



**Indianapolis Housing Agency
Request for Proposal (RFP)
Home Management Training Program**

1. Introduction

The Indianapolis Housing Agency (IHA) manages eleven communities, four of which are located in the downtown, Center Township area, and the other seven are scattered throughout Marion County. Seven of the communities are family developments, while four are senior/disabled high rises. There are approximately 1700 public housing units overall. In addition, IHA manages over 6000 Section 8 vouchers for Marion County residents. The IHA administrative offices are located at 1919 N. Meridian Street. The text of this RFP and most required supporting documents may be found on IHA's web at www.indyhousing.org and click on Business/Contracting Opportunities.

It is the mission of IHA staff that our residents and surrounding communities have a safe environment in which to live. IHA is further committed to increasing individual and family self-sufficiency and economic independence through skill building and personal development programs.

2. Project Name

Home Management Training Program

3. Intent of this RFP

IHA is seeking proposals from qualified contractors or a combination of qualified contractors to assist the IHA in providing Home Management Training for residents.

The intent of this RFP is to define the general specifications for the professional services required by IHA and to set guidelines for selection.

The purpose of this RFP is to solicit meaningful proposals so that IHA may select, from among a range of proposals, the agency and/or agencies that best meet its needs and requirements. It is further desired that the solicitation process will ensure competitive pricing.

IHA urges all interested offerors to carefully review the requirements and specifications of this RFP, including information regarding the project and work to be done. Written proposals containing the requested information will serve as the primary basis for final selection. It is the intent of the IHA to enter into a performance based contract with the highest ranked proposal from among those submitted.

4. Description of Home Management Training Program

Scope of Services

Proposing organizations should be able to demonstrate verifiable proven performance (minimum of two years) working with individuals from a wide variety of backgrounds including economically disadvantaged individuals, individuals residing in public housing, and individuals receiving public assistance.

Proposing organizations must also be able to demonstrate and document the ability to implement a Home Management Training by March 2010. The program will be designed to help residents manage their home environment in a way that will result in improved livability and pass inspection.

5. Scope of Services

Goal: Increase the number of public housing residents passing inspection.

Objectives: Provide home management training for public housing residents referred by AMP Directors that did not pass inspection.

Program Size: Up to 25 residents per session/workshop.

Program duration: This contract will be effective March 1, 2010 through February 28, 2011.

IMMEDIATE GOALS: (All time frames approximate)

| Level | Performance Objectives | Completion Date |
|-------|---|---|
| All | Conduct outreach to AMP Directors and ICEF regarding Home Management Training Program. | 5 days from effective date of contract |
| All | Submit a program work plan detailing program/service and class schedule with instructor. | 5 days from effective date of contract |
| All | Submit monthly program reports to Resident Relations Department detailing number of program participants, class/contact hours and. | Monthly - 30 days from effective date of contract |
| All | Prepare and deliver a participant evaluation. Generate a report detailing evaluation results. Provider will provide an evaluation of the program to IHA Resident Relations Department | 60 days from effective date of contract – every 60 days |

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| | | |
|-----|---|--------------------------------|
| All | Submit a final report detailing program outcomes, number of residents served and number of contact hours per participant. | 10 days from contract end date |
|-----|---|--------------------------------|

6. Date of Service

Upon approval of RFP through February 28, 2011.

7. Methodology

Each prospective provider shall describe in detail the products, staffing, methodology and services that they will provide to completely fulfill the scope of services, and provide a total price which will include all necessary deliverables. A description of the prospective provider's agency and an organizational chart should be included. Profiles of staff assigned to conduct tasks shall be included. Please state the Contractor's ability to begin proposed services by March 1, 2010.

8. Conditions

IHA has set the following conditions:

1. A Contract will be required with successful responder(s). A sample contract is available for review on IHA's website.
2. IHA reserves the right to reject all proposals and waive any minor informalities or irregularities in the RFP process. IHA shall be the sole judge of these minor irregularities. Lateness of submission is not considered a minor informality or irregularity.
3. IHA reserves the right to omit or add tasks to the scope of work dependent upon the available funding for the project.
4. IHA reserves the right to negotiate with one or more responders and as a result of the RFP evaluation process, enter into a "best and final" negotiation with one or more responders.
5. IHA reserves the right to request an interview with any and/or all of the responders in order to finalize any decisions
6. IHA will consider non-responsive any submittal for which critical information is lacking or the submission represents a major deviation from the RFP.
7. IHA reserves the right to request additional information from any responder after the submittal deadline.
8. Any solicitation or lobbying directed at any IHA staff member, Board of Commissioner or agent is prohibited and may be grounds for the disqualification of proposal.
9. Responder shall state earliest possible start date from "Notice to Proceed".
10. Proposal must include a fee schedule to include reimbursables, and profit and overhead. This information shall be deemed confidential and will be used by IHA staff only. This information is required in accordance with US HUD Handbook 7460.8, Rev.2;2/2007.

