



State of Georgia

Georgia Housing and Finance Authority

**Request for Proposal (RFP)
for
Tenant File Review Services for Affordable
Multifamily Programs**

For all questions about this RFP,
Contact the Procurement Agent
Identified in Section 6

**GHFARFP2024
Released On:
February 28, 2024**

**Due On:
April 01, 2024
5:00 PM EST**

1. **Purpose of Procurement:**

This Request for Proposals (RFP) is being issued to establish a contract with a qualified supplier(s) who will provide Tenant File Review Services for Affordable Multifamily Housing Programs for the Georgia Housing and Finance Authority (hereinafter GHFA) as further described in this RFP.

Virtual Bidders/Offerors' Conference is scheduled for March 11, 2024, at 2:00 p.m. via Microsoft Teams. Please review the schedule of the Events on page 2 of this RFP document. The conference will also be posted for public view on the Georgia Procurement Registry (GPR).

2. **General Information:**

DCA has established procedures to encourage the use of minority and women's business enterprises ("MBE/WBE") in LIHTC/HOME-assisted housing. These procedures are intended to further the objectives of Executive Orders 11625, 12432 and 12138.

3. **Schedule of Events:**

The schedule of events set out herein represents the GHFA's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. An email notification of any changes to the dates up to the closing date of the RFP will be sent to the offeror prior to the closing date of this response. After the close of the RFP, the GHFA reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of RFP	02/28/2024	N/A
Bidders/Offerors' Conference Location: Via Microsoft Teams See Bidders/Offeror's Conference Announcement	As Published on the GPR 03/11/2024 Suppliers are strongly encouraged to join the call 15 minutes early to bypass technical issues.	2:00 p.m.
Deadline for written questions sent via email to the Procurement Agent referenced in Section 6.	03/19/2024	5:00 p.m. ET
Responses to Written Questions	03/26/2024	5:00 pm. ET
Proposals Due/Close Date and Time	04/01/2024	5:00 p.m. ET
Proposal Evaluation Completed (on or about)	9 to 10 Weeks after Closing	N/A
Final Evaluation (on or about)	9 to 10 Weeks after Closing	N/A
Finalize Contract Terms (on or about)	10 to 13 Weeks after Closing	N/A

4. **Contract Term:**

GHFA is seeking to establish a contract with a supplier who will offer the best value to the state of Georgia. The initial term of the contract shall be from the date of the executed contract until the end of the State's next fiscal year. The State's fiscal year is from July 1st through June 30th. GHFA shall possess 4 one (1) year option(s) to renew, which options shall be exercisable at the sole discretion of GHFA. Renewal will be accomplished through the issuance of a renewal letter. In the event that the contract(s), if any, resulting from the execution of the contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified services, GHFA may, with the written consent of the selected supplier, extend the contract(s) for such period of time as may be necessary to permit GHFA continued supply of the identified services. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this RFP states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

5. **General Business Requirements**

This section contains general business requirements. By submitting a response, the supplier is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the supplier’s submitted pricing.

Standard Insurance Requirements

If awarded a contract, the supplier shall procure and maintain insurance which shall protect the supplier and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The supplier shall procure and maintain the insurance policies described below at the supplier’s own expense and shall furnish the State Entity an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the supplier includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the State Entity.

The supplier is required to maintain the following insurance coverage’s during the term of the contract:

Standard Insurance Limits for Goods and Ancillary Services

- 1) Workers Compensation (WC): Statutory Limits – required in all contracts:
 - Bodily injury by accident - per employee \$100,000;
 - Bodily injury by disease - per employee \$100,000;
 - Bodily injury by disease – policy limit \$500,000.
- 2) Commercial General Liability Policy with the following minimum coverage:
 - Each Occurrence Limit \$1,000,000
 - Personal & Advertising Injury Limit \$1,000,000
 - General Aggregate Limit \$ 2,000,000
 - Products/Completed Ops. Aggregate Limit \$ 2,000,000
- 3) Automobile Liability
 - Combined Single Limit \$1,000,000

Additional Insured: The vendor shall add the “State of Georgia, its officers, employees and agents” as an additional insured under the commercial general, automobile and umbrella liability policies.

6. **Instructions to Offeror:**

6.1 Restrictions on Communicating with Staff

From the issue date of this RFP until the final decision is announced (or the RFP is cancelled), suppliers are not allowed to communicate for any reason with any GHFA staff except through the Procurement Agent named in section 6. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. GHFA reserves the right to reject the response of any supplier violating this provision. If you have any questions regarding the RFP or the attachments, please submit the questions to **Vermisha Guider** via email at solicitations@dca.ga.gov offeror will have one week after the issue of RFP to submit those questions. Suppliers are cautioned that GHFA may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section.

6.2 Failing to Comply with Submission Instructions

Responses received after the identified RFP schedule due date and time or submitted by any other means will not be considered. Only emailed responses to the Procurement Agent in section 6 will be accepted. Incomplete documents will not be considered.

6.3 Costs for Preparing Responses

Each supplier's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process is the sole responsibility of the supplier. GHFA will not provide reimbursement for such costs.

