



LOUISIANA HOUSING CORPORATION

RFP for Program Management of the Disaster Recovery Housing Programs

Lisa (Liza) Bergeron
Deputy Administrator
Recovery Housing Programs
11/19/2015



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General and Administrative Information

Background and Purpose

- ✓ Seeking proposals from interested entities to provide program management services for selected Disaster Recovery Housing Programs.
- ✓ The selected proposer will further assist with the implementation of the Corporation's administration of the Community Development Block Grant (CDBG) disaster recovery funds
- ✓ Programs funded by other federal funds, yet to be defined, under the authority of LHC or state agencies that are in partnership with LHC and programs as a result of past and future disasters.



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Important Dates and Deadlines

RFP published and posted to LHC website	Tuesday, November 10, 2015
Pre-submittal Conference	Thursday, November 19, 2015
Deadline for submitting written inquiries	Monday, November 23, 2015 4:00 PM CST
Deadline for LHC to respond to written inquiries from Proposers	Wednesday, November 25, 2015
Deadline for submitting proposals	Friday, December 11, 2015 4:00 PM CST (Updated)
Formal announcement of selected Proposer(s)	Wednesday, January 13, 2015
Contract Execution	TBD



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Proposal Information

Obtain a copy of the proposal via our website:

www.lhc.la.gov

Or request a copy through contact information:

Louisiana Housing Corporation

Attn: Lisa Bergeron, Deputy Administrator

Re: RFP for Program Management of the Disaster Recovery Housing Programs

2415 Quail Drive

Baton Rouge, LA 70808

Email: lbergeron@lhc.la.gov



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Proposal Information

- Proposals shall be delivered in hard copy and in an electronic file signed by the proper authorized authority.
- The hard copy shall be signed in the original, and ***received*** by the Louisiana Housing Corporation by or before 4:00 p.m. Central Time on **December 9, 2015**. Proposers should provide four (4) additional copies for a total of five (5) copies.
- **The cost proposal shall be submitted separately in a sealed envelope and should include one (1) original and four (4) copies.** The electronic file shall be delivered in PDF format on a USB flash drive in the same packet with the hard copies.
- Proposals may be mailed or delivered by hand or courier service to the following address:
Louisiana Housing Corporation
2415 Quail Drive
Baton Rouge, LA 70808
Attn: Liza Bergeron



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Proposal Information

Proposals may not be:

- Delivered by fax
- Delivered by other telecommunications or electronic means

Proposers assume the risk of the delivery method chosen, including delivery via private courier or the United States mail.

Proposals arriving after 4:00 pm deadline no matter the delivery method will no be accepted for any reason.



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Scope of Work

An Overview:

Contractor to provide personnel who are trained and knowledgeable in the following areas:

- ✓ Financial management and audits
- ✓ Homeowner and small (four units or less) rental property disaster recovery housing
- ✓ Low Income Housing Tax Credits/Piggyback Programs
- ✓ Compliance and Monitoring
- ✓ Grant Recovery
- ✓ Policy and Reporting including data analysis
- ✓ Permanent Supportive Housing and other Homeless Programs
- ✓ Acquisition and Relocation
- ✓ Labor Standards compliance
- ✓ Fair Housing and Equal Opportunity Compliance
- ✓ Recapture And Recovery Of Disaster Recovery Funds
- ✓ Construction Management/Monitoring
- ✓ Environmental Clearances
- ✓ Other federal housing subject matters.



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Scope of Work

The services to be procured through this RFP will support the implementation and administration of the following disaster recovery housing programs:

- ✓ Small Rental Property Program (SRPP)
- ✓ Housing Development Loan Fund
- ✓ Gustav/Ike State Affordable Rental Program (ARP)
- ✓ Gustav/Ike Parish Affordable Rental Program
- ✓ Parish Programs
- ✓ Low-Income Housing Tax Credit “Piggyback” Program
- ✓ Soft Seconds Program
- ✓ First Time Homebuyer Pilot Program
- ✓ Non-Profit Rebuilding Pilot Project (NRPP)
- ✓ Plaquemine Parish Rehabilitation
- ✓ Hazard Mitigation Assistance
- ✓ Housing Programs in Plaquemine and St. John the Baptist Parishes



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Scope of Work

Staff Requirement

- The proposer shall secure all personnel required in performing the services under this contract.
- Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned staff which are considered key to the success of the project.
- The Proposer should demonstrate that its staff have necessary experience and knowledge to successfully implement and perform the tasks and services.
- An organization chart is required detailing the identity of each person who shall perform any services required under this contract.



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Scope of Work

The Proposer should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels throughout the life of the Program. The key staff shall work under the titles below:

- Manager
- Program Analyst
- Subject Matter Expert



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Scope of Work

- Task 1: Start up of Operations**
- Task 2: Program Operations Support**
- Task 3: Benefit Determination and Verification**
- Task 4: Closing Coordination**
- Task 5: Construction Management**
- Task 6: Construction Monitoring**
- Task 7: Long Term Compliance and Monitoring**
- Task 8: Quality Assurance/Quality Control**
- Task 9: Issue Tracking and Fraud, Waste and Abuse Coordination**
- Task 10: Document Management and Records Retention**
- Task 11: Accounting and Reporting**
- Task 12: Applicant Relations**
- Task 13: Ramp-down and Program Close-Out**
- Task 14: Grant Recovery/Recapture**



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A photograph of the Louisiana Housing Corporation building, a large, modern structure with many windows and a central entrance. The building is set against a blue sky with some clouds. The text "LOUISIANA HOUSING CORPORATION" is overlaid on the right side of the image in a large, white, serif font.

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Proposal Content

- Abstract
- Qualifications and Experience
- References
- Work Plans
- Contract termination for default or other incident in past 5 years
- A scope of work, beyond that of the RFP which may be of interest to LHC
- Statement of any pending Securities Exchange Commission investigations
- Approach and methodology in providing the required services and identifying the task to meet requirements



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Proposal Content

- Cost of services is one of the factors in making the award.
 - Labor Costs – an hourly rate for the staff classification
 - Unit Based Costs – proposed rates for each unit price task
 - Other Direct Costs (ODC) – may include: security for on-site inspections on a pre-approved basis, advanced recording fees, outreach and other public events, lease costs (according to the agreed-upon cost per square foot).
- Must complete Attachment B to the proposers costs for the services that have been outlined.

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Evaluation

The following Evaluation Criteria with a point system of relative importance with an aggregate total of **one hundred fifty (150)** points will be utilized to evaluate the qualifications of each proposer.

CRITERIA	MAXIMUM SCORE
PHASE 1: TECHNICAL APPROACH	
Approach and Methodology	25
Experience	15
Corporate Background/Financial Condition	10
Staff Qualifications	15
TECHNICAL APPROACH SCORE	65
PHASE 2: COST PROPOSAL	
Labor Cost	25
Unit Based Services	10
COST PROPOSAL SCORE	35
TOTAL PROPOSAL SCORE	100
PHASE 3: ORAL PRESENTATIONS (IF REQUIRED)	
Approach and Methodology	20
Experience	15
Staff Qualifications	15
ORAL PRESENTATION SCORE	50
TOTAL SCORE	150



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Contract Requirements

Award, Negotiations and Execution

Contracts will be awarded to the Proposer with the highest score

If the contract negotiation period exceeds ten (10) business days, or fails to sign within 5 business days, the award could be cancelled and go to the next highest ranked proposer

Terms of the Contract

The initial term shall be three (3) years from the effective date of the contract.

May be renewed at the discretion of the Corporation, for no more than two one year terms



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Question and Answer



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