



**SOUTHERN NEVADA REGIONAL  
HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)  
FOR  
Housing Choice Voucher Document Scanning Services  
RFP NO. P23034  
(March 2023)**

**TO RESPOND TO THIS RFP, REFER TO PAGE 4**

**Submission Deadline:  
April 20, 2023 at 10AM PDT**

**PROCUREMENT & CONTRACTS  
340 North 11<sup>th</sup> Street, Suite 180  
Las Vegas, NV 89101**

**Tel: (702) 477-3146 - Fax: (702) 922-7050 - TDD: (702) 387-1898**



**REQUEST FOR PROPOSAL - TABLE OF CONTENTS**

SECTION	DESCRIPTION	PAGE
	SNRHA's Narrative of Services	3
	RFP Information at a Glance	4
1.0	SNRHA'S RESERVATION OF RIGHTS AND PROTEST PROCEDURES	5
1.1	SNRHA's Reservation of Rights	5
1.2	SNRHA's Protest Procedures	6
2.0	SCOPE OF SERVICES/TECHNICAL SPECIFICATIONS	9
2.1	Scope of Services	9
2.2	Current Contractor	11
2.3	SNRHA Properties	11
3.0	SOLICITATION PROCEDURES & SUBMISSION INSTRUCTIONS	12
3.1	Tabbed Proposal Submittal	12
3.2	Entry of Proposed Fees	15
3.3	Specific Line Items to be Priced	15
3.5	Proposal Submission	15
3.6	Proposer's Responsibilities-Contact With the SNRHA	16
3.7	Question & Answer Period	17
3.9	Proposal Evaluation Factors	17
3.9.2	Preference Evaluation Factors	18
3.9.3	Evaluation Method/Plan	18
3.9.4	Evaluation Committee	19
3.10	Notice of Results of Evaluation	19
3.13	Contract Award	20
3.15	Contract Period	21
3.16	Licensing and Insurance Requirements	21
3.17	Right to Negotiate Fees	21
4.0	ATTACHMENTS	22



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## SNRHA's Narrative of Services

Southern Nevada Regional Housing Authority (SNRHA), an **Accredited Management Organization®**, was formed in January 2010 through the consolidation of the three housing authorities in the Las Vegas Valley. The consolidated SNRHA is the 32nd largest public housing authority in the country and the 6<sup>th</sup> largest PHA in HUD Region 9, which encompasses California, Arizona, Nevada and Hawaii.

SNRHA has an annual budget of \$152 million and has received approximately \$20 million in American Recovery and Reinvestment Act (ARRA) funds. Further, the agency has received approximately \$13 million in Neighborhood Stabilization Program (NSP) funds.

SNRHA currently owns and manages 23 public housing properties, 386 scattered site units (single-family homes) totaling 2,651 public housing units. A total of 5,396 residents are served under this program. Of the 23 public housing properties 20 are conventional public housing, six (6) designated senior developments, four (4) designated as elderly/disabled developments, and ten (10) are designated as family developments. The remaining three (3) properties are Mixed Finance public housing properties, one (1) designated senior development, and two (2) are designated as family developments.

SNRHA also administers over 11,000 Housing Choice Vouchers (Section 8) that allow families to rent in the private market and receive a subsidy towards their rent. With this assistance, participants are able to pay approximately 30 percent of their annual adjusted income towards their rent, while the SNRHA pays the remainder. The SNRHA helps provide housing to approximately 28,841 participants under this program.

SNRHA owns and manages an additional 1,035 affordable housing units (non-subsidized) which includes two (2) mobile home parks, two (2) senior sites, four (4) family sites and 32 scattered site units (single-family homes) including 141 NSP single-family homes located in Clark County, Henderson and City of North Las Vegas. Additionally SNRHA manages 38 NSP single-family homes for the City of Las Vegas. The SNRHA helps provide housing to approximately 2,147 residents under this program.

SNRHA through its preservation efforts recently converted three (3) properties from Public Housing to Project Based Vouchers through the Rental Assistance and Demonstration Program (RAD) totaling 323 units, plus 8 HOME units serving a total of 881 residents under this program.

SNRHA has an extensive and honorable lineage as the successor to the Housing Authorities of Las Vegas, North Las Vegas, and Clark County. All of that expertise is now under one roof and we hope to serve our Southern Nevada residents and clients much more efficiently.

SNRHA is made up of staff from diverse cultural, ethnic and racial backgrounds. We believe diversity promotes awareness and understanding, and allows creativity and openness to change. The SNRHA recognizes and celebrates workplace diversity and believes it is an essential part of our organization in order to face the challenges of the future.

Emerging Small Businesses (ESB), Minority, Women-Owned and Small Business Enterprises are encouraged to participate in this Solicitation Process. For additional information regarding ESB, please contact Nathan Jackson of the Governor's Office or [jholquin@diversifynevada.com](mailto:jholquin@diversifynevada.com) or [esbprogram@diversifynevada.com](mailto:esbprogram@diversifynevada.com).



