

AGENCY REQUEST FOR QUOTE

Request for Quote (RFQ) to Develop Housing Choice
Voucher (HCV) Mobility Implementation Plan



Division of Housing and Community Resources
Housing Assistance Office

October 2024

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1.0 Purpose and Intent:

This Request for Quote (RFQ) is issued by the Department of Community Affairs, Division of Housing and Community Resources (“Department”). The purpose of this RFQ is to solicit quotes from qualified Bidders to provide services related to the development of a Housing Choice Voucher (HCV) Mobility Implementation Plan (“the Plan”) as described in Section 2.0 Scope of Work.

2.0 Scope of Work:

Contractor shall, under the direction of the Housing Assistance Office, provide consultancy services related to the development of a Housing Choice Voucher (HCV) Mobility Implementation Plan. HUD’s Housing Mobility Programs are a series of policies and services that includes administrative policies, client support services, financial assistance, and owner outreach activities aimed at helping Housing Choice Voucher (HCV) holders move into and maintain residency in Opportunity Areas as defined as middle- and high-income areas. HUD has increased its efforts in supporting mobility programs across the country. In furtherance of this effort, HUD has provided administrative fees for the development of PHA’s housing mobility-related services plans (HMRP).

The Contractor shall consult with and assist the Housing Assistance Office, in evaluating prior mobility plans and completed opportunity areas data analysis as a starting point for devising an implementation plan. The Plan must be an actionable and scalable plan for implementing housing mobility-related services, including a sustaining staffing and funding strategy.

Contractor will work with the Housing Assistance Office in developing the Plan that at least meets HUD’s minimum requirements for the grant and goals set by the Housing Assistance Office which includes:

- A description of the PHA’s commitment to helping HCV families with children up to six (6) years old access opportunity areas throughout the regional rental market, including outside the PHA jurisdiction through portability or partnerships;
- Listing of identified opportunity area designations and a map;
- Services to be offered and whether they would be provided in-house or through a third-party provider;
- Target number of families to be served monthly and annually;
- Description of how the PHA will ensure PHA payment standards are adequate in identified opportunity areas;
- Administrative policy changes adopted, or to be adopted, by the PHA that help support and maintain moves to opportunity areas including supporting policy and program infrastructure templates;
- Marketing Plan including outreach and engagement template materials; and
- A discussion of current and potentially available funding sources that could be leveraged to implement the HMRP.

In the development of The Plan, with assistance from the Housing Assistance Office, the Contractor must engage staff, community partners, and program participants in the planning process. The NJ

Department of Community Affairs is a Statewide PHA and serves over 24,000 households across the State. Bidders must therefore demonstrate significant experience in working with a statewide and/or large city or multi-community mobility programs. Working with PHAs on a national level is desired.

Contractor may be tasked with performing additional services as it relates to the development of the Implementation Plan and other state guidance. Contractor shall adhere to the State's Standard Contract Terms and Conditions and all applicable federal and state statutes, regulations, and policies.

The Housing Assistance Office may award this contract to up to one Contractor. Contractor will adhere to the labor and expense rates quoted in their proposals with hours varying according to the nature of the engagement, which will constitute the not-to-exceed total for that Task Order.

Total payment for all Task Orders for this project will not exceed \$60,000.

3.0 Contract Terms and Payment

3.1 Contract Deliverables

The Contractor shall complete the required deliverables for the development of The Plan that will be enumerated in Task Orders and may include the following:

- Review of prior plans and opportunity areas data analysis and provide any recommendations for changes.
- Engagement of NJDCA PHA staff, community partners, and HCV participants to provide input into the mobility services planning and program services.
- Development of a mobility services implementation plan with program recommendations for services, staffing, administrative policies, and funding.
- Review with Housing Assistance Office and complete revisions as deemed necessary by the Office.
- Provide finished Implementation Plan with associated policies and templates (i.e. job descriptions; marketing materials; program infrastructure documents, etc.) that move the PHA towards implementation.

The Contractor shall participate in status calls with the Housing Assistance Office to review each submittal prior to submission of deliverables.

3.2 Contract Term/Extensions/Transition

The term of this Contract shall be six (6) months. The Contract may be extended for up to three (3) one (1) month options. The Contract for this RFQ consists of this RFQ, the State of New Jersey Standard Terms and Conditions ("SSTC"), the Waivered Contracts Supplement to the SSTC, and the successful Bidder's Quote. The SSTC will apply to this Contract, in addition to the terms and conditions otherwise set forth in this RFQ. Both should be read in conjunction, unless the RFQ indicates otherwise.

Within seven (7) days of award, the Contractor(s) shall conduct a kick-off meeting with the Housing Assistance Office to finalize processes and procedures, discuss potential engagements, and complete any outstanding administrative items. The State expects the Contractor to be ready to begin assignments after three (3) weeks of award.

3.3 Task Orders

The Housing Assistance Office will issue a Notice to Proceed letter reflecting the authorized scope of work, deliverables, and timeframe for completion, authorized for each Task Order. Any work undertaken without such authorization is at the Contractors' risk.

3.4 Payment

Payment shall be made in accordance with the SSTC. Contractor will submit pricing for each Task Order, including the NTE amount, based on the Scope of Work contemplated in the Task Order. The State will pay the Contractor after the Contractor has completed the Task Order and submitted the required deliverables. All work performed under Task Orders for the RFP will not exceed \$60,000 in total.

