



November 18, 2009

Indianapolis Housing Agency  
1919 North Meridian Street  
Indianapolis, IN 46202

Dear Prospective Respondents:

The Indianapolis Housing Agency (IHA) is soliciting competitive proposals from qualified firms or combinations of verifiable, qualified firms to identify a partner which will provide contract administration (CA) services to IHA or one of its non-profit affiliates, at IHA's discretion for project based Section 8 HAP contracts.

The RFP is only available through the NAHRO website and is posted on the NAHRO website through IHA's website [www.indyhousing.org](http://www.indyhousing.org), select "contracting opportunities."

An original, stamped as such, and six copies of the sealed Proposals are due to:

The Indianapolis Housing Agency  
1919 North Meridian Street,  
Indianapolis, IN 46202

Attention: Don Bievenour, Materials and Contracts Manager

**DUE DATE AND TIME: 11:00 A.M., EST; December 7, 2009**

Boxes and/or packages should be marked with the name of the responder and the contents. At that time, the proposals will be stamped in, but not opened publicly, nor will they be read aloud.

The RFP is posted on the NAHRO website through IHA's website [www.indyhousing.org](http://www.indyhousing.org), select "contracting opportunities." The NAHRO website is the only source of the RFP.

**CAUTION: Late submissions cannot be considered or accepted and will be returned unopened. Faxed, or electronic mail (e-mail) submissions will not be accepted. IHA is the sole determinant of timeliness.**

**Submissions shall be complete in their entirety. Partial submissions shall be deemed non responsive.**

By submission of a proposal that is accepted by IHA, the offeror agrees to enter into a contract with the IHA in form prescribed by IHA. The offeror also accepts all terms and conditions of the RFP

The IHA reserves the right to waive any minor irregularities or informalities and to reject any and all proposals. Late submissions are not considered minor irregularities.

Questions regarding this RFP should be directed, in writing, via email prior to 11 A.M. EST, December 1, 2009, to both Don Bievenour, email: [dbieve@indyhousing.org](mailto:dbieve@indyhousing.org) and Jacquelyne Brown [jbrown@indyhousing.org](mailto:jbrown@indyhousing.org) Questions will be accepted only via e-mail and in "Word" format. **Questions received after this time will not receive a response.** Questions and answers will be posted on the NAHRO web site through [www.indyhousing.org](http://www.indyhousing.org), select contracting opportunities.

A pre-proposal conference will not be held.

Sincerely,

*Don Bievenour*

Don Bievenour  
Materials & Contract Manager

