



Yolo County Housing

Lisa A. Baker, Executive Director

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BOARD OF COMMISSIONERS

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DATE: October 2, 2008
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
SUBJECT: Approve Contract for Temporary Housing Voucher Services

RECOMMENDED ACTIONS

1. Review and approve authorization to contract with The Nelrod Company to provide temporary housing services; and
2. Authorize the Executive Director to execute the agreements in a form approved by Agency Counsel.

BACKGROUND/DISCUSSION

Yolo County Housing currently has five staff members working full-time in the Housing Choice Voucher Program (HCV) Department, with one temporary staff member who works part-time. Two staff members are scheduled to be out of the office for extended periods of time on leave. The first staff member is scheduled to begin leave on October 16th, 2008 and is expected to return to work on February 2nd, 2008. The second staff member is scheduled to begin leave on November 13th, 2008 and is expected to return to work on April 2nd, 2009.

In order to ensure that operations continue without undue impact to staff and to our participants, staff issued a Request for Proposals (RFP) to a list of providers with a deadline of September 15th, 2008. Three companies responded to the RFP. One company responded via e-mail to question the scope of work for the temporary housing services position and subsequently declined to submit a proposal.

Two companies submitted proposals for the temporary housing services position. Both firms submitted responsive and responsible proposals. The first company, Nan McKay Associates, submitted a proposal for a total budgetary expense of \$102,342 for six months. The second company, The Nelrod Company, submitted a proposal for a total budgetary expense of \$74,296.00 USD for nine months (anticipated to cost approximately \$49,351 if prorated out over six months).

The Housing Choice Voucher program currently has \$51,000 in its approved budget for FY 2008-2009 to provide for temporary housing services expenses.

After reviewing both proposals and taking into consideration the amount budgeted for the temporary housing services, Yolo County Housing recommends that the Board approve entering into a contract with The Nelrod Company for temporary housing services that YCH requires beginning October 1st, 2008.

Working together to provide quality affordable housing and community development services for all

FISCAL IMPACT

None anticipated. Contract services is a budgeted line item in the FY 2008-2009 budget. Failure to provide adequate voucher services would lead to a reduction in ability to meet federal program goals and leasing, which would have a negative impact on revenue generation.

REASONS FOR RECOMMENDATION

The two (2) staff who are scheduled to be out for up to six months constitute 40% of the staffing for this department. Staff recommends approval of contract services in order to maintain program efficiency.

Attachments: Request for Proposals for Temporary Housing Services



YOLO COUNTY HOUSING
REQUEST FOR PROPOSALS
HOUSING CHOICE VOUCHER ADMINISTRATION
AND PROGRAM DELIVERY

GENERAL INFORMATION

1. Yolo County Housing is seeking professional services for the administration of and program delivery for the Section 8 Housing Choice Voucher Program. The proposed term of contract is from October 1st, 2008 to June 30th, 2009.
2. This is a federally-funded program through the U.S. Department of Housing and Urban Development (HUD) and, therefore, the entity administering the program is expected to comply with all applicable federal guidelines, policies and procedures.
3. The contract period is anticipated to be six months and may be extended depending on the fulfillment of the assigned tasks and duties.
4. The deadline for submitting proposals is Monday, September 15th, 2008 at 5:00pm. Applications must be postmarked by that date. Late submissions and postmarks will not be accepted.
5. Please submit two (2) copies of the proposal in a sealed envelope to:

Judson Brown
Housing Administrator
Yolo County Housing
147 W. Main Street
Woodland, CA 95695

6. You may also e-mail all of your application materials to jbrown@ycha.org
7. For additional information regarding this Request, please contact Mr. Brown at (530) 669-2247.

GOVERNING BOARD, POLICIES AND REGULATIONS:

The governing body of the YCH is its Board of Commissioners. The seven (7) members of the board are the members of the Yolo County Board of Supervisors and two residents of the YCH-owned public housing units.

Regulations pertaining to federally-assisted programs are promulgated by the U.S. Department of Housing and Urban Development (HUD). Other regulatory bodies include the State of California Department of Housing and Community Development, including its Office of Migrant Services.

