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NEW YORK MUNICIPAL
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TOBACCO SETTLEMENT
FINANCING
CORPORATION

REQUEST FOR PROPOSALS

For

**Local Administration of HUD Housing Choice Voucher Program
Greene County, New York**

AUGUST 31, 2011

RFP #HTFC-010112

**RESPONSES MUST RECEIVED BY 3:00 PM. (EST)
OCTOBER 5, 2011**

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I. BACKGROUND AND SUMMARY OF THE PROPOSAL PROCESS

A. Purpose

New York State Homes and Community Renewal (HCR) consists of all the State's major housing and community renewal agencies, including, The Affordable Housing Corporation, The Division of Housing and Community Renewal, Housing Finance Agency, State of New York Mortgage Agency; and the Housing Trust Fund Corporation. HCR currently administers the United States Department of Housing and Urban Development's (HUD) Housing Choice Voucher Program. The purpose of this Request for Proposals (RFP) is to select a qualified Local Administrator (LA) for administration and delivery of HUD Housing Choice Voucher (HCV) in Greene County under the general authority of the New York State Housing Trust Fund Corporation (HTFC). HTFC is a Public Housing Agency (PHA) administering these programs in various areas of New York State by and through an Annual Contributions Contract (ACC) with HUD and HTFC's Administrative Plan detailing basic policies covering program operations. In Greene County, the LA currently administers approximately 250 Housing Choice Vouchers.

The entity selected by HTFC will handle all day-to-day local administration of the above referenced programs including, but not limited to: local waiting list administration, eligibility certifications, Housing Quality Standards (HQS) inspections, leasing and Housing Assistance Payments (HAP) Contract activities including required rent reasonableness determinations, provision of Family Self-Sufficiency services, submission of monthly HAP schedules to HTFC, applicant and participant customer service and reporting as may be required by HTFC and/or HUD. All services and functions provided by the selected entity are to be performed in conjunction with applicable federal statutes and programs regulations and HTFC's Statewide Section 8 Program Administrative Plan.

In a manner consistent with the means by which fees are earned by and paid to HTFC by HUD, the selected entity is compensated on a per-unit per-month fee basis for Vouchers under HAP Contract. The current per-unit fee is \$42.58 and is subject to annual review and revision by HTFC.

B. Submission Timeline and Calendar of Events

HTFC expects to follow the following timeframe with respect to this issuance of the RFP and subsequent review and processing of proposals received from interested parties.

Event	Date
Release of RFP	August 31, 2011
Deadline for RFP Questions	September 9, 2011
HTFC Response to Questions	September 16, 2011
Proposal Submission Deadline	October 5, 2011
Selection by HTFC Board	November 3, 2011
Start Date for new Local Administrator	January 1, 2012

Questions on any aspect of this RFP must be submitted in writing to the following email address: Section8info@nysdhr.org no later than September 9, 2011. Responses to all inquiries will be posted to the HCR website <http://nysdhr.gov/General/Procurement/>

"Procurement Opportunities" on or before September 16, 2011.

An original and three (3) copies of the proposal must be received by 3 P.M. (EST) on October 5, 2011, and must be clearly addressed on all envelopes as follows: **“Request for Proposals for HCV Local Administration - DO NOT OPEN UNTIL 3p.m., October 5, 2011”**. HTFC will date/time stamp and provide security for all sealed proposals.

Proposals shall be sent to:

NYS Housing Trust Fund Corporation
Office of Financial Administration
Attn: Kenneth J. Ford
Hampton Plaza - 3rd Floor North
38-40 State Street
Albany, New York 12207

C. Notification of Selection

The selected respondent, as well as those not selected, will be notified of such determination by mail.

D. Procurement Lobbying Requirement

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between HTFC and an Offerer/Bidder during the procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by HTFC and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified below. HTFC employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/Bidder is debarred from obtaining governmental Procurement Contracts. All bidders are required to complete and provide Procurement Lobbying and Responsibility forms as provided in Appendix 2. Further information about these requirements can be found on the OGS website:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

The designated person for all contacts regarding this procurement is:

NYS Homes and Community Renewal - Office of Financial Administration
Kenneth J. Ford
Hampton Plaza - 3rd Floor North
38-40 State Street
Albany, New York 12207
(518) 474-6434
Section8info@nyshcr.org

II. RESPONDENT PROPOSAL SUBMISSION REQUIREMENTS

A. HCV Program Services

HTFC desires to select a qualified entity for local administration of its Greene County HCV Program. In accordance with Executive Law, Article 15-A, HTFC encourages minority and women-owned business enterprises as defined under Subdivision 9 of Section 310 of said law to submit proposals.

B. Capacity

To be eligible, respondents must have current and direct experience in all aspects of HCV Program administration. Respondents must have a thorough knowledge of rental housing costs and market forces experienced by extremely-low and very low families in Greene County. Respondents must either be:

- a) a Public Housing Agency currently operating a HCV Program pursuant to an ACC awarded by HUD, or
- b) an entity currently providing subcontract services fully consistent with the scope of work indicated in Appendix 4, Scope of Work.

