

# **Jacksonville Housing Authority**

## **REQUEST FOR PROPOSALS (RFP) No. PS-001-22**

### **Assessment of Fair Housing (AFH) Analysis**



**RFP Document**

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# REQUEST FOR PROPOSAL (RFP) No. PS-001-22, Assessment of Fair Housing Analysis

## INTRODUCTION

The Jacksonville Housing Authority (hereinafter, “the Agency”) is a public entity that was formed to provide federally subsidized housing and housing assistance to low-income families in the Duval County, Baldwin and Jacksonville Beach areas. The Agency is headed by a President / CEO and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”), Florida Statute Chapter 287, and the Agency’s procurement policy.

In keeping with its mandate to provide efficient and effective services, the Jacksonville Housing Authority (JHA) is now soliciting proposals from qualified, licensed and insured independent contractors to provide the noted services outlined in this solicitation for all Public Housing properties at the Jacksonville Housing Authority. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

## RFP INFORMATION AT A GLANCE

[RFP at a Glance – Table No. 2]

<b>JHA CONTACT PERSON (NOTE:</b> Unless otherwise specified, any reference herein to “Contracting Officer” or CO” shall be a reference to the Agency contact person listed)	Colene Orsini Telephone: (904) 366-6078 Email: corsini@jaxha.org
<b>HOW TO OBTAIN THE RFP DOCUMENTS ON THE EPROCUREMENT MARKETPLACE</b>	<ol style="list-style-type: none"> <li>1. Access ha.internationaleprocurement.com (no “www”).</li> <li>2. Click on the “Login” button in the upper left side.</li> <li>3. Follow the listed directions.</li> <li>4. If you have any problems in accessing or registering on the Marketplace, please call customer support at (866)526-9266.</li> </ol>
<b>PRE-BID MEETING TIME &amp; LOCATION</b>	<b>November 15<sup>th</sup>, 2021 @ 10:00 a.m EST</b> Due to current restrictions related to COVID-19 a pre-bid meeting will only be held via RingCentral. If you are interested in attending, email the Contact Person, and request a meeting invite be forwarded that contains all the necessary information to join.
<b>WRITTEN INQUIRIES SUBMITTAL DEADLINE</b>	<b>November 29<sup>th</sup>, 2021 at 12:00 p.m. (Noon) EST</b>
<b>HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL</b>	<b>All Proposals must be clearly labeled and denote the above RFP number and submitted in a sealed envelope to 1300 Broad Street N. Jacksonville, FL 32202 and include the items outlined in Section 3.0. It must include one (1) original and four (4) copies of your full submittal package.</b>
<b>PROPOSAL SUBMITTAL RETURN &amp; DEADLINE</b>	<b>Proposal Due: December 13<sup>th</sup>, 2021 at 3:00 p.m. EST</b> Jacksonville Housing Authority 1300 Broad Street N. Jacksonville, FL 32202

**1.0 JHA’S RESERVATION OF RIGHTS:** The Agency reserves the right to:

- 1.1 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 Agency to be in its best interests. The JHA reserves the right to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage.
- 1.2 Right to Not Award.** Not award a contract pursuant to this RFP, to award by individual service, group of services, or as a total, whichever is deemed most advantageous to the JHA
- 1.3 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(s).
- 1.4 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.
- 1.5 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 JHA’s Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity
- 1.7 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 proposers offering alternate or non-requested services
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP, including but not limited to, any and all cost of preparing a response to the RFP or any other costs incurred in reliance on this RFP.
- 1.9 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 Housing Agency Marketplace website at [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com) (hereinafter, the “Housing Agency Marketplace” or the “Marketplace”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective or actual proposer, of any responsibility pertaining to such issue.
- 1.10 Right to Reject – Obtaining Competitive Solicitation Documents.** The Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the Marketplace located at [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com). Any other group, such as a proposal depository that informs potential respondents of the availability of such competitive solicitations, are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential

respondents to visit the Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the Marketplace.

- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The JHA is seeking proposals from qualified, licensed, and insured entities to provide the following detailed services:

**Section I – General Information**

**A. Statement of Intent**

As outlined in more detail in the Scope of Work, this Request for Proposals (RFP) seeks a qualified firm or individual to conduct the inaugural “Assessment of Fair Housing” (AFH), an analysis required by the U.S. Department of Housing and Urban Development (HUD). This analysis must be completed in accordance with the requirements defined in HUD’s 2015 Affirmatively Furthering Fair Housing (AFFH) Rule. The AFH is an assessment of historical and existing fair housing conditions that result in goals that will be used in the development of actions that will further fair housing.

HUD AFFH Final Rule requires program participants to analyze Fair Housing impediments to incorporate policies underlying the Fair Housing Act into planning processes. Jacksonville Housing (JH) is listed as a collaborator in the COJ Analysis of Fair Housing. JH is repositioning and to ensure Fair Housing compliance wants to execute the new AFH requirement that replaces the Analysis of Impediments.

**B. Background**

The new AFH requirement is stated to have a more standardized assessment. In the AFH, program participants identify and evaluate fair housing issues and factors contributing to fair housing issues. The AFH is an assessment of historical and existing fair housing conditions, focusing specifically on:

1. Patterns of integration and segregation;
2. Racially and ethnically concentrated areas of poverty;
3. Disparities in access to opportunity (e.g., proficient schools, jobs, transit & low transportation costs, clean air, low exposure to poverty, high labor market engagement); and
4. Disproportionate housing needs.

As part of this new requirement, HUD will provide additional data for communities to identify and analyze barriers to fair housing to enable program participants to take meaningful action to affirmatively further fair housing within the service area and eliminate or reduce barriers to fair housing. To ensure fair housing choice for all residents, JH will lead a single PHA approach.

**C. Request for Proposal Process**

This RFP seeks the submission of proposals to provide services from all interested and qualified Contractors. Contractors must be able to show they can perform the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services required by the Affirmatively Furthering Fair Housing rule, and the local availability of the Contractor's personnel and equipment resources.

## **Section II – Scope of Work**

### **A. Description**

The Contractor must refer to the HUD guidance to ensure they have completed the steps required for a complete AFH.

JHA will assist in completion of the AFH by:

- Locating City/County contacts for the metropolitan jurisdiction;
- Identifying sources for local data and local knowledge;
- Identifying stakeholders for and participate in community meetings;
- Aiding in community surveys and community meetings;
- Identifying contributing factors, priorities, and goals for fair housing; and
- Review and analyze data findings, recommendations and the final report.

#### **1. Using HUD's AFH User Interface**

The Contractor must use HUD's AFH User Interface to upload and submit the entire AFH to HUD.

#### **2. Using the Assessment Tool to Complete the AFH**

The Contractor will use HUD's Assessment Tool to complete the AFH and will refer to HUD's AFFH Rule Guidebook and its Data and Mapping Tool as a roadmap for this work. The tool is designed to identify fair housing issues, determine the factors that significantly contribute to those issues (including what data to use), and develop a plan to overcome them.

#### **3. The AFH must include:**

- Summary of fair housing issues and capacity;
- Analysis of HUD-provided data, local data, and local knowledge;
- Assessment of fair housing issues and contributing factors; and
- Identification of fair housing priorities and goals.

#### **4. Supplementing HUD-Provided Data with Local Data and Local Knowledge**

The Contractor will work with JH to identify and supplement HUD-provided data with local data and local knowledge. This data includes but is not limited to the information

obtained through the community participation process. The Contractor will develop an initial list of County data required prior to beginning an in-depth analysis.

**5. Analyzing Fair Housing Data**

The Contractor will use HUD-provided data and their own analysis to assess fair housing issues and contributing factors in order to work with JH to set fair housing priorities and goals for the geographic service area. Data must provide benchmarks to allow for the measuring of trends and changes over time.

**6. Developing Maps & Gathering Local Data**

The Contractor is required to supplement HUD-provided maps with local data and knowledge. Local data refers to metrics, statistics, and other quantifiable information that apply to the JH service area. Local knowledge refers to information that relates to the geographic service area of analysis and is necessary for the completion of the AFH using the Assessment Tool. Local knowledge includes information that is gathered through the community participation process and by consulting local, state, or regional planning departments, academics, and others with knowledge of the local areas or whose work influences housing within the area. The Contractor is required to consult directly with assigned staff from JH.

