



## REVISED REQUEST FOR PROPOSALS

DATE OF ISSUE: **REVISED January 4, 2018; Original Release December 27, 2017**

TO: Potential Providers of Services

RE: **Request for Proposals to Provide Recommendations to Increase Obtainable and Workforce Housing in Michigan**

### **I. Services Sought by Authority**

The Michigan State Housing Development Authority ("Authority" or "MSHDA") is seeking an organization authorized to do business in Michigan to provide the Authority with recommendations for policies, programs, and procedures that will increase obtainable and workforce homeownership in Michigan. A detailed description of the work is described in the Overview of services sought, Tasks and Activities of this Request for Proposals ("RFP").

Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to register with Buy4Michigan and submit proposals.

### **II. Contents of this RFP**

- Overview of services sought, tasks and activities ("Scope of Work" or "SOW")
- Exhibit A – Notices to Bidders
- Exhibit B – Proposal Submission
- Exhibit C – Proposal Format

### **III. Scope of Work**

**General Objectives.** The Authority is seeking a firm that can conduct research and analysis to help understand the shortage of available for-sale homes in Michigan and to recommend ways to increase homeownership in the future. The resulting study must describe trends and measures of the housing market, identify barriers in Michigan to increasing the supply of affordable, attainable, and workforce housing and recommend action steps that can be taken to overcome these barriers.

Bidders are encouraged to revise or add to the information in the Scope of Work. Please provide the reasoning for any such modifications. MSHDA staff can work collaboratively with the chosen bidder to incorporating the firm's ideas into this work plan. The chosen research firm will also be asked to work with an Advisory Committee comprised of experts in Michigan housing policy and other relevant policy areas. This collaboration may involve attending monthly or quarterly

Committee meetings. The successful bidder may also be asked to create and give a PowerPoint presentation summarizing the research to the Advisory Committee and/or MSHDA Board.

## 1. Impediments to Increasing Homeownership

This section should help readers gain a general understanding of the problem, as well as an understanding of the role that housing demand, supply, and affordability factors play. It is also intended to provide data measures of the shortage of affordable/attainable/workforce housing in Michigan. (By “affordable/attainable/workforce housing”, MSHDA means housing that is affordable to low-, moderate-, and middle-income households. MSDHA will work with the chosen bidder to further define these terms.)

**A. Overview of the Problem:** This subsection should help the reader understand the magnitude of the for-sale home shortage and the degree to which this problem may increase if current trends continue. It may also provide information pertaining to national markets or markets in other states if such information contributes to the context or understanding of the Michigan data.

The content may be statewide, regional (such as Prosperity Region), or based on other criteria, such as market type. Case studies for specified communities may be included if the contractor feels it is instructive. If the proposal includes more than one option for geographic or other data categorization, the contractor should show in its budget any resulting price differences. In terms of content, the bidder should include the following in the research report:

- Data and analysis of trends and measures of affordable, attainable, and workforce homeownership in Michigan over past 5 years and currently. The data could include the number of for-sale new and existing homes on the market, pricing trends, average days on market, and the gap between selling and asking prices.
- Projections of the need for affordable, attainable and workforce housing in Michigan over next five years. This portion may include:
  - A discussion of the type of housing products that are demanded, including:
    - price points,
    - location (regional differences, brownfield v. greenfield, walkability),
    - Home design (traditional single-family home, non-traditional designs, condominiums, other home styles and types), and
    - The condition of homes on the market (homes needing significant work v. move-in ready).
  - Other issues, as suggested by the bidder.

**B. Demand Factors.** This portion of the study should provide data and information pertaining to housing demand. The bidder should include the following:

- Demographic trends that impact the housing market (trends in population and households in Michigan, age distribution, household composition, etc.);
- Economic trends, including:
  - Job growth and trends in income
  - Household financial factors - existing debt, poor credit, student-loan debt, savings for down payment, etc.
- A segment that includes input from major employers in Michigan; this information could be gathered via interviews with a handful of top employers and/or through existing information sources;
- Lending issues/availability of credit to buyers;

- Other issues, as suggested by the bidder.

