

Request for Proposals (RFP) No. P17012(REV-1)

Production of Section 8 Videos



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INTRODUCTION

The Minneapolis Public Housing Authority (MPHA) is a public entity that was formed in 1991 to provide federally subsidized housing and housing assistance to low-income families in the City of Minneapolis, MN. The MPHA is headed by an Executive Director and is governed by a nine-person board of commissioners and is subject to the requirements of Title 2 of the Code of Federal Regulations (CFR) and the MPHA's Procurement Policy.

Currently, the MPHA owns and/or manages: (a) 42 high-rise apartment complexes totaling 5,006 units; (b) 753 scattered site units throughout the City of Minneapolis; (c) 184 townhome units in the Glendale family development; and (d) administers over 5,000 Section 8 Housing Choice Vouchers. The MPHA currently has approximately 280 employees.

In keeping with its mandate to provide efficient and effective services, the MPHA is now soliciting proposals from qualified and insured entities to provide the above noted services to the MPHA. All proposals submitted in response to this solicitation must conform to all requirements and specifications outlined in this document and any designated attachments in their entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

CONTACT PERSON (NOTE: Unless otherwise specified, any reference to "Buyer" shall be a reference to Ms. LeRoy.)	Ayla LeRoy, Buyer Telephone (612) 342-1478 E-mail: aleroy@mplspha.org TDD/TTY: (800) 627-3529
HOW TO OBTAIN THE RFP DOCUMENTS	1. Access ha.economicengine.com (no "www"); 2. Click on the "Login" button on the upper left side; then 3. Follow the listed directions. If you have any problems accessing or registering for the eProcurement Marketplace, call customer support at (866) 526-0160.
PRE-PROPOSAL CONFERENCE	None scheduled
DEADLINE TO SUBMIT QUESTIONS	Monday, September 25, 2017 at 4:00 PM CST
HOW TO FULLY RESPOND TO THIS RFP	Enter proposed fees in the eProcurement Marketplace as instructed in Section 3.2. Submit 4 hard-copy proposals to the MPHA Procurement Office as instructed in Section 3.4.
PROPOSAL SUBMITAL DEADLINE & RETURN	*Friday, September 29, 2017 at 3:00 PM CST Minneapolis Public Housing Authority, Attn: Ayla LeRoy 1001 Washington Ave N, Suite 204 Minneapolis, MN 55401 *Proposed fees must be entered in the eProcurement Marketplace and the sealed hard-copy proposals must be received in-hand and time-stamped by the MPHA no later than the deadline stated above.

- 1.0 THE MPHA’S RESERVATION OF RIGHTS.** The MPHA reserves the following rights:
- 1.1 The 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 the MPHA to be in its best interests.
 - 1.2 The Right to Not Award.** Not award a contract pursuant to this RFP.
 - 1.3 The Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer.
 - 1.4 The Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
 - 1.5 The Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the MPHA Contracting Officer.
 - 1.6 The Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.7 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.8 The 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 the eProcurement Marketplace and downloading this document, each prospective proposer agrees to abide by all terms and conditions listed in this document and in the eProcurement Marketplace, and further agrees that he/she will inform the MPHA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the MPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the MPHA, but not the prospective proposer, of any responsibility regarding such issue.
 - 1.9 The Right to Reject – Obtaining the RFP Documents.** The eProcurement Marketplace is the only venue to obtain the RFP documents and any other information regarding the RFP, such as addenda. Accordingly, by submitting a response to this RFP, the proposer affirms that he/she obtained all information on the eProcurement Marketplace. Any other group, such as a bid or proposal depository, that informs potential proposers of the availability of this RFP are hereby instructed to not distribute these documents to any such potential proposers, but to instruct the potential proposers to visit the eProcurement Marketplace to obtain the documents.

2.0 SCOPE OF WORK. The MPHA seeks proposals from qualified and insured entities to produce videos for its Section 8 Department as detailed below:

2.1 Special Conditions Regarding this RFP. The MPHA recently conducted a substantially similar solicitation for the services noted above, RFP No. P17012; that RFP was not awarded. The requirements of this new RFP No. P17012(REV-1) and the former RFP No. P17012 are, with a few minor revisions, substantially identical.

