**Request for Proposals for**

**Quality Control Housing Quality Standard Inspections**

**for**

**Vancouver Housing Authority**

*February 3, 2022*

Section A. Statement of Purpose

The Vancouver Housing Authority (VHA), seeks proposals to provide quality control Housing Quality Standard (HQS) inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of HQS. Quality Control HQS inspection proposals should include a sample of both tenant – based and project – based units. VHA is a Moving to Work (MTW) agency, administering 3000 Housing Choice Vouchers, including tenant and project based vouchers. Tenant based vouchers include VASH, FUP, and Mainstream.

Section B. Submission of Proposals

**Deadline for receipt of proposals: 03/07/2022.**

Announcement of selection by 03/28/2022.

One signed original and one copy of the proposal should be submitted to:

**Brandi Sargent**

**Vancouver Housing Authority**

**2500 Main St**

**Vancouver, WA 98660**

The outer envelope should be clearly marked **Quality Control Housing Quality Standards Inspections RFP.** Proposals should be clear and detail respondent firm’s abilities to meet the requirements of this Request for Proposals (RFP). Proposals must include a transmittal letter on the firm’s stationery, signed by a representative authorized to bind the respondent to the statements included in the proposal. The transmittal letter should clearly identify the email and phone number of the contact person at the firm who will be responsible for communication regarding this RFP. The transmittal letter should clearly state that the proposal is in response to the Quality Control Housing Quality Standards InspectionsRFP.

Questions related to this RFP may be directed to Brandi Sargent, Voucher Programs Manager by email at [bsargent@vhausa.com](mailto:bsargent@vhausa.com) or by phone at 360.993.9568. If communicating by email, please use the following as the subject line: *Quality Control Housing Quality Standards Inspections RFP.* Facsimile copies will not be accepted.

VHA strongly encourages minority-owned and women-owned businesses, HUD Section 3 businesses and small businesses to respond to this RFP.

All proposals will become property of the VHA upon submission. Proposals submitted to the VHA are subject to public disclosure pursuant to the Washington State Public Records Act.

Proposals will be evaluated based on responses to specific items outlined in this RFP. VHA may contact respondents for additional information but reserves the right to evaluate proposals solely on the information provided by the respondent.

Section C. Minimum Qualifications

1. Minimum 5 years’ experience conducting HQS inspections for both project based and tenant based voucher programs.
2. Experience working with Moving to Work housing authorities.
3. File and Network Security: Respondents should describe their process to protect confidentiality of data accessed through the VPN; familiarity with HUD security requirements relating to PII and EIV; as well as use of up-to-date operating system and anti-virus software.

Section D. Scope of services under this RFP

VHA estimates that 20 annual quality control HQS inspection will be completed monthly. This estimate is provided solely to aid respondents in preparing their response to this RFP and should not be used as a guarantee of minimum or maximum work under a future contract. The scope of services to be provided includes the following:

1. Conduct a review of 5% of all completed inspections monthly
2. When the required number of inspections is in an individual building with Project Based Vouchers is less than 5 for a year, VHA will inspect 5 units and have QC inspections performed on all 5 units.
3. Produce the following documentation:
   * Completed and signed inspection report HUD form 52580
4. Communicate with VHA staff on discrepancies and units needing abatements.

Section E. Proposal Content Requirements

Proposals must contain the following information and relevant documentation:

1. Respondents must demonstrate that they meet the Minimum Qualifications as outlined in Section C.
2. Executive Summary: Respondent should provide an Executive Summary providing an overview of Respondent’s understanding of the scope of work and respondent’s proposal to meet the scope of work.
3. Respondent should include a work plan outlining their understanding of services to be provided, respondent’s timeline for providing services requested, tasks and methods to be utilized to provide services requested.
4. A description of pricing should be included. The proposal may include more than one proposed pricing structure but at a minimum must provide a rate-per-inspection quote and should be as detailed as possible.
5. Respondent should provide an overview of its experience providing services requested in the RFP. Experience of key personnel should be detailed, including related experience and education.
6. Respondent should provide three (3) references for whom similar services have been provided in the past three (3) years. References should include name of the housing authority for whom work was completed and the housing authority contact’s name, title, phone, and email.
7. Respondent should provide three (3) sample inspections completed for current or recent clients. All personal information should be redacted from samples.

Section F. Evaluation Factors

Proposals must meet the Minimum Qualifications listed in Section C. Those that meet the Minimum Qualifications will be evaluated on the following criteria and point ratings (100 points total):

* Applicable experience and quality of references (70 points)
* Pricing (25 points)
* Samples of work (5 points)

VHA reserves the right to reject any and all proposals.

Section G. General Information

1. The VHA and the selected firm will execute a contract stating the terms of service pursuant to this RFP. The term of service is expected to be for one year from the date the contract is signed. The contract period may be extended on a yearly basis if the parties agree.
2. The VHA is not liable for any cost incurred by respondent prior to issuing a contract
3. All proposals will become property of the VHA upon submission. Proposals submitted to the VHA are subject to public disclosure pursuant to the Washington State Public Records Act.
4. Any contract resulting from this RFP will be subject to all State of Washington and VHA guidelines and regulations.
5. If services cannot be provided as requested, VHA may obtain services with another firm without being in breach of contract. Cancellation of contract must be given in writing seven calendar days prior to termination date.
6. Per RCW 35.82.210, the property of a housing authority is declared to be public property used for essential public and governmental purposes, and such property and authority shall be exempt from all taxes and special assessments of the city, the county, the state, or any other political subdivision thereof. Additionally, under WAC 458-20-189, an authority is exempt from excise taxes. VHA’s Federal ID 91-6000981.
7. The consultant agrees to protect, defend, indemnify and hold the VHA, its officers, agents and employees harmless from any and all claims and losses relating to services provided under this RFP.
8. News releases pertaining to this RFP will not be made without the prior approval the VHA Executive Director.