



Housing Authority of the City of Fort Wayne, Indiana  
7315 Hanna Street  
P.O. Box 13489  
Fort Wayne, IN 46869-3489

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REQUEST FOR PROPOSALS

**RFP No. 2009-06**

The Housing Authority of the City of Fort Wayne, Indiana (FWHA) hereby requests proposals from qualified professionals, service organizations, or entities to provide On-Site Training and Testing for Housing Choice Voucher Program Specialist, Public Housing Manager, and/or Family Self Sufficiency Coordinator.

Prospective offerors desiring any explanation or interpretation of the solicitation must request it at least seven (7) days before the scheduled time for the Request for Proposal (RFP) due date. The request must be addressed to **Maynard Scales, Executive Director** at the address stated below. Any information given to a prospective offeror concerning this RFP will be furnished promptly to all other prospective offerors as written amendments / addendum to the RFP on our website at [www.fwha.org](http://www.fwha.org).

The proposal must be enclosed in a sealed envelope and labeled as follows:

**PROPOSAL TO PROVIDE ON-SITE TRAINING AND TESTING FOR HOUSING CHOICE VOUCHER PROGRAM SPECIALIST, PUBLIC HOUSING MANAGER, AND/OR FAMILY SELF SUFFICIENCY COORDINATOR.**

**NAME OF PROPOSER**

**REQUEST FOR PROPOSALS NO. 2009-06**

**PROPOSAL DUE DATE AND TIME:**

**August 31, 2009 4 P.M. EST**

**PROPOSALS MUST BE ADDRESSED TO:**

**MAYNARD J. SCALES  
EXECUTIVE DIRECTOR  
HOUSING AUTHORITY OF THE CITY OF FORT WAYNE  
7315 HANNA STREET  
FORT WAYNE, IN 46816  
PHONE: 260-449-7811 FAX: 260-449-7817**

Proposals must reach the FWHA no later than 4:00 p.m. (EST) on August 18, 2009. Late submissions will not be considered for award of contract.

**REF NO. 2009-06**

Proposals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with offerors who have a reasonable chance of being selected for the award. After evaluation of the proposal revisions, if any, the contract will be awarded to the responsible firm(s) whose qualifications, price and other factors considered are the most advantageous to the FWHA.

The FWHA reserves the right to reject any and all proposals.

The FWHA reserves the right to extend the contract of the successful proposer(s) for one additional year depending on funding availability and contract performance.

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Date

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Maynard J. Scales  
Executive Director  
Contracting Officer  
Housing Authority of the City of Fort Wayne

**PROPOSAL TO PROVIDE ON-SITE TRAINING AND TESTING FOR HOUSING CHOICE VOUCHER PROGRAM SPECIALIST, PUBLIC HOUSING MANAGER, AND/OR FAMILY SELF SUFFICIENCY COORDINATOR.**

**RFP NO. 2009-06**

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## **SECTION I**

### **1.0 INTRODUCTION**

#### **1.1 Background**

The Housing Authority of the City of Fort Wayne is soliciting proposals from qualified professionals, service organizations or entities to provide On-Site Training and Testing for Housing Choice Voucher Program Specialist, Public Housing Manager, and/or Family Self Sufficiency Coordinator described in this RFP.

#### **1.2 Agency profile**

FWHA is a non-profit public housing agency (PHA) subject to the Housing Authorities Law, codified in the Indiana Local Government Code. FWHA manages and operates 703 public housing units and 2,700 Housing Choice Vouchers that provide decent, safe, sanitary and affordable housing to low income families with funding from the U.S. Department of Housing and Urban Development (HUD).

FWHA enters into and executes contracts and other instruments that are necessary and convenient to exercise its powers. FWHA maintains contractual arrangements with HUD to manage and operate its conventional public housing program and administer the Housing Choice Voucher Program. FWHA programs are federally funded, although additional funding comes from development grants and rental property income. FWHA and its properties are exempt from taxes, including sales tax.

FWHA is governed by a (7) seven member Board of Commissioners appointed by the Mayor of the City of Fort Wayne. The Chief Executive Officer of the Agency, the Executive Director, is employed by the Board. FWHA currently employs 60 regular full time employees.