**RFP INFORMATION AT A GLANCE**

<p><b>SNRHA CONTACT PERSON(S) ONLY:</b></p> <p>Note: Contact with any other SNRHA staff other than the named within this document is prohibited and will result in your Proposal being rejected. This also includes contact with SNRHA's Residents and Board of Commissioners.</p>	<p>Johnny B. Shaw, Jr., MBA          Telephone: (702) 477-3146          TDD: (702) 387-1898          Email: <a href="mailto:jshaw@SNRHA.org">jshaw@SNRHA.org</a> or not available, contact</p> <p>Wanda Beckett          Telephone: (702) 477-3145          Email: <a href="mailto:wbeckett@SNRHA.org">wbeckett@SNRHA.org</a></p>
<p><b>HOW TO OBTAIN THE SOLICITATION DOCUMENTS ON THE APPLICABLE INTERNET SITES:</b></p>	<p>1. <b>DOWNLOAD AND RESPOND TO THIS SOLICITATION:</b>          NGEM website: <a href="https://nevada.ionwave.net/Login.aspx">https://nevada.ionwave.net/Login.aspx</a>  <b>Registered Users:</b> Log in and insert Solicitation No. RFP P23034  <b>Non-Registered Users:</b> You must register your company before downloading and responding to this RFP, which is free of charge. Click on "New Vendor" to register. Problems accessing or registering your company, call 866-526-9266, 9AM Eastern – 4PM Pacific, M-F</p> <p>2. <b>DOWNLOADS ONLY:</b> SNRHA website: <a href="http://www.SNRHA.org">www.SNRHA.org</a> click on Procurement and "Current Bid Invitations" and proceed to the appropriate solicitation number. Problems downloading the Solicitation, notify our IT Department at (702) 477-3160, M-F, 8AM-5PM PST</p>
<p><b>PRE-PROPOSAL CONFERENCE: VIRTUAL PRE-PROPOSAL CONFERENCE:</b>  <a href="https://tinyurl.com/2p94ryww">https://tinyurl.com/2p94ryww</a>  <b>MS TEAMS: +1 323-406-1159 - Phone Conference</b>  <b>Meeting ID: 298 590 468 192 : Password: oTrzWw #</b></p>	<p><b>Monday, March 27, 2023 at 9:00AM PDST</b></p>
<p><b>Q&amp;A DEADLINE IN LIEU OF PRE-PROPOSAL CONFERENCE:</b></p>	<p><b>April 6, 2022 10AM (PDT)</b>          All questions and answers shall be submitted in writing via <a href="https://nevada.ionwave.net/Login.aspx">https://nevada.ionwave.net/Login.aspx</a></p>
<p><b>SOLICITATION SUBMITTAL RETURN &amp; DEADLINE:</b></p>	<p>Southern Nevada Regional Housing Authority          Procurement &amp; Contracts          340 N. 11<sup>th</sup> Street, Suite 180          Las Vegas, NV 89101</p> <p><b>April 20, 2023 10AM (PDT)</b></p> <p>Your proposed costs must be entered at the applicable website, <a href="https://nevada.ionwave.net/Login.aspx">https://nevada.ionwave.net/Login.aspx</a> by the deadline date and time. Additionally, your three (3), sealed, hard-copy, proposals must be received in-hand and time-stamped by the SNRHA Procurement &amp; Contracts Office no later than 10:00 AM (PDT) on the above-stated deadline date.</p>
<p><b>ANTICIPATED APPROVAL BY SNRHA BOARD OF COMMISSIONERS, if necessary</b></p>	<p><b>May 2023</b></p>



**1.0 SNRHA'S RESERVATION OF RIGHTS AND PROTEST PROCEDURES:**

**1.1 SNRHA's Reservation of Rights:**

- 1.1.1 The SNRHA reserves the right to reject any or all proposals, to waive any informality in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by the SNRHA to be in its best interests.
- 1.1.2 The SNRHA reserves the right not to award a contract pursuant to this Solicitation or award a contract to more than one Contractor if it deems it is necessary to do so.
- 1.1.3 The SNRHA reserves the right to terminate a contract awarded pursuant to this Solicitation, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.1.4 The SNRHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this Solicitation.
- 1.1.5 The SNRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the SNRHA Procurement Manager (PM).
- 1.1.6 The SNRHA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.1.7 The SNRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this Solicitation, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.1.8 The SNRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this Solicitation.
- 1.1.9 The SNRHA reserves the right to accept only one Solicitation per company carrying the same Tax Identification Number.
- 1.1.10 SNRHA reserves the right and requires all contractors to comply with the American Disability Act (ADA) on all contracts which are as follows:
  - 1.10.1 Proposer agrees to comply with the federal statues relating to non-discrimination. These include, but aren't limited to Section 504 of the Rehabilitation Act of 1973 as amended (29USC section 794) which prohibits discrimination on the basis of handicap and the Americans with Disabilities Act of 1990.
  - 1.10.2 The Proposer agrees to abide by the requirements of the following as applicable; The Rehabilitation Act of 1973 as amended, the Vietnam Veterans Readjustment Assistance Act of 1974; the Requirements of the ADA of 1990. The Proposer agrees not to discriminate in its employment practices and will render services under this agreement and any contract entered into as a result of this agreement, without regard to veteran status or disabilities. Any failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement and any contract entered into as a result of this agreement.



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- 1.1.11 The SNRHA reserves the right to reject and not consider any bid of which communication between a Proposer and a member of the SNRHA staff, its Residents or Board of Commissioners (BOC) is violated. Communication regarding this Solicitation is prohibited from the time the Solicitation is advertised until it is recommended for award of a contract. Questions pertaining to this Solicitation shall be addressed only to the "Designated Contact(s) as specified on the previous page of this document. Failure to comply with this requirement shall result in the Proposal being considered nonresponsive.
- 1.1.12 The SNRHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the Nevada Government eMarketplace website at <https://nevada.ionwave.net/Login.aspx> (no www) and downloading and responding to this Solicitation, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet site, and further agrees that he/she will inform the SNRHA PM in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the SNRHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the SNRHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.2 **Protest Procedures:** Any prospective or actual proposer, offeror, or contractor in connection with the solicitation of a proposal or award of a contract, shall have the right to protest.
- 1.2.1 To be eligible to file a protest with the SNRHA pertaining to an award of contract, including small purchase, competitive proposal, or sealed bid the company or individual filing the protest must have been involved in the bid process in some manner (i.e. registered and received the solicitation documents) when the alleged situation occurred. The SNRHA has no obligation to consider a protest filed by any party that does not meet these criteria.
- 1.2.2 A Proposer who submits an unsuccessful bid may not seek any type of judicial intervention until the Contracting Officer (CO) or his designate(s) have made a determination on the protest and awards the contracts.
- 1.2.3 Neither the BOC, CO nor its authorized representative is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a Proposer who submits a bid, whether or not the person files the protest pursuant to this section.
- 1.2.4 The CO shall review the written protest and supportive data, within ten (10) days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. A copy of this written opinion and decision shall be placed on file.
- 1.2.5 A Protest shall be in writing, and must include the following:
- 1.2.5.1 A bond;
  - 1.2.5.2 The name, address and phone number(s) of the protestor;
  - 1.2.5.3 The solicitation/contract number and project title;
  - 1.2.5.4 A detailed statement of the basis for the protest;
  - 1.2.5.5 Supporting evidence or documents to substantiate any arguments;
  - 1.2.5.6 The form of relief or remedy requested;
  - 1.2.5.7 All protests shall be submitted to the CO or his/her designee;



