

**GEORGIA HOUSING AND FINANCE AUTHORITY  
60 Executive Park South, NE  
Atlanta, GA 30329**

**REQUEST FOR PROPOSALS ("RFP")**

**Tenant File Review Services for  
Affordable Multifamily Housing Programs  
Issued September 23, 2019**

Proposals with all required documentation must be submitted no later than 4:00PM Eastern Daylight Time, Friday, October 11, 2019.

**I. Statement of Purpose**

The Georgia Housing and Finance Authority ("GHFA") seeks to procure the services of a contractor ("Contractor") for the provision of reviewing tenant files for compliance with the rules and regulations of GHFA's various multifamily affordable housing programs. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of the State government.

**II. Overview of DCA's Administration of Tenant File Reviews**

DCA's Office of Portfolio Management monitors housing projects that are part of GHFA's various multifamily affordable housing programs for compliance with federal regulations and program rules. As part of the monitoring process, DCA periodically reviews the tenant files of each project for accuracy and compliance with all applicable program rules and regulations. DCA has undertaken the responsibility of engaging a Contractor to conduct the compliance monitoring of tenant files on DCA's behalf.

**III. Schedule of Events**

The schedule of events\* for this RFP is as follows:

- Advertise RFP: September 23, 2019 - October 11, 2019
- Proposals Due (receipt by GHFA): October 11, 2019 (by 4:00PM EDT)
- Selected for Oral Presentations (if GHFA deems necessary): Week of October 21, 2019
- Announcement of Selected Consultant(s): no later than October 30, 2019

\* Dates are approximate and may change as needed.

#### **IV. Proposal Submittal Instructions**

- A. The Proposal should be prepared in a straightforward and concise manner, detailing the respondent's capabilities to satisfy the requirements of this RFP.
- B. All Proposals shall be submitted electronically to: [RFP@dca.ga.gov](mailto:RFP@dca.ga.gov).
- C. All proposals must include a transmittal letter on the respondent's stationery, signed by an individual who is authorized to bind the company to all statements in the proposal and the services and requirements as stated in the RFP. If any addendum or amendments have been issued to this RFP, the respondent shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the GHFA will communicate all information regarding this RFP. Please include the phone and e-mail address for this individual. The transmittal letter should clearly state that the proposal is in response to the **Affordable Multifamily Housing Tenant File Review RFP**.
- C. If there are any questions related to this RFP, please send them via email to Nick Sexton at [Nick.Sexton@dca.ga.gov](mailto:Nick.Sexton@dca.ga.gov) and Vanessa Saint-Louis at [Vanessa.Saint-Louis@dca.ga.gov](mailto:Vanessa.Saint-Louis@dca.ga.gov). All questions are due by October 7, 2019 by 4:00PM, Eastern Daylight Time. Phone calls will not be accepted.
- D. All questions and answers will be posted on the Georgia Department of Community Affairs web page at:  
  
<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/asset-management/request-proposal-rfp>  
  
Only written responses or statements posted on the website will be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA or DCA. Since answers to questions posted on the DCA web page listed above are binding on respondents and are made a part of this RFP, respondents should continually visit the web page during the advertisement period for updated information.
- E. Proposals will be evaluated based upon the responses to the specific items outlined in Section VII and the evaluation process outlined in Section XI. Although GHFA reserves the right to contact respondents and ask them for required information omitted from the proposal, proposals that omit requested information or exceed requested parameters may be rejected as non-responsive.

## **V. Minimum Qualifications**

The following qualifications must be met to be considered for a contract award:

- A. The Contractor shall have a minimum five (5) years of experience reviewing tenant files for compliance with federal affordable housing programs, including recent experience reviewing tenant files for compliance with the federal Low-Income Housing Tax Credit program (LIHTC), the federal HOME Investment Partnership Program (HOME), and the National Housing Trust Fund program (NHTF).
- B. Any key personnel assigned to the Contract shall have a minimum of two (2) years of recent experience reviewing at least 500 tenant files for compliance with LIHTC and HOME. Preference will be given to those respondents with experience reviewing the tenant files of properties with both HOME and LIHTC restrictions.