## **SECTION II**

### **2.0 SCOPE OF WORK**

**2.1.1** The selected proposer shall train on-site at the Fort Wayne Housing Authority. Up to three different sessions may be scheduled to train and administer certification exams for: 1) Housing Choice Voucher Program Specialist, 2) Public Housing Management, and 3) Family Self Sufficiency Coordinator. Below is a list of possible topics for each of the trainings.

#### **HCVP Specialist topics:**

Program Components	Annual Reexaminations
Reading Regulations	Interim Reexaminations
Key Program Documents	Transfers/Moves
Intake & Occupancy Cycle	Inspections
PHA, Owner & Family Responsibilities	Terminations
Definition of Family	Informal Hearings
Disabled/Displaced/Elderly	Portability
Non-citizens Rule	Responsibilities of Initial and Receiving Housing Authorities
Social Security Numbers	Portability Billing
Factors of Eligibility	Penalties
Income Limits/Targeting	PIC Data Entry
Waiting List Management	Rent Calculation
Initial Applications	HUD-50058 Form
Organizing Waiting Lists	Annual Income
Preferences	Inclusions
Evaluating Final Eligibility	Imputed Welfare Income
Interviews	Exclusions
Screening and Eviction Rule	Training Program Income
Denial of Assistance	Earned Income Disallowance for Persons with Disabilities (EID)
Occupancy	Qualifying
Voucher Issuance	Exclusion Periods
Subsidy Standards	Assets
Extensions and Suspensions	Market vs. Cash Value
HUD Required Briefings	Adjusted Income Calculation
Leasing	Dependent Allowance
Request for Tenancy Approval	Elderly/Disabled Allowance
Owner's Lease	Child Care Allowance
Tenancy Addendum	Disability Assistance Expenses
Where Families can Lease	Medical Expenses
Owner Approval	Verification Requirements
HAP Contract	Subsidy/Family Share Calculation
Termination of Tenancy	Total Tenant Payment
Conflict of Interest	Payment Standards
Rent to Owner	Utility Reimbursement Payments
Rent Reasonableness	Maximum Family Share
Annual Activities	Rent Proration for Mixed Families

**Public Housing Management topics:**

Roles and Responsibilities of the Project-Based Management  
Compliance with Asset Management  
Organizational Policies  
Roles of the Public Housing Manager  
Program Components and Key Relationships  
HUD References and Communication  
Key Program Documents  
Managing Nondiscrimination Compliance  
PHA Fair Housing Requirements  
Reasonable Accommodation  
Limited English Proficient Persons  
Violence Against Women Act (VAWA)  
Eligibility  
The Intake Process  
Factors of Eligibility  
Waiting List Management  
Tenant Selection  
Tenant Selection Policies  
Evaluating Final Eligibility  
Income Calculations  
Annual Income  
Mandatory Earned Income Disallowance  
Assets  
Allowances and Deductions  
Rent Calculation  
Flat Rents and Family Choice in Rental Payment  
Case Studies using HUD 50058  
Leasing  
Contents of the Lease  
Areas of Lease Enforcement  
Proper Notification  
Continued Occupancy  
Annual & Interim Recertification Process  
Transfers  
Terminations  
Required Terminations  
Required Lease Provisions  
Evictions  
Grievance Process  
Resident Relations and Self-Sufficiency  
Resident Participation

Family Self-Sufficiency  
Economic Self-Sufficiency Strategies for PHAs  
Per Unit Month (PUM)  
Operating subsidy – the formula  
Fees allowed under PBM  
Basic financial concepts  
Financial reports  
Excess cash and fungibility  
The public housing operating budget  
Budget monitoring  
Budget variance  
Property Management  
The Maintenance Function  
Property Control  
Capital Improvements  
Security  
Strategies for Reducing Crime  
Risk Management  
Public Housing Assessment System (PHAS)  
PHAS and Project-Based Management  
Managing Staff  
Transition from Employee to Supervisor  
Communication  
Performance Evaluation  
EIV  
ADA  
PIC  
New Regulations

**Family Self Sufficiency Coordinator  
topics:**

FSS Program  
Program Design  
FSS Terms and Definitions  
Program Coordinating Committee  
FSS Intake and Family Selection  
Eligible Families  
Transfers  
Targeted Selections  
Motivational Screening  
Denials  
Contract of Participation  
Contract Requirements  
Individual Training and Service Plans  
Lease Compliance  
Changes to the Contract  
Completion of the Contract