### **C. Supply Factors**

This portion should provide data and information pertaining to housing supply. The bidder should include the following:

- The pace of newly constructed homes entering the market:
  - Labor
  - Materials
  - Regulatory Issues
- The pace of existing homes entering the market:
  - Factors that influence the number of existing homes for sale (underwater mortgages, foreclosures, aging in place, etc.)
  - The quality of existing homes, including an analysis of their age and condition
  - A comparison of existing homes to the product types that are in high demand
  - A discussion of how aging-in-place impacts the housing supply
- A description of developer financing opportunities/lending environment restrictions, since developers and/or contractors do not have the same borrowing opportunities with banks as they did in the past.
- Other issues, as suggested by the bidder.

### **D. Affordability**

This portion of the study should discuss the degree to which home-seekers can afford to buy homes and identify the barriers to affordability. Bidders should provide data and information pertaining to the following in the research report:

- Data and analysis comparing sales prices to consumers' ability to pay. Data could include average owner costs, housing cost burdens, the gap between demand and supply of attainable/workforce housing, etc.);
- The extent to which consumers can afford new homes ;
- The extent to which consumers can afford existing homes;
- An overview of issues pertaining to workforce housing. ("Workforce housing", which generally pertain to consumers' ability to afford to live in the community where they work, may be further defined by the chosen research firm.)
- Other data and information, as suggested by the bidder.

## **2. Strategies for Increasing Homeownership**

The following section is intended to identify policies, programs, or procedures to address the obstacles examined under the "Impediments" section, above. It should describe strategies to increase homeownership that are currently being used or considered by policymakers in Michigan and beyond. These strategies should be transferable and replicable in Michigan. For each strategy, the bidder should describe the problem it addresses, discuss how well it has worked in the past, identify its pros/cons, and discuss its applicability in Michigan. While MSHDA is looking to the contractor to identify these strategies, the Authority would like the study to specifically include the following:

- Incentive programs
- Cost cutting measures
- Homeowner rehabilitation programs for existing homes
- Model regulatory practices
- Walkability and urban design
- Aging in place

Land Contracts – discussion consumer safeguards and other practices to make land contracts a safer, more attractive option

- Strategies related to housing products: product types, design types and features, location, amenities, etc.
- Strategies related to lending/financing policies and practices

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSALS**

**EXHIBIT A**

**NOTICE TO BIDDERS**

**I. Bidder Qualifications/Requirements**

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

**A. Bidder's Experience.** The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The Bidder must:

1. Have proven ability to undertake primary and secondary research on this subject.
2. Have experience in successfully collecting, analyzing and explaining housing, economic, demographic, and other data and in conducting research to guide public policy, programs, and procedures.
3. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.

**B. Company Background Information**

Legal business name and address.

[Name]

[Street Address]

[City, State, Zip]

What State is your business incorporated in?

Phone number: \_\_\_\_\_

Website address: \_\_\_\_\_

Number of years in business and number of employees:  
\_\_\_\_\_

Legal business name of any applicable parent company and address.  
\_\_\_\_\_

Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)? **(Y/N)**  
If so, why and how has it affected the company? \_\_\_\_\_

Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State? **(Y/N)**  
If yes, provide the date, governmental entity, and details surrounding the action. \_\_\_\_\_

Has your company ever been sued by the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify the court that the case was filed in. \_\_\_\_\_

Has your company ever sued the State of Michigan? **(Y/N)**

If yes, provide the date, case caption, case number, and identify court that case was filed in. \_\_\_\_\_

Within the past five (5) years, has your company defaulted on a government contract or been terminated for cause by any governmental entity, including the State? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.  
\_\_\_\_\_

Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company? **(Y/N)**

If yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default. \_\_\_\_\_

Does your company have experience working with the State of Michigan? **(Y/N)**

If so, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

- C. Bidder's Authorized Signatory.** An official authorized to commit the Bidder to the terms and conditions of the proposal must sign the proposal being submitted. The Bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official. Attach any resolutions authorizing the approved signatory with the proposal. Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the Authority.
- D. Bidder Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

**Proposals from Sole Proprietors Will Not be Accepted**

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

[http://www.michigan.gov/lara/0,4601,7-154-61343\\_35413---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html).

