



SOLICITATION NUMBER: COUNTY HOUSING-RFP-24-P-04

REQUEST FOR PROPOSAL

FOR

VEHICLE LEASE OPTIONS

BY

HOUSING AUTHORITY OF ST. LOUIS COUNTY

8865 NATURAL BRIDGE

ST. LOUIS, MO 63121

PROPOSALS ARE DUE TO THE ADDRESS OR EMAIL SHOWN BELOW NO LATER THAN:

17 May 2024, 2:00PM Central Standard Time

MAILING ADDRESS

HOUSING AUTHORITY OF ST. LOUIS COUNTY

ATTN: PURCHASING DEPARTMENT

8865 NATURAL BRIDGE ST. LOUIS, MO. 63121

IN-PERSON DELIVERY

GRAY DROP BOX ON FRONT PARKING LOT

ELECTRONIC DELIVERY

EMAIL: purchasing@CountyHousing.com

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF THE HOUSING AUTHORITY OF ST. LOUIS COUNTY (COUNTY HOUSING) ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. COUNTY HOUSING WILL IN NO WAY BE RESPONSIBLE FOR ANY DELAYS CAUSED BY THE UNITED STATES POSTAL SERVICE, PRIVATE COURIER, EXPRESS SERVICE, OR CAUSED BY ANY OTHER OCCURRENCE.

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Introduction

The Housing Authority of St. Louis County (County Housing) is using the competitive proposal method to request commercial vehicle leasing options from qualified vendors.

1. COUNTY HOUSING Reservations of Rights

COUNTY HOUSING reserves the right to:

- (a) **Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by COUNTY HOUSING to be in its best interests.
- (b) **Right to Not Award.** Not award a contract pursuant to this RFP.
- (c) **Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the Contractor(s).
- (d) **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, “Contractor”) shall provide the services called for in this RFP.
- (e) **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the Authority Planning and Procurement Officer.
- (f) **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- (g) **Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
- (h) **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- (i) **Right to Prohibit.** At any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing and by obtaining this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the Planning and Procurement Officer in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Authority that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Authority, but not the prospective or actual proposer, of any responsibility pertaining to such an issue.

2. Scope of Work

COUNTY HOUSING is seeking proposals from qualified commercial automotive vendors to provide COUNTY HOUSING vehicle leasing and purchasing options for the following types of vehicles. The requirements are applicable to American made vehicles only.

- Ten (10) – Small to mid-sized vehicles strictly used for driving to and from residential units for inspections
- Three (3) – Full-size Trucks
- Three (3) – Cargo vans (with a shelving option is a plus) for hauling tools, dry wall, or appliance)

3. Proposal Format

3.1 Tabbed Proposal Submittal. COUNTY HOUSING intends to retain a Contractor using the competitive proposal process pursuant to a “Best Value,” not a “Lowest Price” basis. “Best Value,” consider factors other than just price in making the award decision. Therefore, so that COUNTY HOUSING can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted in the table below. Each category must be separated by numbered index dividers and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

Tab No.	Description
1	Form of Proposal. This Form is attached hereto as Attachment A to this RFP document. This form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.
2	HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as Attachment C to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment D to this RFP document. This form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
4	Proposed Services. As more fully detailed within SCOPE OF SERVICES , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
	As detailed within Section PROPOSAL EVALUATION , Evaluation Factor No. 2, herein, the proposer’s DEMONSTRATED UNDERSTANDING of the AUTHORITY’S REQUIREMENTS .
	As detailed within Section PROPOSAL EVALUATION , Evaluation Factor No. 3, herein, the QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED .

	As detailed within Section PROPOSAL EVALUATION , Evaluation Factor No. 4, herein, the proposer’s DEMONSTRATED TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the proposer’s demonstrated standards of professionalism and customer care, follow-through on jobs, reports, accuracy, and how the proposer proposes to respond when “things go wrong”).
	As detailed within Section PROPOSAL EVALUATION , Evaluation Factor No. 5, herein, the proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	If appropriate, how staff are retained, screened, trained, and monitored.
	The proposed quality assurance program.
	An explanation and copies of forms that will be used and reports that will be submitted and the method of submission of such reports (i.e., written; fax; Internet; etc.).
	A complete description of the products and services the firms provides.
5	Managerial Capacity/Financial Viability/Staffing Plan. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment D, <i>Profile of Firm Form</i> . Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
6	Client Information. The proposer shall submit a listing of former or current clients (at least 3), including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein.
7	Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following PROPOSAL SUBMISSION section herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
8	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

9	Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
10	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the COUNTY HOUSING in its evaluation.