4.0 Bidding Process

4.1 Question and Answer Period

The State will accept questions up to ten (10) business days after the posting of the solicitation, or 2:00 pm on November 6, 2024. Bidders shall send their Questions via email to:

colleen.velez@dca.nj.gov

The Department will post the questions and answers on the DCA website in an Addendum to the RFQ on a rolling basis. Any Addendum to this RFQ will become part of this RFQ and part of any subsequent Contract.

Questions regarding the SSTC, specifically incorporated herein, and exceptions to mandatory requirements, must be posed by prospective bidders during the Question-and-Answer period and should also contain suggested changes. Quotes that are submitted with any terms that conflict with the RFQ terms, the SSTC, or the Waivered Contracts Supplement to the SSTC will render a quote non-responsive.

4.2 Contents of Quote

The Quote shall include a discussion of the Bidder(s)' approach and plans for accomplishing the work outlined in Section 2.0, Scope of Work, on-time and within budget. In narrative form, the Bidder must set forth its understanding of the requirements of this solicitation and its approach to successfully complete the Contract. Mere reiterations of the tasks and deliverables in the solicitation are strongly discouraged since this does not provide insights into the Bidder(s)' approach to complete the Scope of Work.

The Department needs to determine that the Bidder(s)' plan to complete the Scope of Work are realistic, appropriate, and attainable for completion of the project within a tight deadline.

The Bidder(s) shall identify the key personnel who will manage this project and perform the Scope of Work and include their resumes with the Quote. The narrative shall also include the Bidder(s)' relevant experience, along with a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder's ability to successfully complete the work required by this RFQ.

Bidders must complete the forms provided via the link below and submit them with their Quotes along with any certificates identified below. Bidder are required to complete and submit the following forms. All required forms are found at the following link:

<https://www.state.nj.us/treasury/purchase/forms.shtml>:

- Ownership Disclosure Form
- Disclosure of Investigations and Other Actions Involving Bidder Form
- Disclosure of Investment Activities in Iran Form. Pursuant to N.J.S.A. 52:32-55, contractor must attest that the contractor, or any of its parents, subsidiaries, and/or affiliates, is neither engaged in certain investment activities in Iran nor identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran
- Source Disclosure Certification Form - For all purchases that are primarily for services, the contractor must comply with N.J.S.A. 52:34-13.2 (also known as EO 129) and file a source disclosure certification with the agency. It is the agency's responsibility to determine if the contractor complies with N.J.S.A. 52:34-13.2, i.e., that the contractor will provide the services within the United States.
- MacBride Principles Certification Form
- Vendor Certification and Political Disclosure Form/Two Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contribution Form - In addition, for all purchases exceeding \$17,500, whether singly or in the aggregate, the contractor must comply with N.J.S.A. 19:44A-20.13 et seq. (formerly known as Executive Order (EO) 134).
- Affirmative Action Form - A New Jersey Certificate of Employee Information or a copy of the Federal Letter of Approval verifying the contractor is operating under a federally approved or sanctioned Affirmative Action program (Verification of Affirmative Action compliance may also be obtained through the VINF screen on MACSE)
- State of New Jersey Standard Terms and Conditions
- Proof of NJ Business Registration. Contractors must have a valid Business Registration Certification to be eligible to do business with the State of New Jersey.
- Proof of Insurance (ACORD form) as indicated by the New Jersey Standard Terms and Conditions for DPAs.
- Certification of Non-Involvement in Prohibited Activities in Russian or Belarus
- State of New Jersey Standard Terms and Conditions
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions

As noted above, Bidder(s) is subject to the SSTC and the Waivered Contracts Supplement to the SSTC, also provided via the links below:

<https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

4.3 Instructions for Quote Submission

Bidder(s) shall submit Quotes no later than **5:00 pm on November 15, 2024**, and include, at minimum, the plan to accomplish the Scope of Work provided in Section 2.0, relevant experience of the firm and the staff who will perform the Scope of Work, expected expenses and pricing rates, and the required forms.

Bidders may submit quotes via email to colleen.velez@dca.nj.gov or deliver “hard copies” to:

Colleen Velez
Department of Community Affairs
Division of Housing and Community Resources, 5th Floor
101 South Broad Street
Trenton, New Jersey 08625

5.0 Award Methodology

The Department will award the Contract to one (1) Contractor that receive the highest point total from the Evaluation Committee and whose Quotes, conforming to this RFQ, are the most advantageous to the State, price and other factors considered. The State intends to conduct a comprehensive, fair, and impartial evaluation of all Quotes received. All Quotes will first be reviewed to determine responsiveness and non-responsive Quotes will be rejected without Evaluation. The State may also reject any Quote that is incomplete or where there are significant inconsistencies or inaccuracies.

The State reserves the right to negotiate price reductions or request Best and Final Offers with the Bidder(s).

5.1 Evaluation Process

Quotes will be evaluated by the Evaluation Committee, composed of members from the Department and the Housing Assistance Office. For evaluation purposes, Bidders will be ranked from lowest to highest according to the total Quote price located on the Pricing Worksheet that accompanies this RFQ.

In addition to price, the Evaluation Committee will evaluate Quotes based on the following technical factors, according to the pre-determined weight below:

- Personnel: The qualifications and experience of the Bidder’s management and key personnel assigned to this project (up to 20 points);
- Experience of the Contractor(s): The Bidder’s documented experience in successfully completing projects of a similar size and scope (up to 50 points); and
- Ability of the Contractor(s) to complete the Scope of Work: The Bidder’s demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents

an approach that indicates the technical requirements of the Contract could be met successfully and, importantly, within deadline (up to 30 points).

5.2 Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Committee also reserves the right to waive a requirement provided that the failure to comply with the mandatory requirement does not materially affect the procurement of the State's interests associated with the procurement.