Contract Planning  
Escrow Account  
Income and Rent Calculations  
Impact of Income Limits  
Crediting the Escrow Account  
Escrow Interim and Final Disbursements  
Portability  
FSS Rules for Portability  
Responsibility of Initial and Receiving HA  
Case Management  
Interviewing  
Client Intake  
Client Evaluation  
Case Planning  
Private Sector Resources  
Barriers to Self Sufficiency

## **SECTION III**

### **3.0 PROPOSAL REQUIREMENTS**

#### **3.1 General**

The following is a description of the minimum information, which must be supplied by proposers in their proposals. It is open to all proposers to give such supplementary facts or materials, which they consider, may be of assistance in the evaluation of the proposal submitted. The failure to provide the minimum information requested may result in a proposal being considered unacceptable.

#### **3.2 Cover Letter**

Submittals of firms will not be evaluated unless a submittal cover letter is received and includes the following supporting data.

- Introduction of firm, information on the specialization and type of work the firm has performed in the past;
- A detailed resume of the trainer including a listing of the type of training they conducted in the past three years;
- Three(3) references, for whom the firm/trainer has performed related work for in the past three years;
- Is your company registered as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) firm? If yes, please provide copy of certification;
- Proof of General Liability and Workman's Comp. Insurance. FWHA requires the successful proposer to add FHWA's name as an additional named insured.

#### **3.3 Copies of Proposal**

Each proposer shall furnish the information required in the RFP, at no cost to FWHA. Two copies plus an original of the proposal are due upon submittal.

#### **3.4 Execution Plan**

Proposers must supply a proposed project execution plan for delivery of services. This plan shall be updated, as necessary, in the event of contract award and maintained throughout the project as deemed necessary. This plan shall include but not be limited to the following:

- A general description of the services and proposed timeframe that the proposer anticipates the (up to) three sets of training and certification exams will be completed.

### **3.5 Basis of Proposal**

- 3.5.1** The successful proposer(s) will be expected to execute a standard professional service contract with the FWHA.
- 3.5.2** Proposers are advised to check that all parts of this RFP package have been received. Proposers shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Failure to do so shall be at the sole risk of the proposer and no relief shall be given for errors or omissions by the proposer.
- 3.5.3** Proposals must be in U.S. dollars inclusive of all direct and indirect costs associated with the work such as, but not limited to, insurance, printing, travel, profit and overhead.
- 3.5.4** Partial or incomplete proposals will be unacceptable.
- 3.5.5** An authorized representative of the proposer must sign proposals.

### **3.6 Validity of Proposals**

- 3.6.1** Proposals must be open and not subject to unilateral withdrawal or modification for ninety (90) days after the proposal due date.
- 3.6.2** Proposers are requested to submit proposals based on the exact requirements specified in this RFP; however, should proposers be unable to follow precisely such requirements, they must provide an explanation as to why they are unable to do so.

### **3.7 Contract Term**

The term of the contract will be from the award date until contract is completed to FWHA satisfaction. FWHA reserves the right to extend the contract for up to 1 year contingent on availability of funds and satisfaction of service(s) provided by vendor(s).

## **SECTION IV**

### **4.0 PROPOSAL EVALUTION CRITERIA**

**4.1** Selection of the successful proposer will be at the sole discretion of the FWHA. If a contract is awarded, it will be awarded to the responsible firm or individual whose qualifications; price and other factors are deemed most advantageous to the FWHA. Additionally, the FWHA shall have the right to reject any and all proposals at its discretion.

Specifically, proposals will be evaluated based on:

	<u>Points</u>
• Proposer's compliance with all specifications and/or other requirements contained in this RFP.	15
• Reasonableness of contract price.	25
• Proposer's experiences in performing similar work and record of performance.	25
• Reference Recommendations.	10
• Proposer's execution plan for delivery of services. Proposer shall include start date and project completion schedule.	25

**4.2** During proposal evaluation, the FWHA reserves the right to call for supplementary information from proposers and to meet with all or any one of them to clarify points of uncertainty or ambiguity. Proposers agree to cooperate fully and promptly in providing such supplementary information or meeting requests.

**4.3** All costs incurred in preparing and submitting proposals and in supplying supplementary information shall be borne by proposers. The FWHA will not defray any costs incurred in connection therewith.