## **VI. Scope of Tenant File Review Services Under This RFP**

The scope of services expected from the Contractor in connection with this RFP shall include, but shall not be limited to, the following:

- A. Conduct a 3rd party review of tenant files (“Reviews”) submitted by GHFA. Contractor will review files for compliance with the housing program(s) indicated by GHFA. Areas of specific examination will include the following as applicable to the regulatory requirements of each specified funding program: household composition; student status; timely, complete and appropriate state/program required forms; timely, complete and appropriate income and asset verification; accurate income and asset calculation; timely, complete and appropriate expense and deduction verification; accurate and complete Income Certification form; lease compliance; rent limitations; and correct utility allowance.
- B. Producing the following documentation to be included with the final Review:
  - 1. A completed worksheet provided by GHFA or DCA; and
  - 2. Any supplementary documentation deemed necessary by the Contractor.
- C. Communicating with DCA staff on progress and issues related to the successful completion of a Review, which includes, but is not limited to:
  - 1. Participating in meetings and conference calls with DCA staff as needed;
  - 2. Coordinating with DCA staff for any incomplete or missing documentation necessary for the Review; and

3. Working at the direction of DCA staff on all tasks assigned pursuant to services under this RFP.

DCA estimates that approximately 500 files per month will be given to the selected Consultant(s) for review. This estimate is provided solely to aid respondents in preparing their Proposals to this RFP and should not be relied on as guaranteeing a minimum or maximum amount of work under a future contract entered into by respondent and GHFA pursuant to this RFP. Respondents should be prepared to accommodate a fluctuating work load each month.

## **VII. Proposal Content Requirements**

All Proposals must contain the following information and relevant documentation in the order outlined below:

### **A. Minimum Qualifications**

The Consultant shall demonstrate that it meets the qualifications outlined in Section V.

### **B. Executive Summary – Scope of Work**

The respondent shall condense and highlight the contents of the Proposal in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the respondent’s understanding of the contents of the RFP and of the how the respondent’s proposal meets the scope of services outlined.

### **C. Summary of Experience and General Capability**

1. Experience. The respondent shall provide an overview of its experience rendering services similar to those outlined Section VI of this RFP and how that experience is related to this RFP. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to a future contract with GHFA. Resumes, brochures, and other relevant documentation may be included in this section.
2. References. The respondent must provide the names, addresses, telephone numbers, and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. GHFA reserves the right to contact any known current or former client.
3. Samples. Ten (10) samples of actual tenant file reviews already provided to clients. Samples of Georgia properties are preferred, but are not required. All identities and confidential information contained in the

samples must be redacted. At a minimum, respondent should submit the following as part of their work-product samples:

- a) Tenant Income Certifications;
- b) Document(s) used to report findings to client; and
- c) All supporting documentation for the above items.

#### **D. Financial Capability**

A respondent must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available, the respondent shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the respondent may supplement its response to this Section by including one or more of the following with its response:

- 1. Dunn and Bradstreet Rating;
- 2. Standard and Poor's Rating;
- 3. Lines of credit;
- 4. Evidence of a successful financial track record; and
- 5. Evidence of adequate working capital.

#### **E. Work Plan**

The respondent shall provide a work plan presenting how the services described in this RFP will be provided by the respondent should the respondent be awarded a Contract. At a minimum, the Work Plan shall include the following:

- 1. The respondent's understanding of the services to be provided;
- 2. A reasonable estimate of how quickly the respondent can provide the completed services outlined in Section VI of this RFP;
- 3. The respondent's capacity to accommodate a fluctuating workload;
- 4. The respondent's approach to managing the performance of work, including overall organization and support resources;
- 5. The tasks and methods to be utilized in completing the required services described in Section VI of this RFP; and

6. The data security and privacy controls that will be employed by the respondent during the performance of any contract resulting from this RFP.

#### **F. Key Personnel**

Identify the specific key individuals being proposed for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI of this RFP. If the personnel are not employees of the respondent, indicate the relationship with the respondent and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background;
2. Relevant general experience; and
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V of the RFP.

#### **G. Conflict of Interest**

Respondents shall consider any conflicts of interest which presently exist or which may arise if the respondent is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

Respondents shall provide in their Proposal a list of all relationships that may constitute a material conflict of interest.

If during the term of the Contract the Contractor becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Contractor shall disclose same, in writing, within five (5) business days from the time the Contractor becomes aware of the relationship. It shall be DCA's responsibility to determine whether the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

#### **H. Price Proposal**

A description of pricing must be provided. The price proposal may include various pricing structures, but must include a rate-per-file quote and should be as detailed as possible to enable GHFA to appropriately budget for services under this RFP.