- 1.2.5.8 The written protest of an award of contract must be received within ten (10) calendar days after bid result notification of the contract award has been sent to the protestor, or the protest will not be considered;
- 1.2.5.9 All written protest received by the SNRHA must be signed and date/time stamped upon receipt of the written protest;
- 1.2.5.10 Bond Requirement for Protest;
- 1.2.5.11 A bond or surety is required to be submitted with the protest documents (noted above);
- 1.2.5.12 A protest submitted without the bond or security shall not be considered;
- 1.3 **Bond/Security:** A bond with good and solvent surety authorized to do business in this State of Nevada, or submit other security, defined as a cashier's check, money order or certified check, endorsed to the SNRHA. The bond or surety must be in an amount equal to 25% of the total value of the bid; and
  - 1.3.1 A bond posted or other security must be submitted with the protest. SNRHA shall hold the bond or other security until a determination is made on the protest.
- 1.4 **Receipt of Protest:**
  - 1.4.1 Upon timely receipt of the protest, the CO or designee shall review the protest and issue a written decision on the matter within a reasonable time. If the protest is denied, the written decision shall be a final decision, unless an appeal hearing is requested;
  - 1.4.2 SNRHA Legal Counsel may be obtained at the approval of the Executive Director (ED)/CO or the designate;
  - 1.4.3 Prior to submitting a response to a protest, the CO must ensure compliance with HUD and other applicable regulations;
  - 1.4.4 If the protest has been generated by a legal Proposer then SNRHA Counsel at the discretion of the CO and/or ED shall prepare any all subsequent responses; and
  - 1.4.5 If a decision to deny the appeal/protest is unclear SNRHA may consult with legal counsel.
- 1.5 **Response to Protest:**
  - 1.5.1 The Contracting office shall review the written protest and supportive data, if any. He/she shall, within 10 days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. The CO shall fully document the protest decision in writing in the contract file.
- 1.6 **Denials of Protest:**
  - 1.6.1 The CO shall notify the protestor in writing of the SNRHA's decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with the SNRHA's protest procedures.
  - 1.6.2 **Note:** When the protest is denied, the SNRHA may make a claim against the bond or other security in an equal amount to the expenses incurred due to the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the company/individual who posted the bond or

submitted the security. A request for Appeal Hearing ceases this action until a final determination is made.

**1.7 Protest – Appeal Hearing:**

1.7.1 If the company or individual protesting does not agree with the written opinion and decision issued by the CO, the protestor may request an Appeal Hearing.

**1.8 Appeal Hearing Procedures:**

1.8.1 The request for an appeal hearing must be delivered in writing (signed and date/time stamped) to the CO within five (5) calendar days of receipt of the written opinion and decision. Failure to request an appeal hearing within five (5) calendar days of receipt of the written opinion and decision or comply with the instructions below shall relieve the SNRHA of any responsibility to consider the request. The following procedures must be adhered to:

1.8.1.1 The request for an appeal hearing must contain the specific reasons for the appeal and all supporting data for those reasons.

1.8.1.2 After review of the request is submitted, it shall be within the administrative powers of the contracting officer to grant or deny any request for administrative appeal.

1.8.1.3 After a complete review of the alleged aggrieved protestant's written request and supporting data, if the ED decides that the request does not merit further consideration, he/she shall render his/her decision in writing to the alleged aggrieved protestant. A decision rendered under this paragraph shall be made within 10 days after the receipt of the alleged aggrieved protestant's request for an administrative hearing. This decision shall be final without further administrative recourse.

1.8.1.4 After a complete review of the protest and findings, if the CO decides that the request merits further consideration, he/she shall forward the protestant's written request, along with a cover letter explaining why it merits further consideration and with a recap of all proposals submitted and a copy of the original written protest, to the SNRHA Legal Counsel for consideration. The SNRHA Legal Counsel shall issue a decision to the protestor, in writing, within 10 days of his/her receipt of such documents.

1.8.1.5 Such written decision delivered to the Protester shall exhaust the SNRHA's internal protest and administrative appeal process available.





2.0 **SCOPE OF SERVICES/TECHNICAL SPECIFICATIONS:** The SNRHA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed services listed below:

If the selected Respondent is successfully awarded a contract pursuant to this RFP, the Respondent shall then become Southern Nevada Regional Housing Authority's (SNRHA's) Document Management Firm, and said Company shall furnish sufficient organization, personnel, and management staff with the necessary skill and judgement to perform work as detailed below:

### SCOPE OF SERVICES

#### I. *Standards*

1. Documents in the possession of the Proposer must be stored in a climate controlled safe and secure location.
2. SNRHA must have access to all documents outsourced to the vendor for scanning upon request, with an electronic copy provided within 48 hours.
3. All scanning, indexing and Quality Assurance ("QA") must be performed in Resolution(s) as applicable:
  - 600 dpi - File type Single or Multi Page – PDF, or TIFF.
  - 300 dpi - File type Single or Multi Page – PDF, or TIFF.
4. Duplex scan documents to capture both front and back of document where needed - Images must be oriented correctly for viewing and blank pages must be removed.
5. Image Clean-up: the scanned document should be de-skewed and de-speckled, blank pages and black borders removed and background suppression where the image will be enhanced by such processes.
6. Manual image quality adjustment and QA of every image for clarity, quality, cutoffs or compression errors.
7. Documents indexed with up to 10 fields.
8. Indexing sources may include scan sheets, file folders, and/or image verification.
9. Indexing and image information in XML and CSV format (documentation and sample available upon request).
10. All scan dimensions must be the same size as the original document.
11. Images are to be provided via upload to the PHA's SFTP location to be detailed later.

#### II. *QUALITY CONTROL*

The SNRHA expects a high level of quality control for images and indexing. Contractor's quality control measures shall meet the following criteria for all images:

- ✓ Images are of the same or better quality than the original
- ✓ All documents are to be scanned in the same order they exist in paper form
- ✓ All images are accurately labeled and indexed
- ✓ Visual inspection of images, making quality adjustments as needed
- ✓ The SNRHA shall perform a QA of images and associated indexing.

If the SNRHA discovers unacceptable images, the Contractor, at no additional cost to the SNRHA, will correct all such unacceptable images.

#### III. *PICKUP/RETURN OF DOCUMENTS*

Contractor must provide a "pickup slip" or other document as proof of pick-up, to be signed by the Contractor staff and SNRHA staff.

Contractor must concur if the documents are to be:

- Held for an arranged period of time (12 months) following confirmation by the PHA of the acceptance of the images. Upon expiration of the time period, arrange for confirmed destruction of the documents or return to SNRHA as agreed.
- If returned, returned documents must be returned in the original order of the original documents, in its original state, minus staples, bindings, etc.) according to an established schedule.
- The SNRHA desires to discuss a process of retaining the images as the original document and having the hardcopy files destroyed after the requirements set by state law are met. With this process, re-assembly of



documents would not be required. - Unless specified otherwise, the contractor must return original documents after scanning, and provide a "return slip" or other document as proof of return, to be signed by the Contractor staff and PHA staff.

- Outside of returned boxes scanned must be clearly marked "Scanned" and the date scanning was completed. Standard expected turnaround time is three weeks. - Boxes that have been scanned shall be clearly marked "Scanned" and the date scanning was completed on the outside of the returned boxes.