**4.4** Proposals will be evaluated and ranked according to points received. The top ranked proposers may be invited for an interview. Proposers should be prepared to discuss the proposed scope of work, including availability of exceptions to RFP requirements, FWHA exceptions to the proposer's proposal, schedules, qualification of subcontractors proposed for portions of the work, and such other items as are directly related to the proposal.

## **SECTION V**

### **5.0 PROPOSAL PROCEDURE**

#### **5.1 Proposal Due Date/Time**

Proposals are to be received by 4:00 p.m. (EST), August 18, 2009. Proposers are solely responsible for ensuring that their proposals are actually received by the time and date stated. Receipt at the FWHA after the due date and time specified will be cause for rejection.

#### **5.2 Modifications or Withdrawals**

Proposals may not be changed, modified, or withdrawn after the time and date specified for proposal submission. All requests to change, modify or withdraw a proposal prior to the proposal due date must be in writing and bear the same proposer name appearing on the proposal already submitted.

#### **5.3 Proposal Submission**

Proposers must submit three (3) copies of their proposals including similar work enclosed in a sealed envelope clearly marked as follows:

**PROPOSAL TO PROVIDE ON-SITE TRAINING AND TESTING FOR HOUSING CHOICE VOUCHER PROGRAM SPECIALIST, PUBLIC HOUSING MANAGER, AND/OR FAMILY SELF SUFFICIENCY COORDINATOR.**

And addressed to:

**Maynard Scales, Executive Director  
Housing Authority of the City of Fort Wayne  
7315 Hanna Street  
Fort Wayne, IN 46816  
Phone: 260-449-7846 Fax: 260-449-7817  
DEADLINE AUGUST 31, 4 P.M. EST**

## **SECTION VI**

### **6.0 CORRESPONDENCE**

- 6.1** All proposers are hereby instructed to familiarize themselves with the work described herein in order that the Scope of Work as set out in Section II may be fulfilled.
- 6.2** Requests for additional information related to this RFP should be made in writing and directed to the FWHA's Executive Director at least seven (7) days before the RFP due date. This will allow issuance of any necessary addendum to the RFP.
- 6.3** An addendum may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of this RFP. All addenda shall be binding in the same way as if originally written in this RFP.
- 6.4** Any interpretation affecting all proposers made prior to the proposal due date will be issued in the form of an addendum. The FWHA will not be bound by or responsible for any other explanations or interpretations of the RFP package other than those given in writing as set forth in this paragraph. Oral instruction, interpretation, or representations will not be binding upon the FWHA or FWHA representatives.
- 6.5** Subcontractor(s), vendors and others who have been requested by the proposer to assist in preparing a proposal shall obtain necessary information from the proposer. They shall not directly contact the FWHA or FWHA representatives for this information.
- 6.6** Proposals will not be publicly opened and read.
- 6.7** Contracts for these programs and services may be awarded to one or more proposers whose proposals were judged to be the most advantageous to the Housing Authority of the City of Fort Wayne. In the event services are initiated prior to the processing of a fully executed contract, such services would be provided without guarantee of compensation.

## **SECTION VII**

### **7.0 PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY**

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the proposer.

The proposer must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975, and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the proposer.

The proposer must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

The proposer must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

**SECTION VIII**

**RFP EVALUATION FORM**

**RFP NO. 2009-06**

**PROPOSAL: PROPOSAL TO PROVIDE ON-SITE TRAINING AND TESTING FOR HOUSING CHOICE VOUCHER PROGRAM SPECIALIST, PUBLIC HOUSING MANAGER, AND/OR FAMILY SELF SUFFICIENCY COORDINATOR.**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

FIRM: \_\_\_\_\_

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**SCORE**

- |             |  |              |
|-------------|--|--------------|
| 1.          | Proposer's compliance with all specifications and/or requirements contained in this RFP. | / 15         |
| 2.          | Reasonableness of contract price.  | / 25         |
| 3.          | Proposer's experience in performing similar work and record of performance.              | / 25         |
| 4.          | Proposer's financial capability and capacity.  | / 10         |
| 5.          | Proposer's execution plan for delivery of services.                                      | / 25         |
| TOTAL SCORE |  | <u>/ 100</u> |

**REMARKS:**

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