#### **I. Certification Statements**

Respondents should attach to their submitted proposals the completed certification statements and Immigration and Security Affidavit found in Section XV.

### **VIII. Non-Binding RFP**

The expectations, plans, and requests expressed in this RFP are not to be considered a commitment or contract in any way. This RFP does not require GHFA or DCA to pay any costs incurred in the preparation or mailing of a Proposal.

### **IX. Reservation of Rights**

In connection with this RFP, and the services to be provided by the Contractor selected pursuant to this RFP, GHFA reserves the right to:

1. cancel this solicitation at any time;
2. reject any or all proposals;
3. waive minor deficiencies and informalities;
4. request additional information from respondents prior to final selection; and
5. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the underwriters.

### **X. Georgia Open Records Act and Program Accessibility**

- A. Georgia Open Records Act. The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 et. seq.) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFP is subject to the Georgia Open Records Act. By submitting a response to this RFP, respondents acknowledge that this RFP is subject to the Georgia Open Records Act.

- B. Accessibility. GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact Gwen Walton at [Gwen.Walton@dca.ga.gov](mailto:Gwen.Walton@dca.ga.gov) if any reasonable accommodations are required. For example, respondents to this RFP should contact Gwen Walton at least one day in advance if they require special arrangements when attending the Oral Presentations.

### **XI. Evaluation Process**

Proposals submitted under this RFP will be reviewed by a committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will conduct their evaluation

of the Proposals received on the basis of the following criteria in descending order of importance:

1. Experience and General Capability
2. Work Plan and Sample of Work Product
3. Estimated Work Completion Time
4. Capacity
5. Pricing
6. Conflict of Interest
7. Key Personnel
8. Executive Summary
9. Minimum Qualifications (Threshold)\*
10. Certification Statements: Pages 10-12 of this RFP (Threshold)\*

*\*Please note that the items marked as "Threshold" must be met or the Proposal will be disqualified and not considered.*

## **XII. Selection and Award**

The primary intent of this RFP is to identify two or more Contractors to provide the needed services; however, GHFA reserves the right to award no contracts. Selected respondents will be notified by DCA via email at the time set forth in Section III of this RFP.

## **XIII. Contract Term**

The Contract resulting from this RFP shall commence after all appropriate State approvals have been obtained and shall extend for a period of one year. The initial term may be extended by agreement of the parties for three additional terms, each of which shall not exceed one year in length.

## **XIV. Insurance Requirements**

Selected Contractor(s) will be required to maintain the following insurance policies during the term of a contract resulting from this RFP:

1. Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the supplier qualifies to pay its own workers compensation claims.) If applicable, the Consultant shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

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

3. Umbrella Liability \$2,000,000
4. Errors and Omissions Policy in an amount that is consistent with industry standards and acceptable to GHFA.

GHFA reserves the right to waive or modify the policy or minimum coverage requirements listed above.

[Required Certification Statements Found on Following Pages]

## **XV. Certification Statements**

Submission of the Security and Immigration Affidavit found on Page 12 of this RFP along with answers to the following questions satisfies the Certification Statements threshold under Section XI of this RFP:

A. The following questions shall be completed and initialed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."

Yes  No Initials: \_\_\_\_\_

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFP."

Yes  No Initials: \_\_\_\_\_

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

Yes  No Initials: \_\_\_\_\_

4. "In compliance with O.C.G.A. §50-5-85, I certify that our firm is not currently engaged in, and agrees for the duration of any future contract entered into with GHFA pursuant to this RFP not to engage in, a boycott of Israel."

Yes  No Initials: \_\_\_\_\_

5. "Pursuant to O.C.G.A. §50-5-84, I certify that our firm is not a scrutinized company."

Yes  No Initials: \_\_\_\_\_

6. "I certify that this bid, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid, offer, or proposal for the same materials, supplies, services, or

equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.”

Yes  No    Initials: \_\_\_\_\_

7. “I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFP.”

<b>Respondent's Full Legal Name:</b> <b>(PLEASE TYPE OR PRINT)</b>	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	
<b>FAX Number:</b>	
<b>Email Address:</b>	

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_