



Request for Proposals Housing Voucher Processing

Issuance Date: August 2, 2022

Proposals must be submitted no later than 5:00pm (EST)
August 12, 2022

Submit to:
Ohio Housing Finance Agency
Janice Wildermuth, Purchasing Supervisor
FinRFP@ohiohome.org

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1. Guidelines for Request for Proposals

1.1 Introduction

The Ohio Housing Finance Agency (OHFA) is seeking proposals from entities qualified to perform monthly housing voucher processing for OHFA's 811 Project Rental Assistance Program (Ohio 811) and Ohio Department of Medicaid Subsidy Demonstration Program (ODMSD). These programs provide the opportunity for individuals who are extremely low income and living with a disability to live as independently as possible by subsidizing rental housing opportunities and providing access to supportive services through the Ohio Medicaid Plan. Rental assistance covers the difference between 30 percent of the resident's income and the unit's 50 percent AMGI rent level calculated for the Ohio Low Income Housing Tax Credit program.

Voucher processing services are being sought for the period of October 1, 2022 through June 30, 2026.

1.2 Schedule of Events

OHFA has established the following schedule for selection of the firm:

<u>Event</u>	<u>Date</u>
RFP issuance date	August 2, 2022
Written questions from applicants	August 5, 2022
Responses to applicant questions	August 9, 2022
Proposals due	August 12, 2022, 5:00 pm (EST)
Respondent Interviews, if required	August 25, 2022
Confirmed selection by OHFA Board	September 21, 2022
Agreement for Services executed	September 22, 2022
Start date of services	October 1, 2022

The above schedule is subject to change upon notification on OHFA's website, <http://www.ohiohome.org>.

1.3 Submission of Written Questions

It is the policy of OHFA to accept questions and inquiries from all potential respondents. All questions and inquiries shall be in writing; no verbal inquiries will be honored. Potential respondents may submit their questions or inquiries via e-mail to FinRFP@ohiohome.org (Subject: Housing Voucher Processing RFP).

All written questions or inquiries are due by 5:00 pm (EST) on Friday, August 5, 2022. OHFA expects to respond to all questions and inquiries by 5:00 pm (EST) on Tuesday, August 9th, 2022. OHFA reserves the right to decline to respond to any question or inquiry that will cause an undue burden or expense for OHFA or which OHFA deems unnecessary for purposes of responding to this RFP. OHFA will post all questions or inquiries with answers on its website at www.ohiohome.org.

1.4 Verbal Communication regarding RFP is prohibited

Verbal communication from any potential respondent regarding this RFP to OHFA staff and/or OHFA Board members is prohibited throughout the RFP process until the engagement is approved by the OHFA Board.

1.5 Submission of Proposals

One electronic copy of the proposal must be received by 5:00 pm (EST) on August 12, 2022. Proposals may be emailed in Adobe PDF format to FinRFP@ohiohome.org (Subject: Housing Voucher Processing RFP).

Proposals received after the specified date and time will not be eligible for consideration. Any respondent who wishes to confirm receipt of their proposal may contact OHFA by e-mail at FinRFP@ohiohome.org. Upon request, OHFA will respond by e-mail to confirm the receipt of the proposal.

1.6 Right to Request Additional Information

OHFA reserves the right to request any additional information to assist in the review process, including requiring oral presentations to OHFA staff members, OHFA Evaluation Team, and/or Board.

1.7 Right to Reject Proposals and Cancel RFP

OHFA reserves the right to reject any and all proposals at any time. OHFA reserves the right to cancel, withdraw, modify or reissue this RFP at any time for any reason.

In connection with this RFP, OHFA reserves the right to waive any technicalities and make any award(s) that is determined to be in the Agency's best interests.

1.8 Award of RFP

The RFP will be awarded to the firm that OHFA determines will provide the most beneficial combination of qualifications and experience, understanding of the Housing Voucher Process services needed, assurances and availability of key personnel, and reasonableness of fee proposal relative to proposed work. OHFA will post on its website the firm selected to be awarded the contract after formal Board approval on or about September 21, 2022.

1.9 Agreement for Services

The firm selected to provide the services described in this RFP would be expected to complete and submit an agreed upon Agreement for Services covering the Scope and Terms of this RFP. The Agreement for Services will begin on October 1, 2022 and expire June 30, 2026.

2. Scope of Services

2.1 Services Required

OHFA is seeking proposals from entities qualified to perform monthly housing voucher processing relating to the Ohio 811 Program and ODMSD Program.

- 1) Ohio 811 Program
Rental Assistance Amount:
Rental assistance covers the difference between 30 percent of the resident's income and the unit's 50 percent AMGI rent level calculated for the Housing Tax Credit program. The total rent cannot exceed the fair market rent published by HUD.
- 2) HUD Vouchering-
Vendor will receive HUD Form 50059 ("child voucher") and HUD 52670-A Part 2 Special Claims from participating property owners to the vendor's TRACS mailbox from owners' TRACS compliance software, (e.g. Yardi, Bostonpost, OneSite). The vendor will verify that all information on the child voucher is correct and build HUD Form 52670 (the "parent voucher"), submitting the parent voucher to HUD contacts, and transmitting the voucher to TRACS.
- 3) Rental Assistance Contract Period-
OHFA and the selected owners of Housing Tax Credit developments will enter into a 20-year Rental Assistance Contract (RAC). The Section 811 PRA funding guarantees the rental assistance program for the first five years. The balance of the contract will be funded based on annual federal appropriations.
- 4) Units Projected-
OHFA currently has 444 Ohio 811 units in 70 developments under contract with approximately 300 units leased and reporting each month.
Around mid-2022, OHFA will begin identifying and committing approximately 240 additional units to the program. One hundred and twenty of those units are estimated to be constructed and begin to lease by the end of 2024. The remaining 120 units will come on line at the end of 2025.
- 5) Requested Services-
 - a) Host a TRACS/iMAX mailbox ID to receive HUD Form 50059
 - b) Review, edit, and certify HUD Forms 50059
 - c) Roll up child vouchers into monthly parent voucher
 - d) Use of the most current release of TRACS software
 - e) Submit parent vouchers to HUD staff and TRACS
 - f) Provide set-up assistance to new users.
 - g) Provide limited OHFA staff assistance as needed,