### **SCANNING PROCESS**

Contractor is to provide a test run prior to commencing project. Test sample size is to be determined. Project will not continue until PHA has signed off on quality and job performance of test. Contractor is to enhance any "low quality" images that are determined, by the contractor, to have enough quality to produce a readable digital image. Contractor to add an image stating "Poor Quality Original" to any image that contains unreadable text or graphics. Stamp is only to be used after 2 scan attempts to improve quality and is not to be used as a substitute for thorough and accurate scanning. If this is necessary, the contractor must relay this to the SNRHA.

Delivery of Images - Delivered images will be in a format that can be imported directly into the SNRHA's document management solution, including any indexing, metadata, and OCR text. The format for this will be a metadata csv file, with the file name of the document scanned and the associated metadata.

The documents will be migrated into the SNRHA's by another vendor. However, the images and metadata should be acceptable to the SNRHA. No other post processing by the SNRHA other than the importing of data.

Deliver images in agreed upon format and within agreed upon timelines - Provide report of documents scanned.

*Note: The number of documents eligible for scanning on a yearly basis is an estimate. No guarantees are offered as to the volume of images to be captured. The SNRHA nor any of its affiliates or entities will not be held responsible for any or all variations in the estimated volumes as they are estimates.*

**SPECIAL NOTE: SNRHA HAS APPROXIMATELY 12,000 (+/-), INDIVIDUAL CLIENT FILES AND APPROXIMATELY 3,000,000, (+/-), PAGES TO SCAN.**

2.1 Contractor to provide all labor, materials, equipment, supervision, and transportation necessary to provide the Housing Choice Voucher Document Scanning Services for SNRHA outlined in this RFP. All work to be scheduled as detailed below or as scheduled with SNRHA representative and performed in a competent and timely manner. Contractor is responsible to assign a designated "Project Lead" to manage the entire document scanning process, for the duration of the project with SNRHA.

2.2 Contractor will carry out all services at the following locations, and/or determined by SNRHA Representative.

North Campus  
Southern Nevada Regional Housing Authority (SNRHA)  
340 N. 11th St.  
Las Vegas, NV 89101

South Campus  
Southern Nevada Regional Housing Authority (SNRHA)  
5390 E. Flamingo Rd.  
Las Vegas, NV 89122

### **GENERAL:**

2.3 SNRHA was formed in July 2010 as a result of a merger between the Las Vegas Housing Authority, Clark County Housing Authority and North Las Vegas Housing Authority as a means to streamline housing services



within Clark County. SNRHA assists approximately 15,265 families of which 2,051 families are in conventional public housing and about 11,879 in various Housing Choice Voucher programs and the balance of families which is 1,335 are in non-Federally assisted or affordable housing. Additionally, SNRHA has Rental Assistance Demonstration (RAD) properties that consist of public housing that has been converted to affordable housing which consist of one mobile home Park and seven housing developments.

- 2.4 SNRHA maintenance staff has responsibility for routine maintenance and operation (including all repairs and routine replacements) for about 3,705 dwellings. In addition, we contract all modernization/renovation of public housing and affordable housing developments
- 2.5 Employee locations: Executive Office, Finance, Information Technology to include a Call Center, Procurement, Modernization and Development, and Family Self-Sufficiency Departments are located in the SNRHA's (North Campus) Administrative Office located at 340 11<sup>th</sup> Street, Las Vegas, NV 89101. Housing Programs staff of approximately 60 employees is located at 380 Maryland Pkwy, Las Vegas NV 89101 which is across the parking lot from the north administration building.

The South Administrative Office houses the Chief Operating Officer, Admissions, Affordable Housing, Operations, Human Resources, and Scattered Sites and is located at 5390 E. Flamingo Road, Las Vegas, NV 89122. A warehouse is located behind the south administration office at 5390 E. Flamingo Road. Housing management staff is located in 30 outlying offices, and the maintenance staff work from 30 different maintenance shops within the Clark County area.

- 2.2 **Current Contractor:** There is currently no existing Housing Choice Voucher Document Scanning Services in place for these services.
- 2.3 **SNRHA Properties:** Following for your information, are listed a number of developments and facilities that the SNRHA owns and operates within Clark County, Nevada. The SNRHA does not guarantee that it will retain the successful proposer to do work for or within any minimum of maximum number of these developments/facilities, but provides this listing as an informational item only. The SNRHA reserves the right to contract for work with the successful proposer at these or any other sites the SNRHA may own or have jurisdictional control.

NO.	PROPERTY/ADDRESS <i>(Updated May 15, 2017)</i>		UNITS	TYPE
1	Aida Brents Gardens, 2120 Vegas Dr., LV, NV 89106	(PH)	24	Senior
2	Archie Grant Park, 1720 Searles Ave., LV, NV 89101	(PH)	125	Senior
3	Arthur D. Sartini Plaza Annex, 5200 Alpine St., LV, NV 89107	(PH)	39	Senior
4	Arthur D. Sartini Plaza, 900 Brush St., LV, NV 89107	(PH)	220	Senior
5	Bassler/McCarran/Statz, Bassler, McCarran & Statz Sts, NLV, NV 89030	(AH)	20	Family
6	Biegger Estates, 5701 Missouri Avenue, LV, NV 89122	(RAD)	119	Family
7	Brown Homes, Flamingo & Perry Streets, LV, NV 89122	(AH)	124	Family
8	Dorothy Kidd Park, 3903 Stewart Ave., LV, NV 89110	(AH)	107	Senior
9	Ernie Cragin Terrace, Valley & 28 <sup>th</sup> St., LV, NV 89101	(PH)	40	Family
10	Espinoza Terrace, 171 Van Waggenen St., HN, NV 89015	(RAD)	100	Senior
11	Eva Garcia Mendoza, 1950 N Walnut Ave., LV, NV 89115	(AH)	128	Family
12	Hampton Court, 1030 Center St., HN, NV 89015	(PH)	100	Family
13	Harry Levy Gardens, 2525 W. Washington Ave., LV, NV 89106	(PH)	150	Senior
14	Housing Programs Office, 380 N. Maryland Parkway, LV, NV 89101	(AH)	Office Building	
15	Howard Cannon Center, 340 N. 11 <sup>th</sup> St., LV, NV 89101	(AH)	Office Building	
16	Hullum Homes, 4980 E. Owens Ave., LV, NV 89115	(PH)	59	Family
17	James Down Towers, 5000 W. Alta Ave., LV, NV 89107	(PH)	200	Senior
18	Janice Brooks Bay, 5201 Walnut Ave., LV, NV 89110	(AH)	100	Family