PROPOSAL FORMAT AND REQUIREMENTS

In order to secure information in a form which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format described below. Standard proposal formats are acceptable provided the following information is included:

- Title page should include the proposal subject, the firm's name, address, phone and fax numbers, e-mail address, and contact person, and date of the proposal.
- Table of contents with page numbers.
- A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the time frame, a statement why the firm believes itself to be the best qualified to perform the engagement and that the proposal is an irrevocable offer for a stated period of time (minimum 90 days).
- Information about the firm. Is the firm local, national or regional? Identify the staff member from the office who will complete the temporary service contract. **PLEASE PROVIDE A CURRICULUM VITAE (CV) FOR THIS INDIVIDUAL AND TWO LETTERS OF REFERENCE.**
- Provide information on prior experience, particularly in the field of Section 8 program administration, demonstrating experience in administering a variety of housing programs and familiarity with HUD program requirements. Provide references of at least three housing authorities, local government or non-profit clients (with phone numbers and contact persons). The clients listed should be those served by members of the firm and/or local office who will be working with YCH.
- Briefly discuss your approach to the administration of the HCV program.
- A proposed work plan and time schedule addressing the scope of work.
- A section detailing the cost for the work including cost estimates for out-of-pocket expenses and a proposed payment schedule based on the work plan.
- Provide maximum fees (including out-of-pocket expense), broken down in adequate detail so as to evaluate fee response.
- The firm's standard schedule of hourly rates for the staff member to be assigned the temporary services contract.
- Outline the level of support your firm will require of the YCH staff.

WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submitted deadline by submitting a written request to the contact person. Re-submittal before the RFP submittal deadline can be made. However, they may not be re-submitted after the deadline.

RFP COSTS

All costs incurred in the preparation and presentation of the RFP shall be completely borne by the responding party to the RFP. All documents submitted as part of the RFP will become property of the YCH. Requests for specific material to be returned will be granted. Any material submitted that is confidential must be clearly marked as such.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by applicable Federal, State and Local laws, regulations and directives as they pertain to the administration of the HCV Program.

AWARD BASIS

At the option of YCH, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission.

YCH reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which YCH, acting in the sole and exclusive exercise of its discretion, deems to be in YCH's best interest. The award of the contract will not automatically be made to the firm offering the lowest price.

CONTRACTUAL DEVELOPMENT

If a proposal is accepted, YCH intends to enter into a contractual agreement with the selected bidder. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to the RFP, or developed subsequently during the selection process.

OTHER TERMS AND CONDITIONS

1. Work Product:
 - a. All work papers prepared in connection with the contracted service will remain the property of YCH.
 - b. All reports rendered to YCH are their exclusive property and subject to their use and control.

2. Independent Contractor:

The successful bidder shall act at all times in an independent capacity during the term of the agreement and in the performance of the services to be rendered,

and shall not act as, and shall not be, and shall not in any manner be considered to be agents, officers, or employees of YCH.

3. Assignment:
Neither the agreement, nor any part thereof, shall be assigned by the successful bidder without the prior written consent of the YCH.

CONTRACT TERMS

You are invited to submit a proposal for the administration and program delivery of the YCH Housing Choice Voucher Program. The contract is for the period from October 1st, 2008 to June 30th, 2009.

YCH may terminate the temporary service contract upon written notice to the Contractor not less than sixty (60) days before the end of the contract.

YCH reserves the right to cancel the agreement if it is determined that the selected firm is not performing satisfactorily or is adversely affecting the performance of YCH activities. YCH will provide fifteen (15) calendar days written notice of termination.

YCH also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of the YCH.

INFRINGEMENT AND INDEMNIFICATION

The firm awarded this contract agrees to protect, defend and hold harmless the YCH against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless YCH, their Board of Commissioners and employees from suits or actions of every nature and description arising out of, or in connection with, the performance of the contract, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firm or its agents.

EQUAL OPPORTUNITY

The YCH emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, disability, age, familial status or sexual orientation.

LIMITATIONS

YCH reserves the right to reject any and all Proposals and to waive any informality in the solicitation process.

BIDDER'S QUESTIONS

Technical questions concerning this request for proposals should be submitted in writing to:

Judson Brown
Housing Administrator
Yolo County Housing
147 W. Main Street
Woodland, California 95695

All questions can be e-mailed to Mr. Brown at jbrown@ycha.org or at (530) 669-2247.

Such questions must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions will be provided to all firms holding RFP's no later than September 12th, 2008.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. IF YCH finds it necessary to change any of these dates, it will be done by addendum to this RFP.

August 15, 2008	Issue date
September 10 th , 2008	Deadline for questions regarding RFP
September 12 th , 2008	YCH responds to questions
September 15 th , 2008	Proposal submission deadline
September 25 th , 2008	Award of Contract
October 1 st , 2008	Start Date for Temporary Contract Services

RANKING SYSTEM FOR PROPOSALS

Proposals will be reviewed and weighted on the basis of the following criteria:

Thoroughness in response to RFP	20%
Technical Approach/Scope of Work	20%
Experience of Proposed Personnel	20%
Firm's overall Experience	10%
Total Cost/Fees/Hourly Rate	30%
TOTAL	100%