Respondents must further demonstrate qualifications by documenting current and successful experience in administering a customer-focused HCV Program of commensurate size and scope in a diverse housing market such as Greene County. Respondents must demonstrate the ability to effect timely engagement of qualified staff for all functions required in day-to-day HCV Program Administration. Respondents must demonstrate the relevant experience and capacity required of all staff functions involved in HCV Program administration.

C. Location

All functions and services to be provided by the selected entity and which are associated with this proposal must be performed in Greene County. To ensure that persons and families from all parts of Greene County who receive program services have reasonable access to local program operations, respondents must establish a local program office in Greene County. Respondents must demonstrate financial capacity to finance all start-up activities required to establish and maintain office space and related contract services.

D. Submission Requirements

Each respondent must submit a proposal containing the following information:

1. A cover transmittal letter signed by an authorized signatory enclosing the Respondent Overview form attached as Appendix 1.
2. An Executive Summary including a description of the respondent's legal status (e.g., corporation, non-profit organization, charitable institution, etc.) that authorizes them to serve in this capacity for all areas of Greene County. This summary must also provide entity background, mission, an explanation of the types of services the respondent provides that correspond to this RFP, and an

organizational chart which clearly details proposed staffing functions and number of staff in each function.

3. Name, address, telephone, fax, and email of the respondent and names of all principals and key staff with program oversight responsibility.
4. Résumés of all principals and key staff who will be actively engaged in local program(s) administration.
5. Three (3) references (with contact information) from local, state or federal housing agencies (other than HTFC) of a relevant program nature that the respondent has worked with within the past 24 months.
6. A narrative specifically addressing the respondent's experience in providing the services described in Appendix 3, Scope of Work.
7. A statement certifying that the fixed fee described in section I. A. "Purpose" will fully cover all costs to be incurred by the respondent in their local program administration.
8. A detailed plan outlining the timeline for engaging such staff as may be necessary and for achieving full program readiness, with a start date of January 1, 2012.
9. A completed Procurement Lobbying Provision Form attached as Appendix 2.
10. A certification of Section 8 Management Assessment Program (SEMAP) scores for the last three (3) years and the HUD contact who can verify those scores. Respondents who have not attained a SEMAP score of "Standard Performer" or greater will not be considered.

E. Format of Proposal

The proposal must concisely state the respondent's ability to meet the requirements of this RFP. Only complete proposals will be evaluated. HTFC reserves the right to waive or modify minor irregularities in bids received, after prior notification to the Bidder.

The respondent shall not make any aspect of its proposal contingent upon the use of HTFC personnel.

HTFC reserves the right to contact any reference to assist in the evaluation of the respondent's proposal, to verify information contained in the proposal and to discuss the respondent's qualifications.

Proposals shall be in the following format. Failure to comply with these procedures may result in the respondent not receiving consideration. All proposals must exhibit the respondent's ability to perform the tasks described under the Scope of Work described in Appendix 4.

1. Pages shall be 8-1/2 inch x 11 inch white paper, with
 - standard 12-pitch font
 - single-sided pages numbered consecutively
2. The information provided shall be easily reproducible by normal black and white photocopying machines. **Proposals must not be permanently bound.**
3. Respondents must submit one original and two copies of their proposal.
4. Each section of the body of the proposal must be clearly identified by being divided and tabbed, using bold-faced titles for each section as described in section II. D., "Submission Requirements."

5. Other materials, such as organizational charts, résumés of key personnel, financial information etc., shall be submitted as an addendum on pages of 8-1/2 inch x 11 inch white paper.
6. Although there is no page limit requirement, respondents are encouraged to be concise and submit only as much relevant information as necessary.
7. Proposals should be in hard copy form. No faxes, facsimiles, or electronic transmissions will be accepted.

III. EVALUATION OF PROPOSALS

All proposals will be evaluated to determine how well they meet HTFC requirements. Cost is a fixed per unit per month fee and is therefore not relevant to the evaluation. The characteristics and attributes which will be considered most relevant include:

1. The respondent's general and key staff experience and capacity in program administration, with focus on how that experience demonstrates ability to provide the services in Appendix 3 Scope of Work. **(20%)**
2. The respondent's knowledge of the process and methods of Rent Reasonableness. **(20%)**
3. The respondent's written plan and timeline for achieving full program readiness. **(20%)**
4. The respondent's most recent three (3) years (SEMAP) scores indicating a minimum performance rating of Standard Performer. **(20%)**
5. The respondent's description of experience, capacity and results in administering Family Self-Sufficiency and Housing Choice Voucher Homeownership Programs. **(20%)**

IV. RFP COSTS

All costs incurred in the preparation and presentation of a proposal shall be fully borne by the RFP respondent. All documents submitted in response to this RFP shall become property of HTFC. Requests for return of specific materials submitted may be granted by HTFC. Any materials considered confidential must be clearly marked as such.