19	Jones Gardens, 1750 Marion Dr., LV, NV 89115	(PH)	90	Family
20	Landsman Gardens, 750 Major Avenue, HN, NV 89015	(RAD)	100	Family
21	Lubertha Johnson, 3900 Perry St., LV, NV 89122	(PH)	112	Senior
22	Marble Manor Annex, MLK & Wyatt, LV, NV 89106	(PH)	20	Family
23	Marble Manor, Washington & H Streets, LV, NV 89106	(PH)	235	Family
24	Marion D. Bennett Plaza, 1818 Balzar Ave., LV, NV 89106	(PH)	65	Senior
25	Otto Merida Desert Villas, 3901 E. Charleston Blvd, LV, NV 89110(PH +LIHTC)		60	Family
26	Robert Gordon I-VII, 420 N. 10 <sup>th</sup> St., LV, NV 89101	(AH)	206	Senior
27	Robert Gordon Plaza VIII, 322 N. 10 <sup>th</sup> St., LV, NV 89101	(AH)	43	Senior
28	Rose Gardens, 1632 Yale Ave., NLV, NV 89030	(PH)	120	Senior
29	Rulon Earl Mobile Manor #1, 3909 E. Stewart Ave., LV, NV 89110	(AH)	71	Senior
30	Rulon Earl Mobile Manor #2, 3903 E. Stewart Ave., LV, NV 89110	(AH)	51	Senior
31	Scattered Site Homes	AH:185; PH:386	571	Family
32	Schaffer Heights, 2901 Schaffer Circle, LV, NV 89121	(PH)	75	Senior
33	Sherman Gardens Annex, 909 Doolittle St., LV, NV 89106	(PH)	154	Family
34	Sherman Gardens, 1701 N. "J" St., LV, NV 89106	(PH)	80	Family
35	Simmons Manor, 5385 Austin John Ct., LV, NV 89122	(PH)	61	Family
36	Vera Johnson A, 1200 Harris Avenue, LV, NV 89101	(RAD)	76	Family
37	Vera Johnson B, 503 N Lamb Blvd., LV, NV 89110	(RAD)	112	Family
38	Villa Capri, 1801 N "J" St., LV, NV 89106	(PH)	60	Family
39	W. F. Cottrell Admin Building 5380 E. Flamingo Road 89122	(AH)		Office Building

AH=Affordable Housing Program or housing that is not federally subsidized

LIHTC=Low Income Home Tax Credit

PH=Public Housing or Federally subsidized housing

RAD= Rental Assistance Demonstration Program Conversion

Scattered Site Homes=Single-family homes located throughout Clark County, NV

**3.0 SOLICITATION PROCEDURES & SUBMISSION INSTRUCTIONS:**

**3.1 Tabbed Proposal Submittal:** The SNRHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value" in that the SNRHA will, as detailed within the following Section consider factors other than just cost in making the award decision). Therefore, so that the SNRHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the following noted sequence. Each category must be separated by numbered index dividers and labeled with the corresponding tabs as also referenced below. None of the proposed services may conflict with any requirement the SNRHA has published herein or has issued by addendum.

**3.1.1 Tab No. 1: Form of Proposal:** This form is attached as Attachment A to this RFP document. This 2-page form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.

**3.1.2 Tab No. 2: Disclosure of Ownership Form & Proposer's Disclosure of Conflict of Interest Acknowledgment:**

**3.1.2.1 Disclosure of Ownership Form:** This form is attached as Attachment B to this RFP document. This 2-page form must be fully completed, executed and submitted under this tab as a part of the proposal submittal;



- 3.1.2.2 **Proposer's Disclosure of Conflict of Interest Form:** This information must be complete, signed, dated and placed under Tab 2 along with the Disclosure of Ownership Form of your proposal submission;
- 3.1.3 **Tab No. 3: HUD & SNRHA Required Forms:** The following forms are attached as Attachment C to this RFP document:
- 3.1.3.1 form HUD 5369-A, (11/92), Representations, Certifications and Other Statement of Bidders (Return under Tab 3)
  - 3.1.3.2 form HUD-5369-B (8/93), *Instructions to Offerors, Non-Construction; (keep for your records)*
  - 3.1.3.3 form HUD 5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract; (complete and return under this Tab);
  - 3.1.3.4 form HUD 5370-C (01/2014) *General Conditions for Non-Construction Contracts – Section 1 and Section 2; (keep for your records);*
  - 3.1.3.5 SNRHA Drug-Free Workplace Certification; (complete & return under this Tab of your Proposal Submittal)
  - 3.1.3.6 Authorization to Release Information; (complete and return under this Tab of your Proposal Submittal); and
  - 3.1.3.7 Non Collusive Affidavit Certification (complete and return under this Tab of your Proposal Submittal)
- 3.1.4 **Tab No. 4: Proposed Services:** As more fully detailed within Section 2.2, *Scope of Services*, of this document, the proposer shall, at a minimum, clearly detail the information submitted under this tab to include the following:
- 3.1.4.1 As detailed within Section 3.9.1, Evaluation Factor No. 2, the **Proposer's Demonstrated Experience** in performing similar work and the proposer's **Demonstrated Successful Past Experience** Note: The SNRHA will place particular emphasis on the Proposer's above-described Experience and Past Performance with HUD or governmental related work);
  - 3.1.4.2 As detailed within Section 3.9.1, Evaluation Factor No. 3, the **Proposer's Specialized Knowledge and Understanding of the SNRHA's Requirements;** the **Proposer's Technical Capabilities** (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
  - 3.1.4.3 If appropriate, how staff is retained, screened, trained and monitored;
  - 3.1.4.4 The proposed quality control program;
  - 3.1.4.5 An explanation and copies of forms that will be used and reports that will be submitted and the proposed method of such the delivery of such reports (i.e. written, email, fax, etc.); and
  - 3.1.4.6 A complete description of the Housing Choice Voucher Document Scanning Services to be provided and any applicable information as to how the Proposer intends to provide the services detailed within the Scope of Services.
- 3.1.5 **Tab No. 5: Managerial Capacity/Financial Viability:** The Proposer's entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services,

including brief professional resumes for the persons identified within Attachment B, SNRHA Disclosure of Ownership Form. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the institution, including a current organizational chart.

