work
B	Separate Electronic File Fee Submission Form
C	Reference* General Terms and Conditions including the Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
D	Tab 2 Section 3 Forms, including explanation
E	Separate Electronic File Contract Award and Acceptance Form.
F	Reference* The Authority’s Instructions to Proposers (ITP)
G	Tab 1 Form of Proposal
H	Tab 1 HUD Form Packet
I	Tab 4 Professional References
J	Separate Electronic File Vendor Registration Form (if not previously submitted or if updating) If the proposer has not previously registered as a vendor with CMHA or if any information has changed, then the Vendor Registration Form (<i>Attachment J</i>) must be fully executed and submitted as part of the proposal submittal or

CINCINNATI METROPOLITAN HOUSING AUTHORITY

Solicitation 2020-2001

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

		prior to the submittal. If selected for award, these forms are required in order to process purchase orders for payment.
K	Reference*	Regional Mobility Monthly Report (Sample)

*Do not include the reference attachments in your proposal.

1.0 THE AUTHORITY’S MOTTO AND GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.

2.0 ECONOMIC INCLUSION PARTICIPATION

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
 - General Construction: 20%
 - Professional Services: 12%
 - Material/Supplies: 5%

- Women-Owned Business Enterprise goal 5%

- Section 3 Business Concerns:
 - Construction Contracts goal 20%
 - Non-Construction Contracts 5%

In furtherance of Section 3 initiatives, 30% of any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Residents to the greatest extent feasible.

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

Within Tab 2, the proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification.

3.0 PROPOSAL FORMAT

3.1 Tabbed Proposal Submittal: The Authority intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the Authority will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the Authority 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 and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

Tab	Form	Description
1	Form of Proposal: <u><i>Attachment G</i></u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
1	HUD Form Packet: <u><i>Attachment H</i></u>	The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal: <ul style="list-style-type: none"> • Form HUD 5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i> • Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i> • Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i> • Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i>
2	Section 3 Business Preference Documentation: <u><i>Attachment D</i></u>	Within Tab 2, the proposer must complete and submit <i>Attachment D</i> , Section 3 forms and any applicable MBE/WBE/SBA certification.
3	Proof of Insurance and Licensing	The proposer must provide current proof of insurance and licensing requirements. See Section 12 of the General Terms and Conditions (<i>Attachment C</i>). The proposer shall provide the following certificates evidencing the coverage amounts : <ul style="list-style-type: none"> • Workers Compensation & Employer’s Liability • General Liability • Automobile • Registration with the State of Ohio and/or City of Cincinnati

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

4	Proposed Services	
	Evaluation Factor No. 2:	Experience and Qualifications
	Evaluation Factor No. 3:	Method (Plan) of Service Delivery
	Evaluation Factor No. 4:	Reporting
	Evaluation Factor No. 5:	Program Components
	Evaluation Factor No. 6:	Landlord Development (New Landlords) Plan
5	Equal Employment Opportunity	The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
6	Subcontractor/Joint Venture Information (If Applicable):	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. At a minimum, the following forms must be submitted for the subcontractor: <ul style="list-style-type: none"> • HUD Packet of forms • Profile of Firm Form • Section 3 forms • Licensing and Insurance
7	Other Information (Optional)	The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.

3.1.1.1 If no information is to be placed under any of the above noted tabs (especially the “Optional”), please place thereunder a statement such as “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

Proposal Submission: All proposals must be emailed and received in the designated the Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 electronic signed proposal, 1 electronic Fee Submittal Form, and 1 electronic Contract Award and Acceptance Form should be emailed to:

Cincinnati Metropolitan Housing Authority
Attention: Procurement
Procurement@cintimha.com

The electronic copies must be in three separate files. The electronic proposal file may be submitted in separate files; however, it must be clear in your file naming

CINCINNATI METROPOLITAN HOUSING AUTHORITY

Solicitation 2020-2001

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

convention which files are part of the proposal versus the Fee Submittal Form and the Contract Award and Acceptance Form. Proposals received after the published deadline will not be accepted.

4.0 PROPOSAL EVALUATION:

Each Proposal submittal will be evaluated based upon the following information and criteria.

4.1 Evaluation Criteria: The evaluation panel will use both objective and subjective criteria 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.

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	30%	The Proposed Fee to provide the services required. Cost must be a firm, fixed, flat rate.
2	0-5	10%	Experience and Qualifications – the maximum number of points which may be awarded based on the years of experience.
			1 0-2 Years
			2 3-4 Years
			3 5-8 Years
			4 9-10 Years
			5 >10 Years
3	0-5	20%	Method (plan) of Service Delivery - 1 point may be awarded for each service provided for a maximum of 5 points in this category.
			1 Pre Move Counseling
			1 Post Move Counseling
			1 Search Assistance
			1 Education/Advertisement
			1 Resident Tracking
4	0-5	15%	Reporting – see Attachment A, Section 2.1.4.1.
5	0-5	10%	Program Components – see Attachment A, Section 2.1.
6	0-5	10%	Landlord Development (New Landlords) Plan – the maximum number of points will may awarded based on the proposer’s estimate of new landlords per month and the plan to obtain new landlords. See Attachment A, Sections 2.1.5.
			1 0-5 new landlords per month
			2 6-10

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

			3	11-15
			4	15-20
			5	20+
5	0-5	5%	Gold Performance Standards The Proposer’s clear demonstration and understanding of THE AUTHORITY’S MOTTO and GOLD PERFORMANCE STANDARDS through the firm’s proposal as a direct reflection of the type of product the Authority may expect from the proposer. <ul style="list-style-type: none"> • Legible and readable • No spelling or grammar errors • All required information is provided • Information is in correct sequence • Overall Gold Performance Standards understanding 	
		100%	Sub-Total Points (Other than Preference Points)	

4.1.1 Interview: Those Contractors with scores closest to 65% in categories one through five may be asked to participate in the second stage, consisting of the sixth factor: Any and all interviews are at the sole discretion of the Authority.

6	0-5	10%	Appear and Participate in an <u>Interview with the Authority</u> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.	
		110%	Total Points (other than preference points)	

4.1.2 Additional Evaluation Factors: The following factors will be utilized by the PO to evaluate Economic Inclusion Points for each proposal received. It is important to note that the Economic Inclusion Points are not a requirement of this solicitation, but are simply additional points available to the proposers. No proposal will be rejected for not receiving any additional points.

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within <u>Attachment D</u> and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity. (Note: a maximum of 15 economic inclusion points may be awarded.)

REQUEST FOR PROPOSALS (RFP) NO. 2020-2002

7a	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
7b	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
7c	10 points		Demonstrative Section 3 Action Plan
	15 points		Maximum Economic Inclusion Points

	125	Total Possible Points
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4.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 75 points (of the total possible points detailed above).