- D. Bidder's Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).

- E. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
  - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
  - b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
  - c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
  - d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
  - e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
  - f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of

any person or entity, which right is enforceable under the laws of the United States.

- F. Bidder's Insurance Coverage.** The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:
1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
  2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
  3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
  4. If required by the Authority, Cyber Security Insurance for \$1,000,000.
- G. Project Personnel.** Bids must acknowledge and identify project personnel who will be performing services pursuant to an awarded contract and (a) sign the contract on behalf of the selected contractor and/or (b) are listed in the form attached and incorporated into this RFP as Exhibit D.

## **II. Notifications to Bidders**

- A. Questions Regarding RFP.** Questions raised by Bidders concerning the RFP must be submitted in writing via either email or fax.
- To ensure a fair and impartial process, the Authority's Procurement Office will only address those questions concerning the RFP submitted in writing via email or fax.
  - Phone calls involving the RFP or related questions will not be accepted.
  - Firms submitting bids shall not contact any Board members or Authority staff.
  - Submit questions using the subject line ***Homeownership Study*** to the attention of:  
  
**Michigan State Housing Development Authority  
c/o Procurement Office  
735 E. Michigan Avenue  
Lansing, Michigan 48912**  
  
**E-mail: MSHDA-Procurement@michigan.gov  
Fax: (517) 335-0125**
  - Address all questions regarding the RFP to the Authority's Procurement Office.
  - Questions must be received in writing by ***January 19, 2018 4:00:00 PM EST***



- Responses to properly submitted questions will be posted by **January 26, 2018 4:00:00 PM EST.**
- The Authority will hold no other question sessions or bidder's conferences.
- All questions and answers related to this RFP will be supplied to Bidders providing the Procurement Office with notification of intent to submit a proposal.

**B. Revisions to RFP.** If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

**C. Michigan Freedom of Information Act.** All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243 et seq.* Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i).*

**Please submit FOIA requests to the Authority as follows:**

**MSHDA FOIA Coordinator  
c/o Legal Affairs  
735 E. Michigan Avenue  
Lansing, MI 48912**

**D. Payments to Pensioned Retirees.** 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- E. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review, sign, and return two "originals". Upon receiving the signed "originals", the Authority's Procurement Office will submit the signed "originals" to a duly authorized signatory for final execution on behalf of the Authority. One fully executed "original" will then be returned to the selected contractor.

- F. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

- G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- Certifications Regarding Debarment, Suspension and Other Responsibility Matters form.
- W-9 Request for Taxpayer Identification Number and Certification.
- Retiree Rehire Certificate.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT B**

**PROPOSAL SUBMISSION**

**I. Submitting Proposal**

- Bidders wishing to submit proposals must submit an electronic copy of a proposal to provide the services described in the Scope of Work.
- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The due date for the Authority's receipt of the proposals responding to this RFP is ***February 5, 2018 at 4 p.m. Eastern Standard Time***.
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

**II. Proposal Delivery**

**A. Due Date.** Proposals responding to this RFP are due ***February 5, 2018 at 4 p.m. Eastern Standard Time***

**B. Originals and Copies.** Submit one proposal in electronic format via email or fax outlining how the Bidder will provide the services described in the Scope of Work.

**C. Delivery of Proposal.** Direct all deliveries to:

**MSHDA-Procurement@michigan.gov**

**D. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.

**E. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

**F. Quarterly Progress Reports.** The selected contractor may be required to submit brief written quarterly summaries of progress outlining the work accomplished during the reporting period. Problems, real and anticipated, or any significant deviation from the agreed-upon work plan should be brought to the attention of the Contract Administrator. A financial report of expenditures to date including any changes to approved budget or approved work schedule must be submitted as part of the report.

