

Brown Metropolitan Housing Authority

Bid Package For

HOUSING CHOICE VOUCHERS

And

PUBLIC HOUSING

An Equal Housing Opportunity



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Notice

Request For Bids

The Brown Metropolitan Housing Authority will be accepting bids for the housing management contract for the Public Housing and Housing Choice Voucher Programs.

Interested parties should obtain a Bid Package from the Clermont Metropolitan Housing Authority office at 65 S. Market Street, Batavia, Ohio 45103 or call Alicia Morlatt at 513-732-6010 to request a packet. Only sealed bids received on or before 4pm on Friday, August 31, 2023 at the address listed above in this ad will be considered. The Clermont Metropolitan Authority reserves the right to accept or reject any bid.

Timetable

Legal Notice	Week of 07/03/2023
Legal Notice	Week of 07/03/2023
Proposal Packets Available	Week of 07/03/2023
Bid Packages due	8/31/2023 by 4:00 pm Clermont Metropolitan Housing Authority Attn: Alicia Morlatt 65 Market Street Batavia, Ohio 45103
Review/Evaluation	09/07/2023 at 1:00pm Brown Metropolitan Housing Authority 406 West Plum Street Georgetown, Ohio 45121
Selection/Award Contract	09/07/2023 after review Brown Metropolitan Housing Authority 406 West Plum Street Georgetown, Ohio 45121

**Request For Proposals
Brown Metropolitan Housing Authority
Response Requirements**

1. Five (5) sealed copies of the proposal shall be submitted to:

Alicia Morlatt, Executive Director
Clermont Metropolitan Housing Authority
65 South Market Street
Batavia, Ohio 45103

2. Proposals must be received by:

Date: August 31, 2023
Time: 4:00 PM

3. Proposals received after the deadline will not be returned to the sender unopened.
4. Proposals may be withdrawn or modified prior to the due date.
5. Proposals shall be binding until 90 days after the proposal due date.
6. All information contained in the proposal must be legible and corrections or erasures must be identified. An authorized representative of the contractor must sign each proposal. Expenses incurred in developing a response to this RFP are borne entirely by the proposers.
7. All proposals and supporting documents become public information after the completion of negotiations and a contractor has been selected, unless confidentiality is specifically requested and justified by the proposer.
8. Responsible Firms-nothing within the RFP is intended to exclude or refrain any qualified firm from submitting a proposal to provide the desired services. On the contrary, all responsible firms are encouraged to submit proposals.
9. The Authority reserves the right to reject any and all proposals and/or to waive minor procedural requirements. Incomplete proposals may be rejected.
10. Contact Person-Questions regarding the REP or requests for information should be directed to:

Alicia Morlatt, Assistant Director
Clermont Metropolitan Housing Authority
65 Market Street
Batavia, Ohio 45103

Request for Proposal

Brown Metropolitan Housing Authority

Specifications

1. Managing Agent

The Brown Metropolitan Housing Authority operated its programs through a “Managing Agent Contract”. The Managing Agent is responsible for any and all daily and non-daily activities required to administer the housing program within HUD and BMHA guidelines and within state and federal statute. Full and total responsibility and liability for compliance rests with the Managing Agent.

2. Programs Administered

Currently, the Brown Metropolitan Housing Authority administers the following programs:

- a. Public Housing
 19 units, single family homes in Ripley, Ohio.
 8 homes on Flora Avenue
 6 homes on Creekview Drive
 4 homes on Circle Drive
 1 home on Hanover Street

- b. Voucher Program

Vouchers	Disabled Vouchers	Total ACC
35	7	\$226,543.00

- c. Capital funds Program

Improvements on the Public Housing Homes are budget based on annual submission.

3. Contract Services Provided Through Contract

A. Public Housing Service

- a. Provide for application intake; maintain waiting list, home visits, screening applicants, verifications, annual/interim certification.
- b. Provide services for leasing families into public housing units.
- c. Provide services for move-in, move-out and interim inspections for all units.
- d. Provide for maintenance of building and grounds to include work orders, routine and non-routine maintenance, repair and inventory to be paid from the operating account.
- e. Provide service for tenant complaint.
- f. Provide for formal and informal hearings as requested
- g. Provide eviction and other legal services as needed. This will be paid from the operating account.
- h. Provide information about public housing to potential applications and other interested parties.
- i. Provide advertising and other marketing activities to ensure that units are filled.
- j. Prepare for Public Housing Assessment System
- k. Provide insurance on all units as approved by the BMHA board, to be paid from the public housing operating account.