Table 1 – Tabbed Proposal Outline

3.2 Entry of Proposed Options

3.2.1 The proposed vehicle lease options shall be submitted by the proposer and received by COUNTY HOUSING, where provided for within the **eProcurement Marketplace only**. Do not submit, enter, or refer to any options or costs within the sealed 9-tab “hard copy” proposal submittal detailed within Section 3.0—any proposer that does so may (and most likely will), at COUNTY HOUSING’s discretion, be rejected without further consideration.

[International eProcurement Marketplace](#)

3.2.2 Pricing Items. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the eProcurement Marketplace, including, but not limited to Cost of the vehicle itself, cost of the ongoing routine maintenance of the vehicle, state minimum insurance coverage, roadside assistance, all state taxes and licensing, inspections and registrations, towing, etc.

Item No.	Service Description	Qty	Unit Price	Total
1	24-month Lease - Small to mid-sized sedans strictly used for driving to and from residential units for inspections	10		
2	36-month Lease - Small to mid-sized sedans strictly used for driving to and from residential units for inspections	10		
3	60-month Lease - Small to mid-sized sedans strictly used for driving to and from residential units for inspections	10		
4	24-month Lease; Full-sized Truck (American made)	3		
5	36-month Lease; Full-sized Truck (American made)	3		

6	60-month Lease; Full-sized Truck (American made)	3		
7	24-month Lease - Cargo vans, American made, with a shelving option is a plus for hauling tools, dry wall, or appliances	3		
8	36-month Lease - Cargo vans, American made, with a shelving option is a plus for hauling tools, dry wall, or appliances	3		
9	60-month Lease - Cargo vans, American made, with a shelving option is a plus for hauling tools, dry wall, or appliances	3		
10	Purchase - Small to mid-sized sedans (American Made)	10		
11	Purchase - Full-sized Truck (American Made)	3		
12	Purchase - Cargo vans (American Made)	3		

Table 2 – Vehicle Lease Options Pricing

3.3 Additional Information Pertaining to the above Pricing Items

3.3.1 Quantities. All quantities entered by County Housing herein and within the corresponding Pricing Items within the eProcurement Marketplace are for calculating purposes only.

3.3.2 IMPORTANT NOTICE!!! Entry of Proposed Fees. Except as provided for otherwise (e.g. 3 “No Charge” option), proposers must submit, where provided within the eProcurement Marketplace, a realistic cost for every Pricing Item detailed within the preceding Table No. 3. The eProcurement Marketplace will automatically perform all required calculations.

3.3.2.1 Realistic Cost for each Pricing Item. Each proposer is strongly encouraged to enter where provided within the eProcurement Marketplace a realistic cost for each Pricing Item. For example, if the successful proposer enters \$.01 for any Pricing Item (proposers typically do so in an effort to improve their position in regard to Evaluation Factor No. 1, as detailed within the following Table No. 3 herein), then the \$.01 is what the successful proposer will charge County Housing for any work that County Housing may retain the successful proposer to provide if County Housing deems such retention is in County Housing's best interests to do so. Accordingly, it is County Housing's opinion that it is very much in the best interests of the proposer to propose a realistic cost for each Pricing Item. If, despite this warning, the successful proposer proposes cost that County Housing deems is not realistic, then County Housing reserves the right to require the successful proposer to, at contract execution, present a cash bond in a suitable amount (e.g. \$4,000.00, which County Housing

will hold during the term of the ensuing contract period) to ensure that the successful proposer will fulfill his/her obligation in this matter.

3.3.2.2 No Charge. For any proposer that enters a "No Charge," such shall mean that the proposer will provide the listed service if required by County Housing but will not during the term(s) of the ensuing contract charge County Housing a cost for providing such service. Proposers are allowed to submit a "No Charge" for any of the Pricing Items detailed within the preceding Table No. 2 and listed within the applicable area of the eProcurement System.

3.3.2.3 No Bid Not Allowed. There is not a "No Bid" allowed for any of the Pricing Items (a "No Bid" means that the proposer will not provide the service).

3.3.2.4 Potential Missing Charges. It is the responsibility of each proposer to carefully review the charges listed within the immediate-preceding Table No. 2 herein and ASAP notify County Housing in writing of any services that the proposer wishes to propose fees for. Such written notification shall include a description of the noted services. County Housing will consider such requests, but County Housing reserves the right to not include such charges as a requirement of the RFP.

3.3.2.5 Review the Entry of Proposed Fees. After a proposer has entered where provided within the eProcurement Marketplace his/her proposed costs for the Pricing Items, the Marketplace will automatically multiply the proposed unit costs by the listed quantities. County Housing strongly recommends that each proposer, after entry of these proposed fees within the eProcurement Marketplace, print the receipt provided and review the entry to ensure that the proposer has entered the proposed fees correctly (the Marketplace will allow the proposer to immediately re-enter the Marketplace at any time prior to the posted deadline to correct any such entry). The proposer will NOT be able to correct this entry after the posted deadline has expired, which means that County Housing will utilize such entry, correct or incorrect, to assign the points pertaining to Evaluation Factor No. 1 detailed within the following Table No. 3 herein.

