

QSP R19002
Quotation for Small Purchase:
HCV PROGRAM SERVICES

Dear HCV Program Consultant:

Marin Housing Authority ("MHA") is currently accepting bids for **HCV PROGRAM SERVICES**. The purpose of this QSP is to identify a consultant to oversee the day-to-day management of the Housing Choice Voucher (HCV) program onsite and remotely. This consultant will be responsible for assessing the HCV program, preparing a report of recommended improvements, revising policies and procedures as needed, and implementing recommendations. Work will take place at MHA's office located at 4020 Civic Center Drive, San Rafael, California as well as remotely as appropriate.

If your bid is accepted, that bid will establish **hourly rates with a not to exceed amount** for which you are willing to perform HCV program services for Marin Housing for a twelve month period.

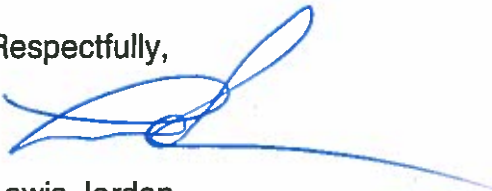
Enclosed is a Bid Form. If you are interested in performing ongoing **HCV PROGRAM SERVICES**, please complete the Bid Form and relevant attachments by **June 27, 2019**. Complete bid packages must be returned to the Marin Housing office address listed below and emailed to gharris@calyptusgroup.com.

**Housing Authority of Marin
Attn: Kimberly Carroll
4020 Civic Drive, San Rafael CA 94903**

No bids will be accepted after this time.

If you have any questions, please contact me at LJordan@marinhousing.org.

Respectfully,



Lewis Jordan
Executive Director
Attachment and Enclosure

Explanation of Bid Procedure

Extent of Services

The Work will take place at MHA's office located at 4020 Civic Center Drive, San Rafael, CA, and remotely when Consultant is not on-site, as approved by MHA.

The Work must include but is not limited to the management and oversight of MHA's HCV program.

Services to Be Provided:

1. Consultant shall manage the day-to-day operations, on-site and/or remotely and on at least three days per week to full-time, of MHA's HCV program.
2. Consultant shall be on-site weekly;
3. Consultant shall meet weekly with MHA's Deputy Director Executive Management team and provide a monthly written report by the 7th of each month to provide an update on the status of the HCV program;
4. Perform continuous in-depth assessment and analysis of MHA's HCV Program, and recommend to MHA and implement changes to improve the performance, efficiency, and customer service of the HCV Program;
5. Develop and manage the implementation of HCV Program goals, objectives, policies, and priorities and ensure goals are achieved;
6. Refine and develop procedures and reports that identify and measure successes, productivity and effectiveness in meeting contractual requirements, including working with Yardi to develop appropriate reports if necessary;
7. Identify and inform management of any issues that may adversely impact programs or service delivery;
8. Manage, supervise and evaluate all HCV Program employees;
9. Consultant shall provide oversight of the NMA contract, including but not limited to, file assignment;
10. Assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures, and ensure compliance with all applicable laws;
11. Maximize HCV staff morale and productivity;
12. Organize and implement an ongoing quality control/internal review program;
13. Assess annual HCV budget authority, increase lease-up to optimum units, monitor waitlist management to optimize voucher utilization, and position MHA for highest HAP funding each year, evaluate FMR's to determine payment standards;

14. Participate in developing annual HCV program budget and monitor the budget on an on-going basis;
15. Develop strong internal controls for the Housing Choice Voucher program;
16. Consultant shall develop, draft, and continue to implement procedures for all aspects of the HCV Program, and train staff accordingly; and

Prerequisites for Bidding

In order to participate in this bidding process, you must meet the following basic requirements:

- Be available to start work on July 1, 2019
- Be available to work on site weekly
- Not be debarred or suspended by the Federal Government from participation in contracting with public agencies.

For the following items, if you are selected, you will have to provide acceptable evidence that the required insurances are in place:

- **Workers Compensation Insurance.** An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Consultant that has employees other than just the owner working on-site to provide the services);
- **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency 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 maximum deductible amount of \$5,000;
- **Automobile Insurance.** An original certificate showing the bidder'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.

Evaluation of Bids and Selection of Consultants

Each responsive and responsible bidder will be ranked by the hourly rate submitted in response to this QSP.

After bids are reviewed for responsiveness, bidders will be evaluated for responsibility including factors such as past performance, experience, staffing qualifications, and ability to start work on or about June 1, 2019. The successful bidder will be notified and asked to provide any additional information such as certificates of insurance. Also, at that time the Consultant will be provided with a proposed contract that mutually agrees to the amounts stated in the Consultant's bid for a one-year period. The total cost of work to be performed under any subsequent contract will not exceed \$100,000.

Please note that Marin Housing reserves the right to reject any and all bids and to waive any informality in the bids received whenever such rejection or waiver is in its interest.