2.1.1 Any proposer who submitted a proposal in response to the previous RFP No. P17012 is not required to submit a new hard-copy proposal in response to this new RFP No. P17012(REV-1); if the proposer wishes, the MPHA will accept and consider the previous hard-copy proposal submittal in response to this new RFP No. P17012(REV-1). The MPHA asks each proposer that desires to do so to e-mail such request to the Buyer. However, if the Buyer does not receive such e-mail, she will assume that such proposer wishes to have his/her previous proposal submittal stand as is. Proposers who responded to the previous RFP No. P17012 may also submit a new hard-copy proposal in response to this new RFP No. P17012(REV-1) if he/she feels that doing such is in his/her best interests.

2.1.2 All proposers must re-submit their proposed fees in the eProcurement Marketplace as the pricing items have been revised from the previous RFP No. P17012.

2.1.3 Any new proposers who did not respond to the previous RFP will have to fully comply with the requirements of this RFP by submitting the required hard-copy proposals and submitting his/her proposed fees in the eProcurement Marketplace.

2.1.4 Even though there are not substantial differences between the previous RFP and this new RFP, the MPHA strongly encourages prospective proposers to read this new RFP to ensure that he/she has a clear understanding of the MPHA's requirements.

2.2 Promotional Videos of the Section 8 Program. The successful proposer shall produce 6 short promotional videos to show different aspects of the Section 8 program (Program). The MPHA anticipates these videos lasting approximately 5 minutes and would primarily be used on the MPHA's website. Of the 6 videos, the MPHA anticipates three videos showing some of its Section 8 participants' experiences in the Program and how the Program impacts their lives. These videos would include in-person interviews with participants determined by the MPHA. The MPHA also anticipates two videos showing

experiences with some of the owners we work with to aid the MPHA's efforts in recruiting more owners for participation in the Program. Lastly, the MPHA anticipates one video showing the benefits of the MPHA's partnerships with other firms.

2.3 Videos of Section 8 Briefings. The successful proposer shall also produce 5 videos for the MPHA's Section 8 briefings, which are meetings with Section 8 participants prior to receiving their voucher. Such briefings include information on rules and requirements of the Program. MPHA staff currently conduct the briefings in person. The MPHA anticipates each video being approximately 45-60 minutes in length. The MPHA anticipates there will be 5 videos for the briefings, which are based on the different statuses of its participants. For example, the MPHA would need a video for its new voucher participants; current participants that are moving to a new unit; portability participants that are coming to the MPHA from another agency; etc. These videos would not include actors, but would incorporate the MPHA's current content and material used in the in-person briefings (i.e. PowerPoints; information; handouts; etc.). The successful proposer shall provide a narrator voice over, royalty-free graphics, visual treatments and background music.

2.4 Successful Proposer's Responsibilities. The successful proposer shall:

- 2.4.1** Meet with MPHA staff to develop content, transcripts, and outlines of the videos in a timely manner;
- 2.4.2** Produce and edit all videos, including incorporating royalty-free graphics, visual treatments/animation, background music, and narrator voiceover, where applicable; and
- 2.4.3** Complete all videos by December 31, 2017 and provide the MPHA with digital copies of such videos upon completion. The MPHA shall have ownership of all videos upon completion.

3.0 PROPOSAL FORMAT.

3.1 Tabbed Proposal Submittal. The MPHA intends to retain a successful proposer pursuant to a "Best Value" basis, not a "Low Cost" basis, meaning the MPHA will consider factors other than cost in making the award as detailed in Section 4.0. All proposals submitted must be formatted in accordance with the sequence noted below so that the MPHA can properly evaluate each proposal. Each category must be separated by a numbered index divider and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement that the MPHA has published herein or issued by addendum.

[Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal (Attachment A). This form must be fully completed and submitted under this tab as part of the hard-copy proposal submittal.
3.1.2	2	HUD Form 5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract (Attachment B)</i>. This form must be fully completed and submitted under this tab as part of the hard-copy proposal submittal.
3.1.3	3	Profile of Firm Form (Attachment C). This form must be fully completed and submitted under this tab as part of the hard-copy proposal submittal.
3.1.4	4	<p>Proposed Services. Proposers shall place under this tab documentation explaining the proposer’s services and how the proposer intends to fulfill the requirements of Section 2.0, including but not limited to:</p> <ul style="list-style-type: none"> • Examples of previous work (to be included in an electronic format, such as a thumb drive, cd, internet link, etc.). The MPHA will place emphasis on previous work of similar scope and nature (i.e. work with other housing authorities, etc.); • Proposer’s qualifications, experience and expertise to perform the services; • Proposed staff to perform the services, including individual qualifications, experience, and expertise; • Proposer’s approach and methods used to perform the services, including: <ul style="list-style-type: none"> ○ proposer’s understanding of the scope of work; ○ ability to complete project in a specified time-frame; and ○ a complete list of the proposer’s applicable equipment and software.

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3.1.5	5	<p>Managerial Capacity and Financial Viability. Proposers shall submit a concise description of its managerial and financial capacity to deliver the proposed services under this tab. Such information shall include:</p> <ul style="list-style-type: none"> • résumés for the proposed staff; • a description of the firm’s background; and • current organization of the firm, including a current organizational chart, if applicable.
3.1.6	6	<p>Client Information. Proposers shall submit a listing of at least three former or current clients for whom the proposer has performed similar or like services to those proposed herein. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> • the client’s name; • the client’s contact name; • the client’s telephone number and e-mail address; • a brief narrative description of the service(s) performed; and • dates the services were/are provided.
3.1.7	7	<p>Equal Employment Opportunity/Supplier Diversity. Proposers shall submit under this tab a copy of its Equal Employment Opportunity Policy and a complete description of the positive steps it will take to ensure compliance with the regulations detailed in Section 3.6 regarding supplier diversity (e.g. small, minority, and women-owned businesses).</p>
3.1.8	8	<p>Subcontractor/Joint Venture Information (Optional). Proposers shall detail under this tab whether he/she intends to use any subcontractors for this work, if awarded, and/or if the proposal is a joint venture with another firm. All information required from the proposer under the preceding tabs shall also be included for any major subcontractors (10% or more) or from any joint venture.</p>
3.1.9	9	<p>Section 3 Business Preference Documentation (Attachment D) (Optional). Proposers claiming a Section 3 Business Preference shall include under this tab the fully completed Section 3 Submittal Form and any documentation required by that form.</p>
3.1.10	10	<p>Other Information (Optional). Proposers may include any other information the proposer believes is appropriate to assist the MPHA in its evaluation under this tab.</p>

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3.1.11	Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place under such tab a statement such as “No information is being placed under this tab” or “This tab left intentionally blank.” Do not eliminate any of the tabs.
3.1.12	Proposal Submittal Binding Method. The MPHA prefers that proposers bind their proposals in such a manner that the MPHA can remove the binding (i.e. “spiral-type” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the proposal to its original condition.

3.2 Entry of Proposed Fees. Proposers shall submit proposed fees in the eProcurement Marketplace for each of the following Pricing Items detailed in Table No. 4. Unless otherwise stated, all proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; mileage; trip charges; document copying; etc.

[Table No. 4]

RFP Section	Item No.	Qty.	Unit of Measure	Description
3.2.1	1	1	Sum	Firm-fixed fee to produce all 6 promotional videos of the Section 8 Program detailed in Section 2.2.
3.2.2	2	1	Sum	Firm-fixed fee to produce all 5 videos of the Section 8 Briefings detailed in Section 2.3

3.3 Additional Information Regarding the Pricing Items.

3.3.1 Entry of Fees. Proposers shall submit a realistic and reasonable fee for each Pricing Item detailed in Table No. 4. Additional proposed fees will not be accepted after the proposal submittal deadline. Any proposer that does not comply with this requirement may be rejected without further consideration. The MPHA reserves the right to not award to any proposer that, in the opinion of the MPHA, proposes any fee that is deemed by the MPHA to be unreasonable.

3.3.1.1 Review the Entry of Proposed Fees. The MPHA strongly recommends that each proposer print the receipt provided after entry of their proposed fees in the eProcurement Marketplace, and carefully review all entries to ensure that they have been

entered correctly. The eProcurement Marketplace allows proposers to re-enter the site at any time prior to the posted deadline to correct any entries, if necessary. Proposers will not be able to correct entries after the posted deadline.