**7. Facilitating a Community Participation Process – Consultation Meetings**

The Contractor is required to conduct consultation meeting(s) with organizations, which may include but is not limited to local fair housing organizations(s), public and private housing providers, state housing coalitions, affordable housing advocates, affordable housing developers, community-based organizations, tenant organizations, faith-based organizations, social service agencies, philanthropic organizations, and realtors. The Contractor will submit a list of questions to JH for review prior to holding the consultation meetings. This list will be reviewed by JH and approved for use during the community participation process. The Contractor will assist JH in documenting the community participation process. This includes a summary of the effectiveness of outreach efforts and comments received. The documentation will include a summary of the comments, views, and recommendations, both received in writing or orally at public hearings, during the community participation process, including a summary of any comments, views, and recommendations not accepted by JH and the reasons for non-acceptance. The community participation and consultation process must include organizations and other interested members of the public in the service area of JH.

**8. Facilitating a Community Participation Process – Public Meetings**

JH is required to provide opportunities for community participation throughout the development of the AFH. The Contractor is to provide a Citizen Participation Plan that will be used in the development of the AFH to obtain community feedback and address complaints. The Contractor must also consult with the Housing Authority Board and the

Resident Advisory Board, provide an opportunity for the submission of comments, and conduct a public hearing or hearings. The Contractor is expected to prepare and provide a presentation on the JH objective to affirmatively further fair housing at several community meetings (to be agreed upon) and address public comments and questions. These comments and questions are to be summarized and included in the AFH with a listing of all public recommendations accepted or not accepted, and the reasons for the acceptance or rejection of the recommendation. Local knowledge is to be obtained from the public gatherings and utilized in the development of the AFH. The community participation process must include residents and other interested members of the public in the JH metropolitan service area.

If contracted to facilitate the Community Participation process, the Contractor must:

- Make the HUD–provided data and any other data to be included in the AFH available to residents, public agencies, and other interested parties;
- Conduct several public meetings (recommended number to be specified in proposal);
- Publish the proposed AFH in a manner that affords residents and others the opportunity to examine its content and submit comments;
- Provide for at least one public hearing during the development of the AFH; and
- Provide a period of not less than 30 calendar days to receive comments from residents of the community.

## **9. Identifying Fair Housing Contributing Factors**

The identification and prioritization of contributing factors is a process intended to inform goal setting, and to help identify strategies, actions, and policy responses to fair housing issues. The Contractor must identify fair housing issues and contributing factors, prioritizing those factors which limit or deny fair housing choice of access to opportunity, negatively impact fair housing, or violate civil rights compliance. The prioritization of the contributing factors must be justified.

## **10. Setting Fair Housing Priorities & Goals**

The Contractor is required to identify at least one or more goal(s) to overcome the fair housing issues for which significant contributing factors have been identified. The Contractor is to guide JH in identifying goals and setting priorities based on findings and data. HUD recommends SMART goals – Specific, Measurable, Action-oriented, Realistic and Time-bound.

For each goal, the Contractor must:

- Identify one or more contributing factors that the goal is designed to address;
- Describe how the goal relates to overcoming the identified contributing factor(s) and related fair housing issue(s);

- Identify the metrics and milestones to determine what fair housing results will be achieved, including the timeframes for achieving them; and
- Identify the responsible party or parties for each goal.

### **11. Preparing and Conducting Public Presentation of Draft AFH Plan**

The Contractor will submit the preliminary draft AFH to JH for review and comments. The Contractor will revise the AFH according to JH changes, then submit drafts of the revision for JH to review. The Contractor may be required to join JH staff at public hearings to present the draft AFH to elected officials from the JH metropolitan service area.

### **12. Ensuring Content of Draft AFH Plan Complies with AFFH Rule Guidebook**

The Contractor must ensure the AFH complies with HUD's AFFH Rule Guidebook. The Assessment Tool outlines the required prompts and questions and includes instructions for the AFH and includes the following:

- I. Cover Sheet
- II. Executive Summary
- III. Community Participation Process
- IV. Assessment of Past Goals and Actions
- V. Fair Housing Analysis
  - a. Demographic Summary
  - b. General Issues
    - i. Segregation/Integration
    - ii. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)
    - iii. Disparities in Access to Opportunity
    - iv. Disproportionate Housing Needs
  - c. Publicly Supported Housing Analysis
  - d. Disability and Access Analysis
  - e. Fair Housing Enforcement, Outreach Capacity, and Resources
- VI. Fair Housing Goals and Priorities

### **13. Responding to Public Comments**

The Contractor will submit the draft report to JH with supporting data in electronic format. After review and acceptance of the draft report by JH, the report and supporting data will be released to the public, providing them 30 calendar days to submit their comments.