**3.1.6 Tab No. 6: Client Information:** The Proposer shall submit a listing of former or current clients, including the Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

**3.1.6.1** The client's name;

**3.1.6.2** The client's address;

**3.1.6.3** The client's telephone number;

**3.1.6.4** A brief description and scope of the services and the dates the services were provided;

**3.1.7 Tab No. 7: Equal Employment Opportunity:** The Proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a brief description of the positive steps it will take to ensure compliance, to the greatest extent feasible. **If it is shown by documentation of its *Practice and History of Employing Minorities and/or Women in Professional Positions* shall be considered for an award of points pursuant to Evaluation Criteria Factor No. 5c – However, any Proposer that does not complete and submit this form will NOT be considered for award of such points.**

**3.1.8 Tab No. 8: Subcontractor/Joint Venture Information (Optional Item):** The Proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another Proposer. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

**3.1.9 Tab No. 9: SNRHA's Section 3 Clause and Contractor Initial Response Form:** The SNRHA is required by HUD to implement its Section 3 Plan to the greatest extent feasible for any new contracts that has a labor component for employment opportunities for small businesses and low-income resident/persons as it is subject to the terms and conditions under Section 3 of the HUD Act of 1968, as amended, 12. U.S.C 1701u. Please acknowledge acceptance and receipt by signature and return of the Section 3 Clause and Contractor Initial Response Form under this Tab of your Proposal.

**Tab No. 10: Section 3 Business Preference Documentation (Optional Item):** Section 3 Business Preference Documentation (Optional Item): For any Proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification. If the Contractor does not claim any Section 3 Business Preferences, please place under this tab a statement that reads, "NO SECTION 3 BUSINESS PREFERENCE BEING CLAIMED". **Note: Registering on the HUD Section 3 Business Database does not qualify you as a Section 3 Business or provide you with a Section 3 Business Certification.**

**3.1.10 Tab No. 11: Other Information (Optional Item):** The Proposer may include under this tab any other general information that he/she believes is appropriate to assist the SNRHA in its evaluation.





- 3.1.11 **If No Information Submitted:** If no information is to be placed under any of the tabs (especially the "Optional" tabs), please place a statement such as, "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK". DO NOT eliminate any of the tabs.
- 3.1.12 **Proposal Submittal Binding Method:** It is preferred and recommended that the Proposer bind the proposal submittals in such a manner that the SNRHA can, if needed, remove the pages from the cover (i.e. 3-ring binder) to make copies then return the proposal submittal to its original condition.
- 3.2 **Entry of Proposed Fees:** To ensure the accuracy of your cost, each Proposer must enter their proposed fees for each item where provided within the <https://nevada.ionwave.net/Login.aspx> Internet System. Further, to ensure SNRHA's receipt of your cost, upon completion and consideration of cost submission, please print it out, sign and date it and place it under Tab 4 with your Proposed Services. Please note that the proposed fees submitted by each Proposer are inclusive of all necessary costs to provide the proposed products and or services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; document copying, etc. For each item, the following "Description" is not to be considered to be a definitive or "all inclusive" description, but each are brief descriptions designed to give the prospective bidders a general "idea" of each item.
- 3.3 **Specific line items to be priced:** Once a Proposer has entered the unit costs within the <https://nevada.ionwave.net/Login.aspx> Internet System for the items listed below, the System will automatically calculate the listed quantities multiplied by the cost entered. You must enter a Proposer-fixed fee for each item and please note, a "No-Bid" is not allowed for any of the items or services, which means that a Proposer must propose to provide all of the services identified within this RFP or the Proposer may not respond to this RFP with a Proposal. Also, all costs are inclusive of all required clerical work and non-reimbursable copying costs necessary to provide the services.
- 3.4 **Quantities:** All quantities entered on the <https://nevada.ionwave.net/Login.aspx> Internet System pertaining to this RFP is for calculating purposes only. As detailed within this RFP, the SNRHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP.
- 3.5 **Proposal Submission:** All proposed costs must be entered where provided within the <https://nevada.ionwave.net/Login.aspx> Internet system and all proposals must be submitted and time-stamped received in the SNRHA Procurement & Contracts Office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 3 Proposals: 1 original signature copy (marked "ORIGINAL") and 2 exact copies (marked "COPY"). Each of the 3 Proposal submittals shall have a cover and extending tabs and shall be placed unfolded in a sealed package and addressed to:

Southern Nevada Regional Housing Department  
Attention: Johnny B. Shaw, Jr., MBA  
Procurement Department  
340 N. 11<sup>th</sup> Street, Suite 180  
Las Vegas, NV 89101

RFP NO. P23034 - Housing Choice Voucher Document Scanning Services

The package exterior must clearly denote the above noted RFP number and name of Solicitation and must have the Proposer's name and return address. **Proposals submitted after the published deadline will not be accepted. No Exceptions.**

- 3.5.1 **Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained within this RFP Document, either by making or entering onto

these documents; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the SNRHA by the Proposer, such may invalidate that proposal. If, after accepting such a proposal, the SNRHA decides that any such entry has not changed the intent of the proposal that the SNRHA intended to receive, the SNRHA may accept the proposal and the proposal shall be considered by the SNRHA as if those additional marks, notations or requirements were not entered on such. By accessing the <https://nevada.ionwave.net/Login.aspx> internet site, registering and downloading these documents, each proposer that does so is agreeing to Proposer all notices that the SNRHA delivers to him/her as instructed, and by submitting a proposal, the Proposer agree to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

- 3.5.2 **Submission Responsibilities:** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the SNRHA, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the SNRHA PM to exclude any of the SNRHA requirements contained within the documents may cause that proposer to not be considered for award.

**3.5.3 Submission Date: April 20, 2023, at 10AM**

- 3.5.3.1 Both NGEM and Hardcopy Proposal Deliveries must be received by **April 20, 2023, at 10AM**. Bid submission received after the published deadline, will not be accepted. NO EXCEPTIONS. Furthermore, failure to comply with both submission steps will result in a non-responsive bid and no award consideration.

**3.5.3.2 This is a Two (2) Step Submission Process:**

**Step 1: In the Nevada Government eMarketplace (NGEM); <https://nevadaionwave.net>; Enter the Cost Only in NGEM under the tab marked "Line Items;" Do not submit cost with your hard copy submission. Also, upload your entire Proposal in NGEM.**

**Step 2: Deliver three (3) complete identical sets of Hard copy proposals;** one (1) marked "Original" containing all originally signed and filled out documents and two (2) identical copies of the original proposal. All Submittals must be formatted the same, per the RFP instructions; and **delivered in a sealed envelope or box** clearly marked with the words "Housing Choice Voucher Document Scanning Services". RFP No. P23034" with the bidder's company name, address and phone number on the outside of the package.