- 6) ODMSD Program-
The Ohio Department of Medicaid Subsidy Demonstration Program is a small-scale rental subsidy program administered by OHFA and designed to offer rent subsidies to Ohioans with disabilities so that they can live independently in their communities. The program was designed to replicate many aspects of the Ohio 811 Program. However, as a non-HUD program, the 26 monthly subsidy payments will need to be calculated and verified manually.
- 7) Rental Assistance Amount-
Rental assistance covers the difference between 30 percent of the resident's income and the unit's 50 percent AMGI rent level calculated for the Housing Tax Credit program. The total rent cannot exceed the fair market rent published by HUD.
- 8) Rental Subsidy Contract Period-
OHFA and the selected owners of Housing Tax Credit developments are in the third and fourth year of a 15-year contract.
- 9) Units Served:
OHFA currently serves 26 households in eight developments throughout the state through the ODMSD Program. No new units are anticipated.
- 10) Requested Services:
 - a) Tenant Certifications at move-in and annual recertifications.
 - b) Manual monthly Voucher Processing
 - c) Monthly reporting to OHFA
 - d) Provide set-up assistance to new users.

2.2 Other Services

- 1) Ongoing technical assistance to owners in submitting child-level vouchers and correcting any identified errors
- 2) Ongoing technical assistance to OHFA in entering new projects into HUD's Secure Systems

3. Required Information to be provided in Response to Proposal

3.1 Qualifications and Experience of Firm

Please describe your firm's experience providing Housing Voucher Processing services in general, and specifically with regard to state level housing agencies. The description of your firm should include, but is not limited to, the following:

- a) Location and size (include both location of headquarters and location of Ohio office, if applicable)
- b) Number of years of operation
- c) Organizational structure
- d) Number of years' experience providing rental assistance payment processing services
- e) List of current clients and length of service

3.2 Qualifications and Experience of Key Personnel

Designate the individual(s) who will be assigned to OHFA for this work. Provide a brief description of their relevant experience, expertise, and office location.

3.3 Firm References

Provide the names and contact person(s) for at least three state level housing finance agencies for which your firm has provided Housing Voucher Processing services.

3.4 Methodology and Approach

Describe in detail the efforts your firm will undertake to satisfy each of the requirements of Section 2, Scope of Services. Indicate if any additional tasks are necessary and/or advisable.

3.5 Cost Proposal

Outline the fee schedule for the four-year contract period using the following cost breakdown:

- Startup Fee, (if applicable)
- Annualized Ongoing Maintenance Costs
- Annualized Per Unit or Per Project Costs
- Other Associated Annualized Costs

OHFA will use these inputs in its projections to determine the total contract costs to ensure comparability among potential vendors.

3.6 Other Qualifications

Provide any other qualifications that should be considered.

4. Evaluation Process

4.1 Minimum Evaluation Requirements

The OHFA Evaluation Team will evaluate the responses to this RFP. Each proposal will be reviewed to ensure that the respondent has complied with each section of this RFP and followed the formatting, organizational and submission requirements as described in this RFP.

4.2 Evaluation Criteria

Factors to be considered by the team may include, but are not be limited to, the following:

Section 2.1 - Services Required
Section 3.1 - Qualifications and Experience of Firm
Section 3.2 - Qualifications and Experience of Key Personnel
Section 3.3 - Firm References
Section 3.4 – Methodology and Approach
Section 3.5 – Cost Proposal
Section 3.6 – Other Qualifications

5. Proposal Format and Submission

5.1 Proposal Organization and Format

OHFA requires the applicant to follow the formatting described below when submitting their proposal:

- a) An electronic version of the response must be submitted in portable document format (pdf).
- b) Proposals will be organized and presented in order with the section headings and numbers as assigned in the RFP.
- c) Each response to this RFP will include as the cover page a Letter of Transmittal. See Exhibit A for the format of the Letter of Transmittal.
- d) Each response to this RFP will include as the second page a Table of Contents.

5.2 Submitting the Proposal

OHFA requires the applicant to submit one electronic copy of the proposal as explained in Section 1.5. By submitting a proposal, the applicant agrees to the following:

- a) All materials submitted become the property of OHFA and shall be public information unless a statutory exception exists which would thereby determine that such information cannot be released to the public. If you have information in your proposal that you believe is an exemption to the public records laws you must identify each and every occurrence of the information in the proposal on a separate page titled "Exemptions to the Public Records Law".
- b) Applicants will respond to all requirements in this RFP and comply with any terms and conditions outlined in the RFP. Failure to do so may result in disqualification of the proposal.
- c) All costs incurred in preparation of a proposal shall be borne by the applicant.
- d) If during the evaluation process it becomes necessary to make further distinctions between certain applicants, OHFA may request certain applicants to make oral presentations of proposals to OHFA staff members, and/or an OHFA Evaluation Team.
- e) Proposals received after the deadline will not be reviewed. Applicants are advised that there will be no opportunity to correct mistakes or deficiencies in their proposal after the submission deadline. Proposals that are missing required forms and or information may not be evaluated. It is the sole responsibility of the applicant to ensure its proposal is complete, accurate, responsive to the requirements, and received on time.