

**HOUSING AUTHORITY OF THE CITY AND  
COUNTY OF SAN FRANCISCO**

**Request for Proposals (RFP)  
No. 22-440-RFP-002**

Administration and Operation of the  
Housing Choice Voucher Program

**Pre-Proposal Conference: August 31, 2022, 1:00 PM PT**



**1815 Egbert Avenue  
San Francisco, CA 94124**

## Agenda

### 1) Brief Introduction:

The Authority is a local agency in transition, and is responsible for two programs that include the management and operation of San Francisco’s local public housing program and administration of its Housing Choice Voucher (HCV) program also referred to as “Section 8.” Over the past 25 years, the Authority has been repositioning its public housing assets to private ownership/management through programs such as HOPE VI, RAD, Section 18 and HOPE SF. A key component of this conversion is the Authority’s HCV program where units are managed by private/non-profit owners and rent subsidies are provided by SFHA.

### 2) RFP INFORMATION AT A GLANCE:

<b>Authority Contact Person</b>	Louis A. White, Procurement Analyst E-mail: <a href="mailto:RFPprocurement@sfha.org">RFPprocurement@sfha.org</a> Phone: (650) 356-8350 TDD/TTY: (415) 467-6754
<b>How to Obtain the RFP Documents on the eProcurement Marketplace</b>	<ol style="list-style-type: none"> <li>1. Access <a href="http://ha.internationaleprocurement.com">ha.internationaleprocurement.com</a> (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 problems accessing or registering on the Marketplace, contact customer support at (866) 526-9266.</li> </ol>
<b>Pre-Proposal Conference</b>	<b>August 31, 2022 @ 1:00pm PT</b> Join Zoom Meeting <a href="https://sfha.zoom.us/j/82606193288?pwd=QWxFbzBKM0pvS0d3KzVVS25TQlR4Zz09">https://sfha.zoom.us/j/82606193288?pwd=QWxFbzBKM0pvS0d3KzVVS25TQlR4Zz09</a> Meeting ID: 826 0619 3288 Passcode: 520443 Dial-In: +16694449171
<b>Question Submittal Deadline</b>	<b>September 7, 2022 @ 10:00am PT</b> Questions shall be submitted in writing to <a href="mailto:RFPprocurement@sfha.org">RFPprocurement@sfha.org</a>
<b>How to Submit a Response to this RFP</b>	<ol style="list-style-type: none"> <li>1. As directed within Section 3.2.1 of the RFP document, submit proposed pricing where provided within the eProcurement Marketplace only.</li> <li>2. As instructed within Section 3.0 of the RFP document, submit one (1) electronic “soft copy” via email: <a href="mailto:RFPprocurement@sfha.org">RFPprocurement@sfha.org</a>, one (1) original signature copy, and three (3) additional “hard copies” to the Authority Administrative Office (see the address following).</li> </ol>
<b>Proposal Submittal Return &amp; Deadline</b>	No later than <b>September 16, 2022 @ 2:00pm PT</b>  Housing Authority of the City and County of San Francisco Attention: Louis A. White, Procurement Analyst 1815 Egbert Avenue, 3 <sup>rd</sup> Floor, San Francisco, CA 94124  Note: Proposed costs MUST be entered within the eProcurement Marketplace only and any “hard copy” documentation must be physically received/time-stamped by the Authority prior to this date/time.

### 3) RFP overview

The Authority is seeking proposals from qualified and licensed entities to administer and operate, with full responsibility, the Authority's entire HCV Program as it continues to transition, including, but not limited to, vouchers governed by special programs such as the Veterans' Administration Supportive Housing program (VASH), Family Unification Program (FUP), Family Self-Sufficiency (FSS), Rental Assistance Demonstration (RAD) program, Project-Based Vouchers (PBV), Mainstream Voucher program, HOPE VI, Public Housing, and Mod Rehab. Contractor(s) will be responsible for maintaining all HCV programs and existing Public Housing waitlists. Contractor(s) may also be instructed to exhaust the public housing waitlist in accordance with program policies and procedures. All HCV programs are to be implemented and administered with industry best practices in accordance with local, state, and federal law; and current U.S. Department of Housing and Urban Development (HUD) requirements, in all areas it administers, including waiting list management, admissions, inspections, eligibility determinations, setting of family payments, enforcement of program integrity, customer service and management of hearings and appeals. The Contractor(s) will provide the staffing and expertise necessary to transition the work and to ensure its stable operation over the long term. 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.