**Deliver to:**

Southern Nevada Regional Housing Authority  
Procurement Department  
Attn: Johnny B. Shaw, Jr., MBA  
340 11th Street, Las Vegas, NV 89101

- 3.6 **Proposer's Responsibilities--Contact with the SNRHA:** It is the responsibility of the Proposer to address all communication and correspondence pertaining to this RFP process to the SNRHA PM only. Proposers must not make inquiry or communicate with any other SNRHA staff member or official (including members of the





Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the SNRHA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

**3.7 Pre-Proposal Conference/or Pre-Proposal Conference:** The SNRHA hereby exercises its right to schedule a Pre-Proposal Conference. All questions must be only submitted in writing via the Internet site, <https://nevada.ionwave.net/Login.aspx>, so that all questions are answered simultaneously to all parties registered in conjunction with this RFP. **The Q & A Period is scheduled from March 16, 2023 to April 6, 2023 at 10AM (PDST).** No questions will be answered after this deadline, no exceptions.

**3.8 Recap of Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP:

3.8.1 Attachment A: Form of Proposal; (Return under Tab 1)

3.8.2 Attachment B: Disclosure of Ownership Form; Disclosure of Conflict of Interest Form; (Return under Tab 2)

3.8.3 Attachment C: HUD & SNRHA Required Forms:

3.8.3.1 form HUD 5369-A, (11/92), Representations, Certifications and Other Statement of Bidders (Return under Tab 3)

3.8.3.2 form HUD-5369-B (8/93), *Instructions to Offerors, Non-Construction*; (FYI)

3.8.3.3 form HUD 5370-C (01/14) *General Conditions for Non-Construction Contracts – Sections 1 and 2;*

3.8.3.4 SNRHA Drug-Free Workplace Certification; (Return under Tab 3)

3.8.3.5 Authorization to Release Information; (Return under Tab 3)

3.8.3.6 Non Collusive Affidavit Certification; (Return under Tab 3) and

3.8.4 Attachment D: SNRHA Section 3 Clause Section 3 Contractor Initial Response Form; (Return under Tab 9)

3.8.5 Attachment E: Section 3 Business Preference Information, if applicable (Return under Tab 10)

3.8.6 Attachment F: Practice and History of Employing Minorities and/or Women in Professional Positions (Return under Tab 7), Optional Item

3.8.7 Attachment G: SNRHA Sample Contract Form (please note that this contract is being given as a sample only--the SNRHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the SNRHA feels it is in its best interests to do so); and

3.8.8 Attachment H: Housing Choice Voucher Document Scanning Services *Scope of Services*

**3.9 PROPOSAL EVALUATION:**

**3.9.1 Evaluation Factors:** The following factors will be utilized by the evaluation committee appointed by the SNRHA to evaluate each proposal received:

NO.	MAX POINT VALUE	PROPOSAL EVALUATION FACTORS
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1	20 points (Objective)	The <b>PROPOSED COSTS</b> the Proposer proposes to charge the SNRHA and their <b>VALUE</b> to the SNRHA.
2	35 points (Subjective)	The <b>EXPERIENCE</b> that the Proposer displays for the work required, based upon the work history and the resumes submitted for the staff proposed to perform the work; the <b>PAST PERFORMANCE</b> of the Proposer on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the SNRHA chooses to conduct with such; each based upon the opinion of the evaluators. Relevant demonstrated organizational experience.
3	35 points (Subjective)	The <b>SPECIALIZED KNOWLEDGE, TECHNICAL COMPETENCE, CAPABILITY and ABILITY</b> the Proposer displays, in that the proposal submittal shows:  (a) a knowledge and understanding of the scope of the work to be performed, providing such services for a Housing Authority, a governmental agency or in a multi-family environment);  (b) the resources or ability to retain the resources, to provide the Scope of Work;  (c) a realistic proposed approach to the performance of the required work supported by references from similar agencies within the State of Nevada, and, in the opinion of the evaluators, the quality of the proposed services. Greater weight will be given to those Proposers that have the resources in-house to provide the required services; and Relevant demonstrated qualifications of the key staff to provide services.  (d) past performance in terms of cost control, quality of work and compliance with performance schedules, each based on the opinion of the evaluators.
4	10 points (Subjective)	Feasibility of providing services in the selected geographic region, based upon the opinion of the evaluators.
<b>100 Points</b>		<b>Total Points (Other than Preference Points)</b>

**3.9.2 Preference Evaluation Factors:** The following factors will be utilized by the staff member assigned by the HA to evaluate each proposal submittal received:

NO.	MAX POINT VALUE	CRITERION DESCRIPTION
5		<b>PROPOSER DIVERSITY (Max of 10 Points)</b>
5a	10 points	Women or Minority-Owned Business.
5b	7 points	Joint venture with a woman, minority or HA resident-owned business.
5c	3 points	Practice and history of employing minority and/or women in Management and/or Professional positions. (See Attachment F)
6		<b>SECTION 3 BUSINESS PREFERENCE PARTICIPATION (Max 15 Points)</b> A business seeking to qualify for Section 3 Contracting Preference shall certify or submit evidence of such. (See Attachment E)
6a	15 points	Priority 1: As detailed in Attachment E.
6b	10 points	Priority 2: As detailed in Attachment E.
6c	5 points	Priority 3: As detailed in Attachment E.
	<b>25 points</b>	<b>Preference Points (Additional)</b>
<b>125 Points</b>		<b>Total Possible Points</b>

### 3.9.3 Evaluation Method/Plan:

**3.9.3.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

**Evaluation Packet:** An evaluation packet will be prepared for each evaluator, including the following documents:

3.9.3.2 Instructions to Evaluators;

3.9.3.3 Proposal Tabulation Form;

3.9.3.4 Written Narrative Form for each proposer;

3.9.3.5 Copy of all pertinent RFP documents.

**3.9.4 Evaluation Committee:** The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No Proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within the above Section 3.6, the SNRHA PM is the only person at the SNRHA that the Proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Proposer(s) to be eliminated from consideration for award.

**3.9.5 Evaluation:** The SNRHA PM will evaluate and award points pertaining to Evaluation Factor No. 1, 5, and 6. The appointed evaluation committee, independent of the SNRHA PM or any other person at the SNRHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3 and 4. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the SNRHA PM.

**3.9.6 Determination of Top-Ranked Proposer:** The points awarded by the evaluation committee shall be combined with the points awarded by the SNRHA PM to determine the final rankings, which shall be forwarded by the SNRHA PM to the SNRHA ED for approval. Board of Commissioners Meetings are held every third Thursday of each month.