3.3.1.2 Calculation of Fees. After entry of the proposed fees in the eProcurement Marketplace, the Marketplace will automatically calculate the total sum of all line items, which will determine the points awarded for Evaluation Factor No. 1 detailed in Table No. 6.

3.3.2 No Deposit/No Retainer. The MPHA will not pay any deposit or retainer fees as a result of award of the ensuing contract, meaning that the MPHA will only pay the successful proposer for the actual provision of services.

3.3.3 Taxes. As of January 1, 2017, the MPHA is exempt from paying Minnesota State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request. However, Contractors must pay sales or use tax on the cost of all materials, supplies, and equipment to complete a construction contract.

3.3.4 Additional Related Work that May be Required. The MPHA reserves the right to retain the successful proposer for additional services if determined to be in the MPHA's best interests.

3.4 Proposal Submission. All proposed fees shall be entered in the eProcurement Marketplace and all hard-copy proposals shall be time-stamped received in the MPHA Procurement Office no later than the submittal deadline stated on page 3. Proposals received after the published deadline will not be accepted. A total of 4 hard-copy proposals (1 original signature and 3 exact copies, including extending tabs) shall be placed unfolded in a sealed package and addressed to:

**Minneapolis Public Housing Authority
Attention: Ayla LeRoy
1001 Washington Ave N Suite 204
Minneapolis, MN 55401**

3.4.1 Submission Conditions. The package exterior must clearly state the RFP number, proposer's name and return address. Do not fold or make any additional marks, notations or requirements on the documents to be submitted. Proposers shall not change any requirements or documents

contained herein by entering any revisions or additions onto these documents. If any such additional marks, notations or requirements are entered on any of the documents submitted to the MPHA, such may invalidate that proposal. If, after accepting such a proposal, the MPHA decides that such entry has not changed the intent of the proposal that the MPHA intended to receive, the MPHA may accept and consider the proposal. By accessing the eProcurement Marketplace, registering and downloading these documents, each prospective proposer agrees to confirm all notices that the MPHA delivers to him/her as instructed. By submitting a proposal, the proposer agrees to abide by all terms and conditions published herein and by addendum.

3.4.2 Submission Responsibilities. Proposers shall be aware of and abide by all dates, times, conditions, requirements and specifications set forth in all of the documents issued by the MPHA, including the RFP document, the documents listed in Section 3.8, and any addenda. By completing and submitting the documents, the proposer agrees to comply with all conditions and requirements set forth in those documents. Written notice from the proposer not authorized in writing by the MPHA to exclude any of the MPHA's requirements contained in the documents may cause that proposer to not be considered for award.

3.5 Contact with the MPHA. Proposers shall address all communication regarding this RFP to the Buyer only. Proposers shall not communicate with any other MPHA staff member or official (including members of the Board of Commissioners) regarding this RFP. Failure to abide by this requirement may be cause for the MPHA to not consider a proposal from any proposer who does not abide by this directive.

3.5.1 Addendums. All questions and requests for information shall be addressed in writing to the Buyer who will respond to all such inquiries in writing by addendum to all prospective proposers. During the RFP solicitation process, the Buyer will not conduct any substantive conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Buyer; it means that, other than making replies to direct the prospective proposer where his/her answer has already been issued in the solicitation documents, the Buyer will not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the Buyer can fairly respond to all prospective proposers in writing by addendum.

3.6 Equal Employment Opportunity and Supplier Diversity. Both the successful proposer and the MPHA have certain responsibilities regarding the hiring and retention of personnel and subcontractors pursuant to HUD regulations.

3.6.1 2 CFR § 200.321 states:

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

3.6.1.2 (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.

3.6.1.3 (b) Affirmative steps include:

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

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

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

3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises;

3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

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3.6.1.3.6 (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.

3.6.2 Requirements. Section 3.1.7 in Table No. 3 details the information that proposers must submit showing compliance with these regulations.