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The Contractor will review, and address comments received through the public comment period and prepare a revised AFH draft for approval by JH.

## 14. Submitting Final AFH Plan

After the approval of the AFH by the JH Board of Commissioners the Contractor will submit the AFH using HUD's online Assessment of Fair Housing User Interface for review and consideration when requested.

## 15. Revising and Resubmitting the Final AFH Plan

The Contractor will be available for revision and resubmission of the Final AFH Plan if HUD determines the AFH is inconsistent with fair housing or civil rights requirements or if the AFH is substantially incomplete. The Contractor must also provide assistance to JH by making the revised AFH available to the public for a 30-day review and comment period. If HUD deems the revision unacceptable, the Contractor will repeat the revision and resubmission process.

- 2.1 Required License:** As required by State of Florida, the contractor shall be in possession of a current business license.

## 3.0 PROPOSAL FORMAT:

- 3.1 Tabbed Proposal Submittal.** The Agency intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Agency will, as detailed within the following Section 4.0, consider factors other than cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers, which number extends so that each tab can be located without opening the proposal and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

**[PROPOSAL Submittal – Table No. 3]**

RFP Section	Tab No.	Description
3.1.1	1	<b>Form of Proposal.</b> This Form is attached hereto as Attachment A 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.
3.1.1.1		<b>Non-Collusive Affidavit.</b> This Form is attached hereto as Attachment A1 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.

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<b>3.1.1.2</b>		<b>Addendums.</b> Any addendums issued must be executed and placed under this tab.
<b>3.1.2</b>	<b>2</b>	<b>Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i></b> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal
<b>3.1.2.1</b>		<b>E-Verify Affidavit.</b> This Form is attached hereto as Attachment C to this RFP document. The form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submitted.
<b>3.1.3</b>	<b>3</b>	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment D to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
<b>3.1.4</b>	<b>4</b>	<b>Proposed Services.</b> The proposer shall place under this tab documentation further explaining the proposer's services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:
<b>3.1.4.1</b>		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer's <b>DEMONSTRATED UNDERSTANDING</b> of the <b>JHA'S REQUIREMENTS</b> .
<b>3.1.4.2</b>		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer's <b>QUALITY</b> of the <b>TECHNICAL APPROACH</b> and the <b>SERVICES PROPOSED</b> .
<b>3.1.4.3</b>		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's <b>TECHNICAL CAPABILITIES</b> (in terms of personnel) and the <b>MANAGEMENT PLAN</b> (including the ability to provide the services detailed herein).
<b>3.1.4.4</b>		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (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.
<b>3.1.4.5</b>		If appropriate, how staff are retained, screened, trained, and monitored.
<b>3.1.4.6</b>		The proposed quality assurance program.
<b>3.1.4.7</b>		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; Internet; etc.).
<b>3.1.4.8</b>		A complete description of the products and services the firm provides.
<b>3.1.5</b>	<b>5</b>	<b>Managerial Capacity/Financial Viability/Staffing Plan.</b> The proposer entity must submit under this tab a concise description of its

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		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).
<b>3.1.6</b>	<b>6</b>	<p><b>Client Information/ References:</b> The proposer shall submit a listing of former or current clients (minimum of 3 required), including any Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:</p> <ol style="list-style-type: none"> <li>1. The client's name;</li> <li>2. The client's contact name;</li> <li>3. The client's telephone number;</li> <li>4. A brief narrative description and scope of the service(s) and the dates the services were provided; including scope; size; cost; principal elements; and special features.</li> </ol>
<b>3.1.7</b>	<b>7</b>	<b>Equal Employment Opportunity/Supplier Diversity.</b> 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 Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
<b>3.1.8</b>	<b>8</b>	<b>Subcontractor/Joint Venture Information (Optional Item).</b> 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. Attachment E is included for your use, if necessary.
<b>3.1.9</b>	<b>9</b>	<b>Other Information (Optional Item).</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
<b>3.1.10</b>	<b>No Information Placed under a Tab.</b> If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under 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.	
<b>3.1.11</b>	<b>Proposal Submittal Binding Method.</b> It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition.	