Please carefully review all information contained in the RFP, including all documents available as attachments or available through links. Any difficulty accessing or opening provided links or documents should be reported immediately to the Procurement Agent listed in section 6.

6.4 Preparing a Response

1. Use the provided worksheets (Mandatory Response, Mandatory Scored, and Cost Proposals) to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. Label any and all uploaded files using the corresponding section numbers of the RFP or any other logical name so that GHFA can easily organize and navigate the supplier's response.
5. Use caution in creating electronic files to be uploaded. If GHFA is unable to open an electronic file due to a virus or because the file has become corrupted, the supplier's response may be considered incomplete and disqualified from further consideration.
6. Use commonly accepted software programs to create electronic files. GHFA has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt). Unless the RFP specifically requests the use of another type of software or file format than those listed above, please contact the Procurement Agent listed in section 6 prior to utilizing another type of software and/or file format. In the event GHFA is unable to open an electronic file because GHFA does not have ready access to the software utilized by the supplier, the supplier's response may be considered incomplete and disqualified from further consideration.

6.5 Mandatory Requirements

As specified with each requirement listed in the Mandatory Response Worksheet, the supplier must indicate whether its RFP meets the individual requirements by marking either a "YES" or "NO" in the response block provided. A Pass/Fail evaluation will be utilized for all mandatory requirements. Ordinarily, to be considered responsive, responsible, and eligible for award, all questions identified as mandatory must be marked "YES" to pass. There may be rare instances in which a response of "NO" is the correct and logical response in order to meet the mandatory requirement (e.g., responding "NO" that the supplier does not possess any conflicts of interest). Otherwise, any mandatory questions marked "NO" will fail the technical requirements and will result in disqualification of the RFP. **DO NOT INCLUDE ANY COST/PRICING INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

6.6 Mandatory Scored Response

As specified with each requirement listed in the Mandatory Scored Questions, the supplier must indicate whether it will meet the individual requirement (if any) and provide a supporting narrative in the space provided. To be considered responsive, responsible, and eligible for award, any and all requirements identified in the Mandatory Scored Response Worksheet must be met. Failure to meet any mandatory scored requirements may result in disqualification of the proposals. The narrative description, along with any required supporting materials, will be evaluated and awarded points.

6.7 Additional Scored Responses

All items labeled “Additional Scored Responses” represent information that is requested by GHFA. Suppliers are encouraged to provide a thorough narrative description in the space provided in the **Additional Scored Response Worksheet**. Answers, along with any requested supporting materials, will be evaluated and awarded points.

6.8 Cost Proposal

Each supplier is required to submit a cost proposal as part of its response. The cost proposal will be evaluated and scored. By submitting a response, the supplier agrees that it has read, understood, and will abide by the following instructions/rules:

1. The submitted cost proposal must include all costs of performing pursuant to the resulting contract.
2. In the event there is discrepancy between the supplier’s unit price and extended price, the unit price shall govern.
3. In the event there is a discrepancy between (1) the supplier’s pricing as quoted on the RFP provided cost worksheet and (2) the supplier’s pricing as quoted by the supplier in one or more additional documents, the former shall govern.
4. The prices quoted and listed in the cost proposal shall be firm throughout the term of the resulting contract, unless otherwise noted in the RFP or contract.

6.9 Scoring Criteria

The evaluation is comprised of the following:

Category	Criteria	Points
Cost	1. Cost of proposed products and/or services	40 points
Technical/Proposal Factors	2. "Mandatory" Requirements	Pass/Fail
Technical/Proposal Factors	3. "Mandatory Scored" and "Additional Scored" Responses	60 points
Total		100 points

By submitting a response to the RFP, the Offeror is acknowledging that the Offeror:

- Has read the information and instructions
- Agrees to comply with the information and instructions contained herein
- Documents are to be submitted in accordance with 5.4 (6) excluding the Excel spreadsheet. Please do not change the format or alter the spreadsheets.

7. Procurement Agent Contact Information:

Vermisha Guider
solicitations@dca.ga.gov

8. List of Attachments

The following documents listed below make up this RFP. Any difficulty accessing the following documents should be immediately reported to the Procurement Agent in Section 7.

1. Attachment A – RFP Template Tenant File Review Services
2. Attachment B – Scope of Work Tenant File Review Services
3. Attachment C – Mandatory Questions Worksheet – Tenant File Review Services
4. Attachment D – Mandatory Scored Questions – Tenant File Review Services
5. Attachment E – Cost Rate Schedule Tenant File Review Services
6. Attachment F – DCA Services Agreement Template

7. Attachment G – Tax Compliance Form
8. Attachment H – Certificate of Non-Collusion
9. Attachment I – Contractor Affidavit
10. Attachment J – Anti-Boycott Legislation Compliance Affidavit
11. Attachment K – Bidders/Offerers' Conference Announcement
12. Attachment L – Checklist of Required Documents

**** Any documents indicated in Sections 6.5, 6.6, and 6.7 of this RFP must be returned as a part of the response by the supplier. Failure to supply the completed document(s) will deem the supplier as non-responsive.