3.3.2.6 Determination of the Calculated Costs. After a proposer has entered where provided within the Marketplace his/her proposed unit costs for the Pricing Items, the Marketplace will automatically multiply the proposed unit costs by the listed quantities. The total sum of all the line items shall be the Total Calculated Cost that County Housing will utilize to determine the points assigned for cost as identified for Evaluation Factor No. 1 within the following Table No. 3 herein.

3.3.2.7 No Negotiation of Proposed Fees after the Submittal Deadline. County Housing WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for each Pricing Item identified within the preceding Table No. 2 herein that the proposer chooses to submit a proposed cost for.

4. Submission Requirements

Proposals must be submitted and time-stamped received in the designated Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum).

Electronic submissions must adhere to the same deadline stated, uploaded to the electronic transfer protocol referenced. A total of 1 original signature copy (marked ORIGINAL”) and 2 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) of the “hard copy” proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Housing Authority of St. Louis County
Attn: Carolyn Riddle, Interim Finance Director / Planning and Procurement Officer
8865 Natural Bridge
St. Louis, MO 63121

The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Authority by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Authority decides that any such entry has not changed the intent of the proposal that the Authority intended to receive, the Authority may accept the proposal and the proposal shall be considered by the Authority as if those additional marks, notations, or requirements were not entered on such. By accessing and accepting these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that COUNTY HOUSING delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Authority, including the RFP document, the documents listed within the following section herein, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the Executive Director to exclude any of the Authority requirements contained within the documents may cause that proposer to not be considered for award.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Executive Director only. Proposers must not make inquiry or communicate with any other Authority staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Authority to not consider a proposal submittal received from any proposer who may not have abided by this directive.

All interested contractors must have access to adequate financial resources to fully perform

the contract.

Addenda. All questions and requests for information must be addressed in writing to the Executive Director. The Executive Director will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Executive Director will NOT conduct any *ex parte* (a substantive conversation — “substantive” meaning, when decisions pertaining to the RFP are made—between the Authority and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Executive Director—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Executive Director may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the Executive Director may more fairly respond to all prospective proposers in writing by addendum.

5. Proposer’s Responsibilities — Equal Employment Opportunity and Supplier Diversity

Be advised that contracts over \$200,000 trigger Section 3 of the Housing and Urban Development Act of 1968. Section 3 requires that economic opportunities generated by the expenditure of HUD funds be directed, to the greatest extent feasible, to low and moderate income persons via contracting, employment and training. All contractors and subcontractors working on this project will need to demonstrate compliance with Section 3 numeric targets and other applicable provisions. In cases where Section 3 compliance is not achieved, contractors and subcontractors must document good-faith efforts to comply. See Attachment H – Section 3 Flyer Construction.

Within 2 CFR §200.321 it states:

Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms.

(a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.

(2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises.

- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises.
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development County Housing of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Within HUD Procurement Handbook 7460.8 REV 2 it states:

- (a) Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [County Housing] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [County Housing] contracting.
- (b) Section 15.5.B, Goals. [COUNTY HOUSING] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

Within the COUNTY HOUSING Procurement Policy it states the following:

Assistance to Small and Other Business, Required Efforts:

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all reasonable efforts will be made to ensure that COUNTY HOUSING contracts with small businesses, minority business enterprises (MBE), women’s business enterprises (WBE), and businesses located in or owned in substantial part by persons residing in the area of COUNTY HOUSING projects when possible. Such efforts will include, but will not be limited to:

- (1) Including such firms, when qualified, on solicitation mailing lists.
- (2) Encouraging participation through direct solicitation of bids or proposals whenever they are potential contractors.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses.
- (4) Establishing delivery schedules, where the requirements permit, to encourage participation by such businesses.
- (5) Using the services and assistance of the Small Business Administration and the Minority Business Development County Housing of the Department of Commerce.
- (6) Including in contracts, to the greatest extent feasible, a clause requiring contractors to

provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to businesses providing opportunities to low-income residents.

(7) Requiring prime contractors, when subcontracting is anticipated, to take the actions listed above.

Requirements. Accordingly, please see Tab7 within Table No. 2 herein which details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

Pre-proposal Conference. There is not a pre-proposal conference scheduled as a part of this RFP.