**3.2 Entry of Proposed Fees:** The proposed fees shall be entered by the proposer and received by the JHA using the form provided in Attachment A and included under

Tab 1 as outlined above. Such fees shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; travel to the site; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the Agency; etc.

**3.3 Additional Information Pertaining to the Pricing Items:**

**3.3.1 Quantities:** All quantities entered by the JHA herein and within are for calculating purposes only. As may be further detailed herein, the JHA does not guarantee any minimum or maximum amount of work as a result of any award ensuring from this RFP, as the JHA anticipates that the ensuing contract will be a Requirements Contract, in that the JHA shall retain one Contractor only and shall retain the right to order from that Contractor (successful proposer) any amount of services the Agency requires.

**3.3.2 Potential Escalation of Rates:** Pertaining to the ensuing contract, there shall be no escalation of the proposed costs allowed at any time during the awarded contract other than already provided for within Attachment A – Proposed Fees (NOTE: Proposers can enter an escalating cost for each ensuing listed contract year).

**3.3.3 Prior Written Approval Required from the JHA.** Please note that the Contractor shall NOT, at any time during the ensuing contract period(s), conduct any work (i.e., certify or retain any temporary employee for the Agency) without the prior written authorization received from the designated Agency representative (this “prior written authorization” may take the form of an e-mail sent to the Contractor by the Agency and acknowledged by return e-mail by the Contractor). Failure to abide by this directive shall release the Agency of any obligation to pay the Contractor for any such work conducted without the noted prior written authorization.

**3.3.4 No Deposit/No Retainer.** The Agency will NOT pay any deposit or retainer fees at any time as a result of award of the ensuing contract (though the Agency may consider, under certain circumstances, a reasonable and justified payment for mobilization).

**3.4 Proposal Submission Responsibilities:** All “hard-copy” proposals must be submitted and time-stamped received in the designated JHA office no later than the submittal deadline stated herein (or within any ensuing addendum). **A total of 1 (one) original signature copy (marked "ORIGINAL") and 4 (four) exact copies marked as “COPY” of the proposal submission must be submitted.** Each of the 5 (five) separate proposal submittals shall have a cover and extending tabs and shall be placed unfolded in a sealed package and addressed to:

**Jacksonville Housing Authority  
RFP No. PS-001 -22  
Attention: Colene Orsini, Procurement Supervisor  
1300 Broad Street N.  
Jacksonville, Florida 32202**

**3.4.1 Labeling Proposal Package.** 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.

**3.4.2 Submission Conditions:** 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 JHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the JHA decides that any such entry has not changed the intent of the proposal that the JHA intended to receive, the JHA may accept the proposal and the proposal shall be considered by the JHA as if those additional marks, notations or requirements were not entered on such. By downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the JHA 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.

**3.4.3 Submission Responsibilities:** 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 JHA, including the RFP document, the documents listed within the following Section 3.8, 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 the conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the JHA requirements contained within the documents may cause that proposer to not be considered for award.

**3.5 Proposer's Responsibilities - Contact with the JHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other JHA 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 JHA to not consider a proposal submittal received from any proposer who has not abided by this directive.

**3.5.1 Addendums:** All questions and requests for information must be addressed in writing (via email) to the CO. The CO 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 CO will NOT conduct any ex parte (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made between the JHA 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 CO, 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 CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

**3.6 Proposer's Responsibilities — Equal Employment Opportunity and Supplier Diversity.** Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

**3.6.1** Within **2 CFR §200.321** it states: Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.6.1.1** 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** Affirmative steps must include:

**3.6.1.3.1** Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.6.1.3.2** Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**3.6.1.3.3** 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;

**3.6.1.3.4** 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** 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

- 3.6.1.3.6** 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** Within **HUD Procurement Handbook 7460.8 REV 2** it states:

- 3.6.2.1** **Section 15.5.A, *Required Efforts*.** Consistent with Presidential Orders 11625, 12138, and 12432, the JHA shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in JHA contracting.
- 3.6.2.2** **Section 15.5.B, *Goals*.** The JHA is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of Section 3 and contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals does not have the effect of limiting competition and should not be used as mandatory set-aside or quote, 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.