If required, these reports will be due to the Authority each January 15, April 15, July 15 and September 15 during the project period.

**G. Final Project Summary Report.** The selected contractor may be required to submit a narrative summary of the project and its outcome. This should include an outline of the methodology used, evaluation of the project results, and a summary of what worked and what the selected contractor would do differently the next time the contractor undertakes a project of this nature. If required, one printed copy of the final summary report and an electronic version of the report in shall be submitted to the Authority.

### III. Selection of Proposal

The selection of a proposal shall be subject to a review by the Authority's Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

**A. Selection Criteria.** The Authority will select the proposal based on Selection Criteria listed below:

1. Experience in collecting, analyzing and explaining housing, economic, demographic, or other public data to provide objective policy analysis. Years of relevant education and experience of both the project leader(s) and supporting staff will be considered. (50 points)
2. Excellent written communication and presentation skills are required. The clarity of the proposal will be considered. (25 Points)
3. Adequacy of proposed methodology, staffing, and time frames for performing services (15 Points)
4. Reasonableness and feasibility of fee ( 10 Points)

**Total Possible Points:**

**100 Points**

The State may utilize all proposals, including pricing information, without regard to a proposal's technical score to determine fair market value, when comparing and negotiating prices. The State is not obligated to accept the lowest price proposal. The price proposal evaluation includes consideration of a qualified service-disabled veteran preference. Information related to qualified service-disabled veteran preference is located at <http://michigan.gov/micontractconnect/0,4541,7-225-48677-123519--,00.html>.

**B. Proposal Selection.** The Authority's review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about **February 28, 2018** via e-mail and posting on the Authority's website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority's Board.

**C. Cancellation of Selected Proposal.** The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority

cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-see proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT C**

**PROPOSAL FORMAT**

**I. Overview**

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

**II. Headers/Table of Contents**

**A. Business Organization.** Include the following information and supporting documentation as outlined in Exhibit A:

1. The full name and address of Bidder, including any “Doing Business As” titles.
2. The branch office or name and address of registered agent, if applicable.
3. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign). Note that the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

**B. Management and Personnel.** Answer/Address the following:

1. **Officer and Management Summary.** Identify managers and/or officers who will manage the contract if it is awarded and provide their resumes or CVs. Identify officers and managers by name and position. List their responsibilities and the specific tasks each officer and manager assigned to the project will carry out and the anticipated time frames for each task. Provide current contact information including the manager(s) and/or officer(s) name, title, mailing address, email address, and phone and fax numbers.
2. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities and services described in the Scope of Work.

**C. Experience.**

1. **Prior Experience of Bidder.** Indicate **at least 3 relevant experiences** from the **last 5 years** supporting your ability to successfully manage a contract of similar

size and scope for the work described in this RFP. Include sufficient detail to demonstrate the relevance of such experience. Include descriptions of qualifying experience, including project descriptions, costs, and starting and ending dates of projects successfully completed. Also include the name, address, and telephone number of the responsible official of the client organization who may be contacted.

2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.
3. **Examples of Work.** Examples of recent work that demonstrate the ability to collect/analyze various types of public data and use that data to formulate objective public policy recommendations, particularly as it pertains to housing
4. **Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan.** If any assigned personnel receive pensions from the State of Michigan, you must provide confirmation, signed by each assigned person with a State of Michigan pension, that he or she acknowledges and agrees that he or she must forfeit any pension payments made during the term of the contract. If a contract is awarded, each assigned person with a State of Michigan pension must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services to withhold the retiree's pension payments during the contract term.
5. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
6. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

#### **D. Proposed Services.**

1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet the project scope of work and complete the required services within the time frame of the project.
2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
  - a. Work that will be subcontracted.
  - b. The process used to select the subcontractors.
  - c. The subcontractor's experience and expertise.
  - d. The names of the firms/individual(s) who will perform the subcontracted work.
  - e. How quality of service will be monitored and ensured.