3.7 Pre-Proposal Conference. There is no pre-proposal conference scheduled for this RFP.

3.8 Recap of Attachments. Each proposer shall verify that he/she has downloaded the following attachments regarding this RFP, which are hereby included by reference as part of this RFP:

[Table No. 5]

RFP Section	Document No.	Attachment	Description
3.8.1	1.0		This RFP Document
3.8.2	2.0	A	Form of Proposal
3.8.3	3.0	B	HUD Form 5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.8.4	4.0	C	Profile of Firm Form
3.8.5	5.0	D	Section 3 Submittal Form
3.8.5.1	5.1	D-1	Section 3 Explanation
3.8.6	6.0	E	HUD Form 5369-B, <i>Instructions to Offerors, Non-Construction</i>
3.8.7	7.0	F	Sample Contract Form (This contract and the listed appendices are being given as a sample only. The MPHA reserves the right to revise any clause herein and/or to include in the ensuing contract any additional clauses that the MPHA feels is in its best interests to do so.)
3.8.7.1	7.1	F-1	Sample Contract Appendix No. 1: HUD Form Table 5.1, <i>Mandatory Contract Clauses for Small Purchases Other Than Construction</i>
3.8.7.2	7.2	F-2	Sample Contract Appendix No. 2: Section 3 Plan
3.8.7.3	7.3	F-3	Sample Contract Appendix No. 3: Data Privacy Statement

4.0 PROPOSAL EVALUATION.

4.1 Evaluation Factors. The MPHA will utilize the following factors to evaluate each proposal. Points awarded for each evaluation factor will be based on the documentation submitted by the proposer in his/her hard-copy proposal and online proposed fees:

[Table No. 6]

Factor No.	Maximum Point Value	Factor Description
1	20 points	PROPOSED FEES
2	40 points	QUALITY OF PROPOSER’S PREVIOUS PRODUCT EXAMPLES
3	20 points	PROPOSER’S QUALIFICATIONS, EXPERIENCE, CAPACITY AND EXPERTISE TO PROVIDE THE SCOPE OF WORK
4	20 points	PROPOSER’S DEMONSTRATED UNDERSTANDING, APPROACH AND EXPLANATION OF THE SERVICES OFFERED AS IT RELATES TO THE SCOPE OF WORK
	100 points	TOTAL POINTS

4.1.1 Section 3 Business Preference Evaluation Factor. The following factors will be utilized by the Buyer to evaluate any proposer claiming a Section 3 Business Preference.

[Table No. 6a]

Factor No.	Maximum Point Value	Factor Description
4		SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A firm may qualify for Section 3 status as detailed in Attachments D and D-1.
4a	15 points	Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
4b	13 points	Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

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4c	11 points	Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
4d	9 points	Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
4e	7 points	Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
4f	5 points	Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
4g	3 points	Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
4h	15 points	Maximum Available Preference Points
	115 points	Total Possible Points

4.2 Evaluation Plan.

- 4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum requirements). Any proposer deemed nonresponsive will be notified of such by the MPHA in a timely manner.
- 4.2.2 Evaluation Committee.** The MPHA anticipates that it will select a 3-person committee to evaluate each responsive hard-copy proposal. Proposers will not be informed, at any time during or after the RFP process, of the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of any such person, he/she shall not contact or discuss anything regarding this RFP with such person. As detailed in Section 3.5, the

Buyer is the only person at the MPHA that proposers shall contact regarding this RFP. Failure to abide by this directive may cause such proposer(s) to be eliminated from consideration for award.

4.2.3 Evaluation. The Buyer will evaluate and award points for Evaluation Factor Nos. 1 and 4. The evaluation committee will, independent of the Buyer, evaluate the responsive proposals and award points for Evaluation Factor Nos. 2 and 3. Upon completion of the evaluation process, the evaluation committee will forward the completed evaluations to the Buyer to determine the top-rated proposer.

4.2.4 Potential Best and Finals Negotiations. The MPHA reserves the right to conduct Best and Finals Negotiations, which may include oral interviews, with all proposers in the competitive range (competitive range as detailed in Section 4.2.5.1). Any proposer deemed not to be in the competitive range will be notified of such in writing by the MPHA in a timely manner.

4.2.5 Determination of Top-ranked Proposer. The points awarded by the evaluation committee will be combined with the points awarded by the Buyer to determine the final rankings and a top-rated proposer.