**3.9.7 Award Recommendation:** If necessary, a written award recommendation will be placed on a scheduled Board of Commissioners (BOC) meeting Agenda for approval (typical for contracts with a total value greater than \$150,000). The BOC will then make its determination as to whether or not to follow the Evaluation Committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

**3.10 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

3.10.1 Which Proposer received the award;

3.10.2 Where each Proposer placed in the process as a result of the evaluation of the proposals received (i.e. total points awarded to each proposer);

3.10.3 The cost or financial offers received from each Proposer;

3.10.4 Each Proposer's right to a debriefing and to protest.

3.11 **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Proposer's entity will be excluded from participation on the SNRHA Evaluation Committee. Similarly, all persons having ownership interest in and/or contract with a Proposer's entity will be excluded from participation on the SNRHA Evaluation Committee.

3.12 **Minimum Evaluation Results:** To be considered to receive an award a Proposer must receive a total calculated average of at least **70 points** (of the 100 total possible points detailed within Section 3.9.1 herein).

3.13 **CONTRACT AWARD:**

3.13.1 **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

3.13.2 It is anticipated that upon final completion of the Proposal Evaluation Process, the Evaluation Committee will forward the completed evaluations to the SNRHA's PM. The SNRHA's PM will formulate and forward to the SNRHA's Executive Director (ED) for approval of a written award recommendation. The SNRHA's ED will review the recommendation and, if in agreement, take the award recommendation to the SNRHA's BOC at a scheduled board meeting for approval (typically for contracts with a total value greater than \$150,000.00). If so, the SNRHA's BOC will then make its determination of whether or not to follow the committee's recommendation. If the recommendation is followed and the top-rated proposer is approved for award, all Proposers will, after a contract is executed with the successful Proposer, as detailed within Section 3.10, receive a Notice of Results of Evaluation. Contract price negotiations may, at the HA's option, be conducted prior to or after the Board approval, if necessary.

3.13.2 **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the SNRHA pursuant to this RFP:

3.13.3 **Contract Form:** The SNRHA will not execute a contract on the successful Proposer's form--contracts will only be executed on the SNRHA's form (please see Sample Contract, Attachment G), and by submitting a proposal the successful Proposer agrees to do so (please note that the SNRHA reserves the right to amend this form as the SNRHA deems necessary). However, the SNRHA will consider any contract clauses that the proposer wishes to include therein, but the failure of the SNRHA to include such clauses does not give the successful Proposer the right to refuse to execute the SNRHA's contract form. It is the responsibility of each prospective Proposer to notify the SNRHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The SNRHA will consider and respond to such written correspondence, and if the prospective Proposer is not willing to abide by the SNRHA's response (decision), then that prospective Proposer shall be deemed ineligible to submit a proposal.

3.13.4 **Assignment of Personnel:** The SNRHA shall retain the right to demand and receive a change in personnel assigned to the work if the SNRHA believes that such change is in the best interest of the SNRHA and the completion of the contracted work.

3.13.5 **Unauthorized Sub-Contracting Prohibited:** The successful Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the SNRHA PM. Any purported assignment of interest or delegation of duty, without the prior written consent of the SNRHA PM shall be void and may result in the cancellation of the contract with the SNRHA, or may result in the full or



partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the SNRHA PM.

- 3.14 **Ethics in Public Contracting:** Ethical standards apply not only to SNRHA's employees and Contracting Officers but to others with a vested interest in SNRHA's contracts such as members of the Board of Commissioners, other officials and agents of the authority, and contractors with whom the SNRHA does business. Please refer to Handbook No. 7460.8 Rev 2, Chapter 4, which explains the specific ethical requirements for SNRHA contracting 24 CFR 85.36 (b)(3). ( Also, complete "Disclosure of Conflict of Interest Form, Attachment B, and place under Tab 2 of your submittal)
- 3.15 **Contract Period:** The SNRHA anticipates that it will initially award a contract for a period of one year with SNRHA's option of four one-year renewals for a maximum period of five years, or one year with option of 2 one year renewals for a maximum period of three years, which is the maximum effective date of the Solicitation regarding these services.
- 3.16 **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful Proposer* will be required to provide:
- 3.16.1 An original certificate evidencing the Proposer's current industrial (workers compensation) insurance carrier and coverage amount;
  - 3.16.2 An original certificate evidencing General Liability coverage, naming the SNRHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the SNRHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
  - 3.16.3 An original certificate showing the Proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;
  - 3.16.4 An original certificate showing the Proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
  - 3.16.5 If applicable, a copy of the Proposer's multi-jurisdictional license allowing that entity to provide such services throughout all of Clark County, NV.
  - 3.16.6 If applicable, a copy of the Proposer's license issued by the State of Nevada licensing authority allowing the Proposer to provide the services detailed herein.
  - 3.16.7 The requested related information shall also be entered where provided for on the Disclosure of Ownership Form (DO NOT ATTACH OR SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL- we will retrieve the necessary certificates from the successful proposer prior to contract execution).
- 3.17 **Right to Negotiate Final Fees:** The SNRHA shall retain the right to negotiate the amount of fees that are paid to the successful Proposer, meaning the fees proposed by the top-rated Proposer may, at the SNRHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after the SNRHA's Evaluation Panel has chosen a top-rated Proposer. If such negotiations are not, in the opinion of the SNRHA's PM's successfully concluded within 5 business days, the SNRHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The SNRHA shall retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached. Such



negotiations shall be conducted as detailed within Sections N through Q of Chapter 7.2 of HUD Procurement Handbook 7460.8 REV 2.

- 3.18 **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.

4.0 **Attachments:**

- 4.1 **Attachment A:** SNRHA's Form of Proposal (Checklist);
- 4.2 **Attachment B:** SNRHA's Disclosure of Ownership Form and Disclosure of Conflict of Interest Form
- 4.3 **Attachment C: HUD & SNRHA's Solicitation Forms:**
  - 4.3.1 HUD Form 5369-A (11/92) Representations, Certifications and Other Statement of Bidders;
  - 4.3.2 HUD Form 5369B (8/93) *Instructions to Offerors, Non-Construction,*
  - 4.3.3 HUD Form 5370-C (03/20) *General Conditions for Non-Construction Contracts, Sections 1 and 2,*
  - 4.3.4 SNRHA's Drug-Free Workplace Certification,
  - 4.3.5 SNRHA's Authorization to Release Information,
  - 4.3.6 Non-Conclusive Affidavit, and
- 4.4 **Attachment D:** SNRHA's Section 3 Clause and Contractor's Initial Response Form;
- 4.5 **Attachment E:** Section 3 Businesses Seeking Section 3 Preferences;
- 4.6 **Attachment F:** Practice and History of Employing Minorities and/or Women in Professional Positions; and
- 4.7 **Attachment G:** SNRHA's Sample Non-Construction Contract
- 4.8 **Attachment H:** Scope of Services for *Housing Choice Voucher Document Scanning Services*