11. The person signing the proposal must be authorized to commit the responder to conduct negotiations and/or discussions if requested or required.
12. IHA assumes no liability for any costs incurred by responders in the preparation of and delivery of a proposal in response to this RFP, or attendance of any subsequent meetings relative to responding to this RFP.
13. Responder shall provide proof of current insurance to include, but not be limited to, general liability, errors and omissions, vehicular liability and worker's compensation.
14. Final contract may be subject to pre-approval by IHA's Executive Director and Board of Commissioners and US Department of Housing and Urban Development (HUD).
15. IHA reserves the right to reject any and all proposals for any reason, and to waive any informalities in the proposals received whenever IHA determines that such rejection or waiver is in its best interest. IHA also reserves the right to reject proposals from any firm that has previously failed to perform properly, or to complete work on time, pursuant to contracts of a similar nature.
16. All responders shall be advised that the successful proposer's contract may be grant funded and subject to all applicable draw schedules and other applicable regulations
17. IHA reserves the right to award a contract to multiple responders, all to the benefit of IHA
18. Successful applicant must be able to initiate contract by March 1, 2010.

9. Scoring/Evaluation of Proposal

Proposers who have met the previous required submittals and submitted responses will be graded on the following criteria. The range of point for each criterion is indicated below. The total range of points that can be given to any proposal is 0 to 110 points. Respondents will be ranked by their total scores with the highest score receiving the highest ranking.

1. Evidence of organization's ability to perform services as documented by the staff's professional experience, education, technical credentials, role in the contract, and references. The proposal should indicate the number of hours and percentage of time proposed for each resident from agencies with similar needs. **Range: 0 to 25 points**
2. Experience and expertise in the direct provision of housekeeping or house management training. **Range: 0 to 25 points**
3. Individual case approach, methodology, and work plan proposed to accomplish the work. **Range: 0 to 20 points**
4. Extent to which individual case approach incorporates active and meaningful program participation and participant retention.

Range: 0 to 10 points

5. Appropriateness of hourly rates and hours as submitted on the rate sheet attached. **Range: 0 to 10 points**

6. MBE/WBE/DBE Certification **Range: 0 to 10 points**

7. Section 3 Plan with dedicated hiring

Item A: Completed Plan

Range: 0 to 3 points

Item B: Training-Educational fund/staff hires

Range: 0 to 7 points

TOTAL

0-110 POINTS

It is the intent that this solicitation will provide a sufficient number of proposals to allow for competitive selection. If, at a later date, it is deemed necessary, because of lack of information, that additional cost and price information is required, IHA reserves the right to require this information from all responders.

10. Section 3

Prospective responders are advised that this project is a Section 3 covered project as described in 24 CFR 135 (enclosed). IHA's Section 3 Work Plan and program are included in the package. Omission of any of the aforementioned documents or certifications will render the proposal non-responsive. The omission of a Section 3 response will render the proposal to be non-responsive.

11. MBE/WBE POLICY

It is the policy of the Indianapolis Housing Agency to encourage responses from Minority /Women's/Disadvantaged Business Enterprises or partnerships made up of MBE/WBE/DBE's. It is the goal of the Indianapolis Housing Agency to increase its MBE/WBE/DBE contract base. A responder who is a MBE/WBE/DBE or who has plans to use an MBE/WBE/DBE as a sub-contractor or partner in the response and that subcontractor or partner has not been certified as a MBE/WBE/DBE, shall require the subcontractor or partner to submit a certified application for such MBE/WBE/DBE to the appropriate local or state agency. Any responder who receives points for using an MBE/WBE/DBE sub-contractor or service provider and fails to utilize them will be penalized up to 10% of their contract amount and/or have the contract declared void. The potential MBE/WBE/DBE must become certified by the responder's local authority/DEO to count toward the attainment of the IHA's MBE/WBE/DBE goal. Local responders that are MBE/WBE/DBE are encouraged to register through the City of Indianapolis, Department of Equal Opportunity at Room 1521 of the City-County Building, 200 E. Washington Street, Indianapolis, In 46204; Attn: Bob Ransom, or the State of Indiana

Department of Administration, Indiana Government Center South, 402 W. Washington St., Room W-478, Indianapolis, IN 46204.

