



**TOUCHSTONE PROPERTY SERVICES, INC.**

**SOLICITATION NUMBER TP21-8002**

**REQUEST FOR QUOTATIONS FOR SMALL PURCHASE**

**FOR**

## **Collection Services**

DATE ISSUED	December 15, 2020
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <b><u>4:00 PM</u></b> local time on <b>December 22, 2020</b> to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>January 7, 2021 no later than 11:00 AM</u></b> local time to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a>  All submissions must be in .pdf or equivalent format. Photographs will not be accepted.

TPS 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 TPS ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. TPS WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.**

Table of Attachments		
Attachment	Description	What to do with it
<b>A</b>	<b>Scope of Work</b>	<b>Retain for your records</b>
<b>B</b>	<b>Fee Submission Form</b>	<b>Complete and return</b>
<b>C</b>	<b>General Terms and Conditions</b>	<b>Retain for your records</b>
<b>C.1</b>	<b>Additional Terms and Conditions for Legal Services</b>	<b>Retain for your records</b>
<b>D</b>	<b>Section 3 Forms</b>	<b>Complete and return</b>
<b>E</b>	<b>Professional References</b>	<b>Complete and return</b>
<b>F</b>	<b>Contract Acceptance and Award</b>	<b>Complete and return</b>

## **1.0 REQUEST FOR QUOTATIONS FOR SMALL PURCHASE**

Touchstone Property Services, Inc. hereby solicits and requests quotes from qualified contractors to provide Collection Services. This request for quotation is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

Touchstone Property Services, Inc. is an instrumentality of the Cincinnati Metropolitan Housing Authority (CMHA). CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

*TPS reserves the right to award the contract to multiple Offerors. This Request for Quotes is a combination of solicitations for multiple properties; separate contracts will be awarded for each property. Contracts may have different durations. See the fee submission forms for the properties.*

*It shall be clearly understood that all services requested in this QSP are on an “as needed basis” and that the values referred to in response to this QSP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.*

## **2.0 ECONOMIC INCLUSION**

This request for quote is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Preferences may be given in accordance with 24 CFR Part 75 and the CMHA procurement policy.

Contractor shall utilize Section 3 residents as defined in the attached Section 3 forms to perform the requirements under this QSP to the greatest extent feasible and shall document such efforts

quarterly. There is a 30% goal for hiring Section 3 residents on any contract(s) resulting from this QSP. Contractors will be evaluated on its performance at achieving this goal and such evaluation shall be a factor in future awards.

Any Section 3, MBE, SBE, or WBE qualified vendor should state specifically such status. Quotes from small business enterprises and minority business enterprises are encouraged.

For any questions related to economic inclusion, please email [section3@cintimha.com](mailto:section3@cintimha.com).

### **3.0 ADDENDUM**

All questions regarding the QSP and requirements must be submitted in writing to [procurement@cintimha.com](mailto:procurement@cintimha.com) prior to the date on the cover page. Questions will be answered in an addendum that will be emailed to all companies on our proposers' list and/or posted to our website.

### **4.0 QUOTE FORMAT**

All quotations should consist of, at a minimum:

- A. A completed Fee Submission Form (Attachment B)
- B. A list of references (Attachment E)
- C. A summary of the company's relevant experience and the company's project management ability and quality assurance as described below (Section 5.0 Award Criteria)
- D. Section 3 Business Preference Documentation (Attachment D)
- E. Copies of licenses applicable to the scope of work of this QSP (if any)

### **5.0 AWARD CRITERIA**

Award shall be made to the responsive and responsible contractor(s) that submits the best value to TPS using price and other factors listed below as determined by a committee of TPS employees. Factors which will be considered include: fees, relevant experience, project management ability, and technical capabilities.

The following evaluation criteria will be utilized to evaluate each proposal:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor
- 0 = Non-Responsive

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	25%	The <b>PROPOSED COSTS</b> to provide the services requested
2	0-5	25%	<b>Relevant Experience:</b> Contractor's demonstrated experience in collections for a scope of this size including a description of its history and experience in debt collection services, including a description of primary sources of information utilized to collect on bad debts. Include resumes of key staff who would be assigned to provide work under this QSP providing their abilities, qualifications, certifications, and experience. Include a summary of any and all claims pending litigation, judgments, and settlements that have been entered against your company in the past five years that are directly related to its provision of debt collection services. The evaluation of this criterion will be based on the above and upon Attachment E, Professional References.
3	0-5	25%	<b>Technical Capability and Approach:</b> Contractor's capability in terms of personnel, equipment and materials to successfully provide the collection services requested by this QSP. Include the range of staff size and workload over the last year. Include jurisdictions in which firm has a collector's license and in which attorneys are licensed. Contractor's plan or approach to providing the collection services requested by this QSP including a detailed description of pre-litigation collection efforts to be employed by Proposer and/or post judgment services offered. Include evidence and/or information related to the Quality Assurance/Quality Control Program in place for the services to be provided. Also include any terms for assignment of claims as an alternative to direct collection on behalf of TPS.
4	0-5	10%	<b>REPORT:</b> Proposer must submit a sample of the reports as defined in the specifications.
		85%	<b>Sub-Total Points (other than Economic Inclusion points)</b>

NO.	POINTS	FACTOR TYPE	FACTOR DESCRIPTION
<b>4</b>			<b>Economic Inclusion Participation:</b> A firm may qualify for Section 3 status as detailed within <b>Attachment D</b> 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.
<b>4a</b>	5 points	Section 3	Category I & II; <u>or</u>
<b>4b</b>	3 points		Category III & IV.
<b>4c</b>	10 points		Demonstrative Section 3 Action Plan
	<b>15% possible</b>		<b>Maximum Economic Inclusion Points (Additional)</b>
	<b>100%</b>	<b>Total Possible Points (Including Economic Inclusion Points)</b>	

## 6.0 CONTRACT

TPS will not execute a contract on the successful proposer's form of contract. See *Attachment C* for *Small Purchase General Terms and Conditions*, *C.1 Additional Terms for Legal Services*, and *Attachment F* for *Contract Acceptance and Award*. By submitting a response, the successful proposer agrees to the terms in this QSP and the attachments.

All contract documents, including any contractor supplied agreements shall be reviewed by the Procurement Officer and Contracting Officer prior to execution. Please note that contracts are limited to \$50,000.00 over the term of the contract. The term shall not exceed three years.

## 7.0 RIGHT TO REJECT QUOTES

TPS reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. TPS also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.

## 8.0 PUBLIC RECORD

All bids/proposals submitted to TPS are subject to the Ohio Public Records Law (O.R.C. 149.43 and the Sunshine Act (5 USC 522(b) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and one electronic copy of its proposal and other submissions, which has



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been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.