

The Brunswick Housing Authority

Request for Proposal

Resident Services

August 15, 2022

The Brunswick Housing Authority (BHA) is soliciting proposals for Resident Services to serve its Public Housing residents.

Background:

The BHA is a public housing agency with administrative offices located at 1126 Albany Street, Brunswick, GA 31520. BHA provides quality, affordable housing assistance programs to low-income families residing in its service area. BHA administers the following programs (with most recent funding level/eligibility shown for Federal programs):

- Low Income Public Housing (589 units)
- Capital Fund Program (with CFFP)
- Housing Choice Voucher Program (750 vouchers)
- Business Activities (including privately owned apartments (51 units), and participation in joint venture and tax credit property)
- Component Unit (non-profit organization)

BHA is governed by a five-member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of BHA. The accounting function is performed by the Director of Finance, who reports to the Executive Director.

Term of Contract:

BHA is requesting proposals to start fiscal year 2022. Continuation of services will be afforded upon successful delivery of services. In the event that the proposer does not execute services as expected a thirty (30) termination will be imposed.

Scope of Services

BHA intends to award a contract that provides the following residential support services:

- Provide individualized support services or program assistance.
- Provide independent living skills support for residents 16 years of age and older.
- Provide an assessment outcome in accordance with O.C.G.A.
- All outcome assessments will include service plans for residents.
- Assist residents in developing independent living skills to include:
- Personal Care- Health/Medical/food/clothing/money management/safety/community resources/transportation, and legal services.
- Provide Psychosocial decision making skills, relationship building, parenting, sexuality, self-image, communication, response to authority, and conflict resolution.

- Assist with all level of education needs such as: basic or general needs, high school graduation, vocational training, preparation for higher learning opportunities when possible, and build partnerships with educational institutions
- Provide employment and money management assistance to include job networking, work habits, money management training and developing, resume writing, and interviewing techniques

General Requirements

Interested parties responding to this RFP must submit the following information in their proposal:

- Minimum of 3 years working with or for a public housing authority or similar demographic.
- Experience working with federal organizations for rehabilitation and or economic development.
- Experience in re-entry work as it relates to justice advocacy.
- Previous experience working with nonprofit organizations.
- Established experience in community development.
- Names and credentials of the people in the organization who will be assigned to BHA and the percentage of time to be spent by each.
- A listing of Housing Authorities currently under contract with the organization and or low to very low income communities that have been serviced by said person(s) or organization(s).
- A description of the services that the firm offers in response to the Scope of Services section outlined above.
- A fee estimate for each contract year, and an hourly rate for any additional as-needed services.

Proposal Submission and Award

Proposers must submit three copies of their proposal. Proposals must be signed, sealed, and received in completed form. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer. Proposals will be accepted until 4:00 pm on Monday, September 19, 2022, either mailed or hand delivered to the attention of:

Brunswick Housing Authority Jaimmie Howes, Director of Human Resources
 1126 Albany Street OR PO Box 1118
 Brunswick GA 31520 Brunswick GA 31521

Proposals must be clearly marked "RFP- Resident Services". Once submitted, all proposals become property of the BHA.

All proposals received by the deadline set forth in this RFP shall be evaluated by a review committee consisting of members of BHA staff. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

- **Mandatory Requirements (25 points)**
The organization has met the minimum requirements and has provided references.
- **Technical Requirements (50 points)**
Knowledge of low and very low income communities. Ability to provide the required services stated in the terms of the contract. Meets all general requirement with no substitutions.

- Fee Structure (25 points)

Month fee for contracted services should be provided.

The Review Committee will review all proposals submitted by the deadline and will make a recommendation that will be presented to the Board of Commissioners. A contract shall be awarded in accordance with the terms and conditions of this RFP to the respondent whose proposal is most advantageous to the BHA considering the requirements outlined above. The BHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of the BHA.

Certifications and
Representations of
Offerory

Non-Construction Contract

Public reporting burden for this collection of Information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for non-construction contracts awarded by Housing Agencies (HAS). The form is used by bidders/offertory to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAS would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offertory represents and certifies as part of its bid/ offer that, except for full-time bona fide employees working solely for the bidder/offertory, the bidder/offertory:

(1) has, has not employed or retained any person or company to solicit or obtain this contract;

(2) and bas, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage,

(c) brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offertory shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offertory shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offertory represents and certifies as part of its bid/ offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a

(b)

concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

Black Americans Asian Pacific Americans
 Hispanic Americans Asian Indian Americans
 Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offertory certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
 - (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.
- (b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:
- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
 - (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
 - (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however,

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

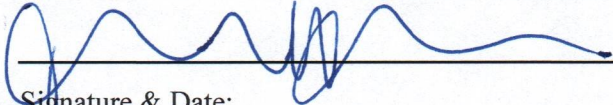
to subparagraphs (a)(1) through (a)(3) above; and

participated, and will not participate, in any action contrary

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification


 Signature & Date:

Jaimmie Howes

Typed or Printed Name:

Director - Human Resources

Title:

terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):