



INVITATION TO BID

DATE OF ISSUE: **February 1, 2019**

TO: Existing Housing Agents

RE: Invitation to Bid for:
Housing Choice Voucher Administration - WASHTENAW COUNTY

I. Service Opportunity:

In accordance with the current Housing Agent Agreement, the Authority is seeking existing Housing Agents to perform all required tasks for approximately eight hundred (800) vouchers/families in Washtenaw County participating in the HCV and PBV programs. The Authority anticipates the effective date of the file transfer to be March 1, 2019.

II. Required Qualifications:

The Authority can accept bids *only* from currently contracted Housing Agents.

Following are the qualifications that the Authority believes are necessary for the successful performance and completion of the services. The Housing Agents must:

1. Have experience administering vouchers and all related services.
2. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
3. Have or secure a publicly-accessible office within the Region or adjacent Region.
4. Have phone, facsimile, internet, and e-mail access, which must be adequate enough to allow the Housing Agent to receive, download and upload data, files and attachments from Authority staff and all mandatory data programs used by the Division of Rental Assistance and Homeless Solutions.
5. Currently be under contract with the Authority to administer vouchers.
6. Have established satisfactory performance within their current contract. Housing Agents with two or more Troubled ratings in 2018 for monthly or quarterly performance will not be considered.



III. **Submitting Bid:**

All bids must be in writing, on agency letterhead, and signed by an authorized signatory.

BIDS DUE: Friday, February 8, 2019 by 5:00 pm Eastern time. (Bids received at 5:01 pm are considered late and will not be considered further.)

TO: Submit one electronic copy (.pdf) of bid to MSHDA-Procurement@michigan.gov.

FORMAT: Bids from existing Housing Agents interested in administering the HCV program in Washtenaw County must address the following:

1. How many vouchers are you requesting?
Note: The Authority will consider partial bids of at least 400 vouchers.
2. Do you have an established office in the County/Region? If not, what do you propose to provide to meet the needs of local residents?
3. Describe your experience administering the HCV Program. Include years of experience and description of qualifying experience.
4. How will you address emergency situations?
5. Does your Agency have experienced staff that can absorb additional case work, or what are your plans to meet the demands of the additional case load? Does your Agency have previous experience administering an increased caseload of this size?
6. Describe your existing relationship with the organizations in the County/Region (e.g., Continuum of Care, Housing Assessment and Resource Agency, Service Agencies, and Landlord Associations).
7. Describe the competitive advantage that makes your Agency more efficient and successful in the delivery of the Housing Choice Voucher Program.
8. What methods will you employ to ensure continuous excellent customer service to the program applicants, participants, and landlords participating in Washtenaw County?

IV. **Selection of Bid:**

Once the review and selection process are complete, Authority staff will notify agencies of the award of vouchers. (The Authority reserves the right to select multiple agencies, so the awarded number of vouchers may differ from that requested in the bid.)



V. Payment:

The Authority will provide selected agencies with a one-time special fee payment of \$26 per voucher under an executed Housing Assistance Payment (HAP) for cases awarded under this Invitation to Bid. The special fee payment is to off-set any costs associated with the transfer of these cases.

Thereafter, agencies will receive the base-pay of \$26 per month per voucher under an executed HAP contract as outlined in the Housing Agent Agreement.

VI. Michigan Freedom of Information Act

All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA").

VII. Contact:

Questions concerning this Invitation to Bid may be directed to:

Lisa Kemmis
Phone: (517) 241-2427
Email: Kemmisl@michigan.gov.