4.2.5.1 Minimum Evaluation Results. To be considered in the competitive range and to receive an award, the proposer must receive a total calculated average of at least 70 points (points as detailed in Section 4.1).

4.2.5.2 Ties. In the case of a tie in awarded points, the award shall be decided by drawing lots or other random means of selection.

4.2.6 Notice of Evaluation Results. Once an award is completed, proposers will receive a Notice of Successful Offeror by e-mail informing proposers of:

4.2.6.1 Which proposer received the award;

4.2.6.2 Where each proposer placed in the process as a result of the evaluation process;

4.2.6.3 The average total points awarded to each proposer; and

4.2.6.4 Each proposer's right to a debriefing and to protest.

4.2.7 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 the MPHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the MPHA evaluation committee.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. By completing and submitting a proposal, the proposer agrees to abide by all terms and conditions regarding this RFP as issued by the MPHA, either in hard copy or on the eProcurement Marketplace, including the contract clauses already attached as Attachments F and F-1 through F-3. Accordingly, the MPHA has no responsibility to conduct any negotiations regarding the contract clauses already published after the submittal deadline.

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

5.2.1 Contract Form. The MPHA will not execute a contract on the successful proposer's forms; contracts will only be executed on the MPHA's forms (see Sample Contract, Attachments F and F-1 through F-3), and by submitting a proposal the proposer agrees to do so. The MPHA reserves the right to amend this form as it deems necessary. However, the MPHA will, prior to the question deadline, consider any contract clause that the proposer wishes to include and submits a request in writing for the MPHA to do so. Failure of the MPHA to include such clauses does not give the successful proposer the right to refuse to execute the MPHA's contract forms. Prospective proposers shall notify the MPHA, in writing and prior to the question deadline, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The MPHA will consider and respond to such written correspondence. If the prospective proposer is not willing to abide by the MPHA's decision, then that proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Mandatory HUD Forms. The MPHA has no legal right or ability to, at any time, negotiate any clauses contained in any of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel. The MPHA shall retain the right to demand and receive a change in personnel assigned to the work if the MPHA believes that

such change is in the best interest of the MPHA and the completion of the contracted work.

- 5.2.3 Unauthorized Sub-contracting Prohibited.** The successful proposer 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 MPHA. Any purported assignment of interest or delegation of duty, without the prior written consent of the MPHA shall be void and may result in the cancellation of the contract with MPHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the MPHA.
- 5.2.4 Prior Written Approval Required.** The successful proposer shall not, at any time during the ensuing contract period(s), conduct any work without the prior written authorization from the MPHA. Failure to abide by this directive shall release the MPHA of any obligation to pay the successful proposer for any such work conducted without the noted prior written authorization.
- 5.2.5 Prompt Return of Contract Documents.** All documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the MPHA within 10 business days of notification by the MPHA.
- 5.3 Contract Period.** The MPHA anticipates the contract will be executed for the period of time it takes the successful proposer to complete the work.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the successful proposer shall provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier. Insurance coverage shall include Statutory Workers' Compensation including Employers Liability, with policy limits of \$500,000 per incident;
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the MPHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the MPHA as an additional insured under said policy (minimum of \$1,500,000 each occurrence, general aggregate minimum limit of \$1,500,000, together

with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;

5.4.3 Automobile Insurance. An original certificate showing the successful proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000;

5.4.4 City/County/State Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Minneapolis, Hennepin County, and/or the State of Minnesota; and

5.4.5 Certificates/Profile of Firm Form. Regarding the insurance certificates and licenses detailed in Sections 5.4.1 through 5.4.4, proposers should not submit copies of insurance certificates or licenses in their proposal submittal. The MPHA will garner the necessary documents from the successful proposer prior to contract execution. Each proposer must enter related information on the Profile of Firm Form as part of their hard-copy proposal.

5.5 Contract Service Standards. All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

5.5.1 State and Federal Data Practices Act. The successful proposer may have access to information or data that is classified as "not or non-public" under the Minnesota Government Data Practices Act or applicable Federal law. The successful proposer shall maintain the confidential nature of any data or information received while providing services. The unauthorized disclosure of "not or non-public" data may be subject to civil and criminal penalties under the Minnesota Government Data Practices Act and applicable Federal law.