B. Housing Choice Voucher Program

- a. Provide for application intake, maintain waiting list, verifications, screening eligibility, annual/interim certifications.
- b. Recruitment of landlords
- c. Provide information about the program to landlords and potential applicants.
- d. Provide for marketing and advertising for program.

- e. Act as liaison between landlord and tenants.
- f. Issue Vouchers and provide for briefing of applicants.
- g. Prepare for Section 8 Management Assessment Program.
- h. Provide for Housing Quality Inspections
- i. Assist Families in finding housing.
- j. Provide for formal and informal hearings as requested.
- k. Provide for liability and Board insurance as approved by the BMHA Board to be paid from the operating account

OTHER

- a. Provide for regular meetings of the Authority (announcements, minutes, decision items, reports, follow-up.)
- b. Provide for the organizing and documenting of work done and contracts implemented by the Authority.
- c. Carry out the normal business activities (correspondence, seeking new projects, development of applications, guideline changes, membership changes, etc.)
- d. Provide services for fiscal system (tenant accounts, inventory, work orders, depository agreement, investments, book of accounts, etc.)
- e. Staff services to Authority.
- f. Annul grants and budgets
- g. Administrative duties.
- h. Development duties.
- i. Community liaison.
- j. Prepare and revise all forms as needed.
- k. Prepare and revise all forms as needed.

- l. Prepare all financial statements and submit budgets to HUD for approval
- m. Provide annual audits in accordance with HUD regulations/requirements.
- n. Prepare all financial statements and submit budgets to HUD for approval.
- o. Operate all programs in accordance with HUD regulations and BMHA policies.
- p. Provide office space in Brown County. Office must be open to the public on an average of three (3) days per weeks during a normal work week.
- q. Provide toll-free telephone service for clients.
- r. Other duties as requested by the BMHA Board.

Proposer's Profile

Name of Agency/Company: _____

Legal Status: ___ Corporate ___ Private ___ Other

Address: _____

Phone: _____

Contact Person: _____

Type of Agency/Company: _____

Please attach the following:

- a. Copy of Board roster or membership composition.
- b. Brief history of company/agency.
- c. Articles of Incorporation
- d. Staff training/experience.
- e. Staff Certification for public housing, Housing Choice Voucher Program and HQS.
- f. HUD form SF-LLL Lobby & Disclosure Activities. *

*This form is available at www.hudclips.org

Staff Training and Experience In Housing

Position	Staff's Name	# of Years with Company	# of Years with Housing Program	Other Training

Bid Amount

The Proposer hereby agrees to manage the Housing Choice Voucher Program and the Public Housing Program, by providing the services as outlined in the Bid Package, during the first year for a total sum of \$ _____ to include all expenses incurred in administering the programs. The second year shall be negotiable as based on the projected operating budget for each program as approved by the department of housing and urban development.

List below the estimated cost breakdown per line item.

Item	Amount allocated Public Housing	Amount Allocated Voucher	Total Budget
Admin. Salaries			
Fringe			
Indirect Costs or Accounting			
Auditing Fees			
Travel			
Training			
Office Rent			
Postage			
Telephone			
Office Supplies			
Publications			
Membership Dues			
Misc. Expense			
Other (Management)			
TOTAL:			

*Estimated cost-HUD revises allowance on a bi-monthly basis.

Evaluation Criteria

Proposer's Name: _____

A maximum of one hundred (100) points may be assigned. Points are awarded as follows:

<u>ITEMS</u>	<u>MAX. POINTS</u>	<u>POINTS EARNED</u>
Completed Proposal	15	_____
Experience in Public Housing	10	_____
Experience in Voucher Program	10	_____
Brown County Based Company/Agency	10	_____
Bid Amount within BMHA Budget	15	_____
Certifications Lobby	5	_____
HQS Certification	10	_____
Public Housing (Staff Certification)	10	_____
Voucher Certification (Staff Cert.)	10	_____
Compliance Certification (NO OUTSTANDING SANCTIONS)	5	_____

CHECKLIST

Item	Yes	No
Proposer's Profile Form	_____	_____
Staff Training Form	_____	_____
Bid Amount/Budget Form	_____	_____
Compliance Form	_____	_____
Drug-Free Housing Form	_____	_____
Lobby Disclosure	_____	_____
Certification of Payments Form	_____	_____
Organization Chart	_____	_____
Board Roster	_____	_____
Brief history of Company/Agency	_____	_____
Articles of Incorporation	_____	_____
HQS Certification	_____	_____
Public Housing Certification	_____	_____
Housing Choice Voucher	_____	_____

Compliance Certification

By signing below, I hereby attest that _____
_____ is in good standing with
the Department of Housing and Urban Development, and
there are no outstanding sanctions or findings issued by the
Department of Housing and Urban Development.

Signature

Date