3. **Standards.** Please describe the standards that this body of work will satisfy and how the quality of the research and resulting report will be monitored and ensured. If any specific "best practices" will be followed, please identify and explain them.
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
  - a. Has your organization established and used a policy to address the security of paper and electronic data? (***Please do not submit a copy of your security policy.***)
  - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)
5. **Copyrighted Materials.** Acknowledge and/or confirm the following:
  - a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
  - b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
  - c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

#### **E. Price Proposal & Budget**

1. **Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted. (***Note that proposals should reflect State of Michigan per diem rates in effect at the time of proposal submission. State per diem rates are subject to change during the term of an awarded contract. They can be found at [http://www.michigan.gov/documents/dtmb/Travel\\_Rates\\_FY17\\_January\\_2017\\_547101\\_7.pdf](http://www.michigan.gov/documents/dtmb/Travel_Rates_FY17_January_2017_547101_7.pdf).***)
2. **Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should be in the format below and include all applicable items, and at a minimum, must be broken down to show the following:
  - a. Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
  - b. Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
  - c. Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.



- d.** Transportation costs (standard State of Michigan mileage rate is \$0.36 per mile). Description should include type and reason for transportation cost.
- e.** Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
- f.** Other direct costs. Description should include items to be purchased and reason for purchase.
- g.** Total budget.
- h.** Budget Format:



- F. Schedule/Timeline.** Bids must include a schedule for delivery of services set forth in the Scope of Work and cite the proposed deadlines for completing the tasks within the Scope of Work. All work must be completed within **12 months** from contract signing.

Include a timetable indicating how the project will be scheduled. The timetable should include: (1) any proposed meetings; (2) dates for draft submittals; (3) review times (allow 4 weeks for Authority review) and completion dates for deliverables; (4) quarterly reports (these will be due July 15, Sept. 15, Jan. 15, and April 15 each year during the project reporting period); and (5) final Project Completion Report. A proposed schedule/timeline is listed below:

<b><i>Completed Service/Project Components</i></b>	<b><i>Estimated Completion Dates</i></b>
(Using Scope of Work, Bidder should insert tasks and activities to be completed)	(Bidder should insert estimated deadlines)

**G. Disclosure of Participation and Interests in Authority Programs.**

- 1. Disclosure of Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.
- 2. Submission of Conflicts of Interests.** Submit a list of all interests that the Bidder, its officers, board members, and employees respectively have in Authority programs. If the Bidder intends to use independent contractors or subcontractors to render services, include the interests that independent contractors or subcontractors and their officers, board members, and employees respectively have in Authority programs.
- 3. Potential Conflicts of Interests.** Indicate in the proposal whether the Bidder is under contract and/or has been awarded a grant from the Authority. Please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.

Potential conflicts of interest may arise from the Bidder’s officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services if the firm enters into a contract with the Authority.

**If the Bidder is currently under contract or is receiving a grant from the Authority, indicate if the Bidder or project personnel holds a position with another entity that may be under contract or receiving a grant from the Authority.**

Include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

**THE STATE RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.**

**4. Family Members Who Work for Authority.** Please list the names of the Bidder's officers, board members, and employees who have family members who work for the Authority and the names of the family members who work for the Authority.

**H. Signature Clause to be Signed by Bidder's Authorized Signatory.** Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

**I confirm that I have submitted this proposal on behalf of \_\_\_\_\_ in response to the Michigan State Housing Development Authority's Request for Proposals for a Homeownership Study.**

**I also confirm that I have read and understand the Authority's indemnification, copyright, data security and insurance requirements.**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT D  
PROJECT PERSONNEL**

**See appended document titled**

**CERTIFICATE VERIFYING PROJECT PERSONNEL**

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE  
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

(2) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

(3) Name \_\_\_\_\_  
(Print or type name above line)

Title with Contractor/Subcontractor \_\_\_\_\_

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

Name of Signatory for Contractor/Subcontractor:

Printed Name: \_\_\_\_\_  
(Print or type name above line)

Its: \_\_\_\_\_

Signature: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_