**3.6.3** Within the JHA's **Agency Procurement Policy - Section 16** it states that our Agency will:

- 3.6.3.1** **Provide assistance to Small and Other Business, Required Efforts:**
  - 3.6.3.1.1** Including such firms, when qualified, on solicitation mailing lists;
  - 3.6.3.1.2** Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;
  - 3.6.3.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
  - 3.6.3.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
  - 3.6.3.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

**3.6.3.1.6** 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 business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

**3.6.3.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**3.6.4 Requirements.** Accordingly, please see Section 3.1.7 within Table No. 3 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.

**3.7 Pre-Proposal Conference:** The scheduled pre-proposal conference identified on Table 2 of this document, pursuant to HUD regulation, is not mandatory but highly suggested. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers to have a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the JHA will conduct a brief overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response being delivered. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; the JHA *will not* distribute any copies of the RFP documents at this conference.

**3.8 Recap of Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

**[Attachment Recap - Table No. 4]**

<b>Attachment Recap</b>		
<b>RFP Section</b>	<b>Attachment</b>	<b>Attachment Description</b>
<b>3.8.1</b>		This RFP Document
<b>3.8.2</b>	<b>A</b>	Form of Proposal
<b>3.8.2.1</b>	<b>A1</b>	Non-Collusive Affidavit

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<b>3.8.3</b>	<b>B</b>	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
<b>3.8.3.1</b>	<b>B1</b>	Form HUD-5369-B (8/93), <i>Instructions to Offerors Non-Construction</i>
<b>3.8.3.2</b>	<b>B2</b>	Form HUD-5370-C Section 1 <i>General Conditions for Non-Construction Contracts – Section 1 – (With or without Maintenance Work)</i>
<b>3.8.4</b>	<b>C</b>	Florida <i>E-Verify Affidavit</i>
<b>3.8.5</b>	<b>D</b>	Profile of Firm Form
<b>3.8.6</b>	<b>E</b>	Subcontractor List Section 3 Explanation
<b>3.8.7</b>	<b>F</b>	Section 3 Explanation
<b>3.8.8</b>	<b>G</b>	<i>Agency Supplemental Instructions To Proposers &amp; Contractors (SIPC)</i>
<b>3.8.9</b>	<b>H</b>	JHA Sample Contract Form (please note: the contract is being provided as a sample only. The JHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the JHA feels it is in its best interests)
<b>3.8.10</b>	<b>I</b>	Assessment of Fair Housing Tool for Public Housing Agencies

#### 4.0 PROPOSAL EVALUATION:

- 4.1 Evaluation Factors.** The following factors will be utilized by the Agency 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:

**[Evaluation Factors - Table No. 5]**

<b>Factor No.</b>	<b>Max Point Value*</b>	<b>Factor Type*</b>	<b>Factor Description*</b>
<b>1</b>	<b>25 points</b>	<b>Objective</b>	The <b>PROPOSED COSTS</b> submitted by the proposer.
<b>2</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>DEMONSTRATED UNDERSTANDING of the AGENCY'S REQUIREMENT.</b>
<b>3</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The <b>QUALITY</b> of the <b>TECHNICAL APPROACH</b> and the <b>SERVICES PROPOSED.</b>
<b>4</b>	<b>20 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>TECHNICAL CAPABILITIES</b> (in terms of personnel) and the <b>MANAGEMENT PLAN</b> (including the ability to provide the services detailed herein).
<b>5</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>DEMONSTRATED RELEVANT EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (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. (NOTE:

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			The Agency will place particular emphasis on the proposer’s above described EXPERIENCE and PAST PERFORMANCE with Public Housing- and HUD-related work).
6	10 points	Subjective (Technical)	The <b>OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE</b> of the <b>PROPOSAL SUBMITTED</b> , based upon the opinion of the evaluators.
	100 points	Total Points (other than preference 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.			