V. AWARD BASIS

HTFC reserves the right to reject any and all proposal submitted, and to make a contract award in a manner that HTFC, acting in the sole and exclusive exercise of its discretion, deems to be in the best interests of the State of New York and HTFC.

VI. CONTRACTUAL BASIS

HTFC intends to enter into a contract with the successful respondent. Contract discussion, term length and negotiation will follow award selection.

VII. TERMINATION CLAUSES

The Housing Trust Fund Corporation reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder, in accordance with NYS Finance Law, that Section 139-K was intentionally false or incomplete. Upon such

finding, HTFC may exercise its termination right by providing written notification to the Bidder.

VIII. DEBRIEFING

A debriefing is available to any entity that submitted a proposal or bid in response to a solicitation (via IFB or RFP). A bidder will be accorded fair and equal treatment with respect to its opportunity for debriefing. Debriefings shall be requested in writing by the unsuccessful bidder within five (5) days of the agency's written notification of non-award.

The debriefing will be scheduled within five (5) business days of receipt of written request or as soon after that time as practical under the circumstances.

APPENDIX 1

RESPONDENT OVERVIEW

Request for Proposals
for
Local Administration of HTFC's Housing Choice Voucher Program

RFP #HTFC010112

Respondent Organization Name: _____

Address: _____

City _____ State _____ Zip _____ County _____

Contact Person _____ Title _____

Telephone () _____ Ext. _____ Fax () _____

email _____ Fed ID # _____

Certified M/WBE: ___ Yes ___ No (if yes, include copy of New York State Certificate)

NYS Charities Registration No. (if not-for-profit): _____

Legal Status: Corporation ___ Partnership ___ Not-for-Profit ___

Other _____ (Please specify) _____

Include evidence of filing of certificate if conducting business under an assumed name
or as partner (i.e. Doing Business As) (General Business Law § 130)

Respondent certifies that to the best of their knowledge and belief, all information contained in
this application is true and correct.

Authorized Signature

Title _____

APPENDIX 2

PROCUREMENT LOBBYING PROVISIONS AND FORMS

Policy and Prohibitions Regarding Permissible Contacts During a Covered Procurement

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between DHCR/HTFC and an offerer/bidder during the procurement process. An offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the DHCR/HTFC and, if applicable, Office of the State Comptroller to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified on the first page of this solicitation.

DHCR/HTFC employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the offerer/bidder is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found on the Office of General Services' website at

<https://www.ogs.state.ny.us/aboutogs/regulations/defaultAdvisoryCouncil.html>

Contract Termination Provision

The DHCR/HTFC reserves the right to terminate this contract in the event it is found that the certification filed by the offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the DHCR/HTFC may exercise its termination right by providing written notification to the offerer/bidder in accordance with the written terms of this contract.

APPENDIX 2 (cont'd)

Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

Offerer affirms that it understands and agrees to comply with the procedures of the DHCR/HTFC relative to permissible Contacts as required by State Finance Law §§ 139- j (3) and 139-K (6) (b).

Signature: _____ Date: _____

Print Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Certification of Compliance With State Finance Law §139-k (5)

Offerer certifies that all information provided to the DHCR/HTFC with respect to State Finance Law §139-k is complete, true, and accurate.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

APPENDIX 2 (cont'd)

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No Yes

APPENDIX 2 (cont'd)

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Name: _____

Title: _____

APPENDIX 3

SCOPE OF WORK

HTFC is seeking a qualified entity to provide all required functions and services associated with day-to-day local administration of its HCV Program in Greene County. At minimum, the qualified entity will have extensive experience and these services and functions shall include but are not limited to the following:

- Understanding of and compliance with a HCV Administrative Plan
- Outreach to eligible tenants.
- Outreach to owners.
- Processing and selection of tenants.
- Execution of Housing Assistance Payment Contracts (on behalf of HTFC)
- General program and records management, including maintenance of program files and securing of tenant records to assure client confidentiality.
- Submission of monthly HAP payment schedules
- Submission of waiting list, utilization and related reports as required
- Housing Quality Inspections.
- Compliance with Section 8 Management Assessment Program (SEMAP) and HUD Rental Integrity Monitoring (RIM) reviews and requirements.
- Ensuring program continuity by: (a) providing Section 8 training and certification for all new personnel (in accordance with assigned program functions); and (b) providing ongoing in-service training to existing personnel to ensure program proficiency. Training includes, but is not limited to, Housing Choice Voucher Occupancy Training; Housing Quality Standard Training; Lead Based Paint Training; and any/all regulatory and/or statutory updates that necessitate program changes
- Establishment of a written succession plan and process, subject to HTFC approval, which provides for continuity of Program requirements upon a change in the Program Manager
- Purchasing and maintenance of such IBM compatible computer equipment as may be necessary and which meets minimum operating requirements of HTFC's Statewide Automated Section 8 System.
- Email capability and dedicated fax machine.

Such other services as HTFC or HUD may reasonably request