A responder that has been certified as an MBE/WBE/DBE by another political entity, i.e. local state and/or federal, and submits a copy of that certification will receive points in accordance with evaluation criteria of the RFP.

12. Content of Proposal

All proposals shall contain the following and be organized/tabbed in the following order. Most forms are provided on the web site at www.indyhousing.org , click on Contracting Opportunities:

1. Letter of interest.
2. Name of offeror, the location of the offeror's principal place of business and, if different, the anticipated place of performance of the proposed contract.
3. Provide the details of the approach proposed to accomplish this scope of work. This section should detail all outreach methods and counseling and education approaches. The proposal for collaborating with IHA and service provider ensuring a seamless delivery of services to residents should be detailed.
4. Provide detailed information on the professional and technical competence and experience of the respondent. This section should clearly delineate management and coordination experience from a youth development perspective. Provide a listing of other contracts under which services similar in scope, size and/or discipline to the required services were performed over the last three years.
5. Provide an overview of the key personnel who will be involved in the project, including description of their experience, education, and credentials, and a proposed organization chart. Organizations that are partnering shall disclose the name of the partner(s) and weave that participation into the response
6. References – Provide the agency name, name and title of primary contact, address, phone number, fax, and email address of at least three professional references. Also, include a brief description of your past experience(s) or relationship(s) for each reference. References shall be included for any partners mentioned in paragraph 5.
7. Provide proof of type and level of Workers Compensation coverage, Professional Liability, and Automobile Liability Insurance coverage.
8. Provide a listing and similar detail on any proposed subcontractor or consultant.
9. Provide a detailed budget by task and by year.
10. Provide a unit cost for the work involved, to include wages, overhead, and other fees. Any assumptions or exceptions made to establish the pricing provided should be so stated. IHA will consider any alternative costing approach proposed by the responder as long as it incorporates tasks and years.

11. MBE/WBE/DBE certification, where applicable. (Responder supplied)
12. HUD forms 5369 B and C (on web).
13. Certificate of current insurance to include vehicular, errors and omissions or professional liability and workers' compensation. (Responder supplied)
14. Non-Collusive Affidavit and Certificate of Non-Organizational Conflict of Interest (attached on web).
15. Certificate of Non-Segregated Facilities (attached on web).
16. Proposals from Responder(s) listed on the U.S. Department of Housing and Urban Development (HUD) List of Excluded Parties (Barred List) will be deemed non-responsible and excluded from consideration.
17. Cost – Respondent shall provide a cost proposal on the attached Fee Schedule form. Fee schedule shall include cost by line item, profit and overhead. This information is required in accordance with US HUD Handbook 7460.8, Rev.2;2/2007.
18. Any applicable licensing and/or certification.
19. Completed Section 3 Plan (on web).

Omission of any of the aforementioned documents or certifications will render the proposal non-responsive

13. Questions

Questions regarding the RFP are accepted by e-mail only. Telephone questions will not receive a response. Questions should be e-mailed to **both**: Don Bievenour, Materials and Contracts Manager, dbieve@indyhousing.org Jacqi Brown, Contract Specialist, jbrown@indyhousing.org

Deadline for questions is Noon, local time, Tuesday February 16, 2010. Questions and answers will be posted on the IHA website: www.indyhousing.org under Business Opportunities, Title: RFP for Home Management Training Services

14. Deadline and Submittals

An original and five copies, in a sealed package, labeled as to content and sender, should be submitted to Don Bievenour, Materials and Contracts Manager, IHA, 1919 North Meridian Street, Indianapolis, IN 46202 no later than 2 PM, local time, February 23, 2010. Proposals will not be accepted after this time and will be returned/refused unopened. Faxed or e-mail responses are not acceptable. IHA is the sole determinant of timeliness

The Indianapolis Housing Agency is an equal opportunity contractor and employer.

End of RFP

Attachments: Exhibit A, Fee Schedule

EXHIBIT A

**FEE Schedule
To Be Completed and Returned by Responder**

| Line Item | Costs and Fees | |
|-----------------------|-----------------|--|
| | 12-Month Budget | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Other Costs (specify) | | |
| TOTAL | \$ | |

Please attach a budget narrative and further detail for each Line Item identified above.

By submission of this response, Contractor certifies that it has the expertise, materials and staffing to comply and perform in accordance with the RFP.

Name of Responder: _____

Address: _____

Name of Person Preparing Response: _____

E-mail address: _____

Phone Number: _____

Signature and date: _____

END