#### 4.2 Evaluation Method.

**4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

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

- 4.2.2.1** Instructions to Evaluators;
- 4.2.2.2** Proposal Tabulation Form;
- 4.2.2.3** Written Narrative Form for each proposer;
- 4.2.2.4** Recap of each proposer's responsiveness;
- 4.2.2.5** Copy of all pertinent RFP documents.

**4.2.3 Evaluation Committee.** The Agency 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. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency 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.

**4.2.4 Evaluation.** The CO will evaluate and award points pertaining to Evaluation Factors No. 1 (the "Objective" Factor). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the

“Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**4.2.4.1 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 4.1):

**[Points Awarded Range - Table No. 6]**

<b>Points Awarded Range</b>				
<b>Classification*</b>	<b>Rating</b>	<b>%</b>	<b>10</b>	<b>100**</b>
<b>Acceptable</b>	<b>Excellent</b>	<b>95%/+</b>	<b>10</b>	<b>95-100</b>
<b>Acceptable</b>	<b>Very Good</b>	<b>90%/+</b>	<b>9</b>	<b>90-94</b>
<b>Potentially Acceptable</b>	<b>Good</b>	<b>80%/+</b>	<b>8</b>	<b>80-89</b>
<b>Potentially Acceptable</b>	<b>Average</b>	<b>70%/+</b>	<b>7</b>	<b>70-79</b>
<b>Unacceptable</b>	<b>Poor</b>	<b>&lt;70%</b>	<b>0-6</b>	<b>0-69</b>
<b>*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.</b> <b>**Total available points to be awarded, including cost points, minus preference points.</b>				

**4.2.5 Potential "Competitive Range" or “Best and Finals” Negotiations.** The Agency 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 the Agency 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.

**4.2.6 Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

**4.2.6.1 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 possible points detailed within Section 4.1 herein).

**4.2.6.2 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.”

**4.2.7 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:

**4.2.7.1** Which proposer received the award;

**4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**4.2.7.3** The cost or financial offers received from each proposer;

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

## **5.0 CONTRACT AWARD:**

### **5.1 Contract Award Procedure:**

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

**5.1.1** By completing, executing and submitting the Form of Proposal, Attachment A, the proposer is thereby agreeing to “abide by all terms and conditions pertaining to this RFP as issued by the JHA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form.” The contract clauses already attached as Attachments B1 through B2, also apply. Accordingly, the JHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the JHA has no power or authority to negotiate any clauses contained within any attached HUD documents.

### **5.2 Contract Conditions:**

The following provisions are considered mandatory conditions of any contract award made by the JHA pursuant to this RFP:

**5.2.1 Contract Form:** The JHA will not execute a contract on the successful proposer's form- contracts will only be executed on the JHA form (please see the Sample Contract on Attachment H and the Supplemental

Instructions in Attachment G), and by submitting a proposal the successful proposer agrees to do so (please note that the JHA reserves the right to amend this form as the JHA deems necessary). However, the JHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the JHA to do so; but the failure of the JHA to include such clauses does not give the successful proposer the right to refuse to execute the JHA's contract form. It is the responsibility of each prospective proposer to notify the JHA, 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 JHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the JHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

**5.2.1.1 HUD Forms.** Please note that the JHA 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.

**5.2.2 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 CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the JHA, 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 CO.

**5.2.3 Assignment of Personnel:** The JHA shall retain the right to demand and receive a change in personnel assigned to the work if the JHA believes that such change is in the best interest of the JHA and the completion of the contracted work.

**5.3 Contract Period:** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.

**5.4 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

**5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the JHA as an additional insured,

together with the appropriate endorsement to said policy reflecting the addition of the JHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

**5.4.3 Automobile Insurance.** An original certificate showing the 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 \$50,000/\$100,000 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 Jacksonville, FL, any of the counties named within the INTRODUCTION area on page 3 of the document (or, if required, within any governmental jurisdiction therein), and/or the State of Florida.

**5.4.5** If applicable, a copy of the proposer's license issued by the State of Florida licensing authority allowing the proposer to provide the services detailed herein.

**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.

**5.6 Right to Negotiate Final Fees:** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

**5.7 Prompt Return of Contract Documents:** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 5 business days of notification by the Agency.

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