6. Evaluation Factors

Objective/Subjective Evaluation Factors. The following factors will be utilized by COUNTY HOUSING to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal and on-line (specifically, the pricing submitted on-line):

(1) No.	(2) Max Point Value	(3) Factor Type	(4) Factor Description
1	30 points	Objective	The PROPOSED COSTS submitted by the proposer.
2	10 points	Subjective (Technical)	The proposer’s DEMONSTRATED UNDERSTANDING of the HOUSING COUNTY HOUSING’S REQUIREMENT.
3	10 points	Subjective (Technical)	The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED.
4	10 points	Subjective (Technical)	The proposer’s DEMONSTRATED TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the proposer’s demonstrated standards of professionalism and customer care, follow-through on jobs, reports, accuracy, and how the proposer proposes to respond when “things go wrong”).
5	30 points	Subjective (Technical)	The proposer’s DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	10 points	Subjective (Technical)	The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE OF THE PROPOSAL

			SUBMITTED , based upon the opinion of the evaluators.
	100 points		Total Points
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

Table 3 – Evaluation Criteria

Evaluation Method. The eventual award will occur based on the following detailed brief procedures.

Each proposal received will first be evaluated for responsiveness (i.e., meets the minimum of the requirements).

Evaluation Packet. An evaluation packet will be prepared for each evaluator, typically including the following documents:

- Instructions to Evaluators
- Proposal Tabulation Form
- Written Narrative Form for each proposer
- Recap of each proposer’s responsiveness
- Copy of all pertinent RFP documents

Evaluation Committee. The Authority anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. The Planning and Procurement Officer is the only person at the Authority that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

The Planning and Procurement Officer will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the Planning and Procurement Officer or any other person at the Authority, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2 through No. 6 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Planning and Procurement Officer.

Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding section:

Points Awarded Range

Classification*	Rating	%	10	20	30	100**
Acceptable	Excellent	95%/+	10	19-20	29-30	95-100
Acceptable	Very Good	90%/+	9	18	28	90-94
Potentially Acceptable	Good	80%/+	8	16-17	26-27	80-89
Potentially Acceptable	Average	70%/+	7	14-15	24-25	70-79
Unacceptable	Poor	<70%	0-6	0-13	0-23	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.						
**Total available points to be awarded, including cost points, minus preference points.						

Table 4 – Points Award Range

Potential "Competitive Range" or "Best and Finals" Negotiations. COUNTY HOUSING reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by COUNTY HOUSING in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

Determination of Top-ranked Proposer. Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded. If the evaluation was performed to the satisfaction of the Executive Director, the final rankings may be forwarded to the Housing Authority Board of Commissioners at a scheduled meeting for approval. Contract negotiations may, at the Authority's option, be conducted prior to or after the Board of Commissioners approval.

- **Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total points detailed herein).
- **Ties.** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

- Which proposer received the award.
- Where each proposer placed in the process as a result of the evaluation of the proposals received.
- The cost or financial offers received from each proposer.
- Each proposer's right to a debriefing and to protest.

Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on COUNTY HOUSING evaluation committee. Similarly, all

persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the COUNTY HOUSING evaluation committee.

7. Contract Award

Contract Award Procedure. If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

- (a) By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by COUNTY HOUSING, either in hard copy or electronically, including the contract clauses already attached as Attachments F and F-1 through F-3, each attached hereto. Accordingly, the Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Authority pursuant to this RFP:

- (a) **Contract Form.** In addition to vendor leasing contracts, COUNTY HOUSING will also execute a contract on the Authority form (please see Sample Contract, Attachments F and F-1 through F-3 each attached hereto). By submitting a proposal the Contractor agrees to do so (please note that the Authority reserves the right to amend this form as the Authority deems necessary). However, the Authority will during the RFP process (prior to the posted question deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the COUNTY HOUSING to do so; but the failure of the COUNTY HOUSING to include such clauses does not give the Contractor the right to refuse to execute the Authority’s contract form. It is the responsibility of each prospective proposer to notify the Authority, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Authority will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Authority’s response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.
- (b) **Mandatory HUD Forms.** Please note that COUNTY HOUSING has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.
- (c) **Assignment of Personnel.** Not Applicable
- (d) **Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Planning and Procurement Officer. Any purported assignment of interest or delegation of duty, without the prior

written consent of the Planning and Procurement Officer shall be void and may result in the cancellation of the contract with the Authority or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Planning and Procurement Officer.

Contract Period. Not Applicable.

Licensing and Insurance Requirements. State minimum insurance coverage.

8. Mandatory Forms/Contract Provisions

The following table contains a list of attachments and mandatory forms that must be returned with your proposal response.

Description
Attachment A (Form of Proposal) (Must be returned with proposal)
Attachment B (HUD 5369-B)
Attachment C (HUD 5369-C) (Must be returned with proposal)
Attachment D (Profile of Firm Form) (Must be returned with proposal)
Attachment E (Section 3 Explanation)
Attachment F Sample Contract
Attachment F-1 (HUD 5370-C)
Attachment F-2 (HUD 50071)
Attachment F-3 (SF-LLL)
Attachment G Proposal Calendar

Table 5 – List of Attachment