



703 NE 1st Street Gainesville FL, 32601 352.372.2549 x Ext512

Request for Proposal

PHA Insurance Services

Section 1 - Introduction

General Information

The Alachua County Housing Authority (hereafter ACHA or Authority) provides rental subsidies through various Voucher Programs and manages affordable Public Housing units for low-income families, seniors, and persons with disabilities throughout Alachua County, Florida.

The ACHA was founded in 1967 with the first 200 of 276 Public Housing units being built in 1971 and the remaining built in 1985. Since then, ACHA has demolished 17 of these units and collaborated with a Developer to build a 40-unit facility targeted to seniors and veterans. The Authority received its first Section 8 Vouchers in 1976 and now manages 1,156 through Section 8, HUD VASH and Project Based. The ACHA also owns and manages a 40-unit facility (former hotel) with single room units that serves veterans.

The ACHA is operates under the direction of a seven member advisory board charged with maintaining the policy and fiduciary responsibilities pertaining to the Housing Authority. By Special Act of the Florida State Legislature in 1972, Housing Authority Board members are appointed by the Board of County Commissioners. The ACHA is an independent legal entity created by State Statute.

The ACHA has 26 full time employees and a contracted Executive Director. These employees are eligible for Workers' Compensation benefits while employed by the agency. The agency has 12 vehicles and 3 trailers between the departments.

Scope of Services

The Authority is issuing this Request for Proposal (RFP) for the acquisition of competitive costs for comprehensive property and casualty coverages on all of its properties and operations including but not limited to the following:

- Commercial Property;
- Commercial General Liability;
- Workers Compensation and Employers Liability;
- Owned and Non-Owned Automobile Liability;
- Theft, Disappearance and Destruction
- Employee Dishonesty (Fidelity);
- Flood Insurance;
- Directors and Officers Liability;
- Lead-Based Paint Liability;
- Cyber Security;
- Buried Tanks; and
- Criminal Behavior

Time Line

- | | |
|-----------------------------------|--------------------------------|
| ➤ Release of RFQ | Monday September 20, 2023 |
| ➤ Questions Regarding the RFQ Due | Monday October 9, 2023 4:00pm |
| ➤ Quote Due | Monday October 23, 2023 4:00pm |

RFP Contents, Attachments and Guidelines

The RFP contains the following information that are provided as exhibits:

- A current Schedule of the ACHA’s Insurance
- A current Statement of Values which lists all locations including the number of units
- Current automobile fleet and drivers information
- Currently values loss runs

The Authority seeks proposals from qualified Insurance firms, brokers, non-profit insurance providers, etc. to provide comprehensive property and casualty coverages on all of its properties and operations. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety. In particular, the following minimum requirements must be met.

- Provide proof that the insurance representative is duly licensed by, and in good standing with, the State of Florida. Copies of licensure must be included.
- Offerors must have experience in providing services for governmental organizations. Please provide references.
- All quotes must be from companies that are licensed to conduct business in the State of Florida and have an A.M. Best’s Rating of A or better; a copy of the rating from the most recent evaluation must be included with your proposal.

Prospective offerors requiring any explanation or interpretation of the solicitation must request it in writing no later than 4:00pm EST on Monday October 9, 2023. The request must be addressed to Ron Hall, Director of Operations at the following email address ron@acha-fl.com. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to this solicitation. ACHA requests that your firm indicate whether it plans to submit a proposal by notifying Ron Hall, Director of Operations at the following email address ron@acha-fl.com.

The ACHA intends to award a contract pursuant to a “best value” basis, not a “lowest bid” basis. An evaluation committee shall review and rank each of the offerors proposals using the method of evaluation described in this request. The evaluation committee shall enter into negotiations with the highest ranked proposal first, and if necessary, any of all of the other

proposals and submit the list of ranked offerors to the Executive Director. The Executive Director shall make a recommendation to the Board of Commissioners to award a single contract to the most competent, responsive and responsible offeror submitting a proposal in accordance with the proposal evaluation criteria.

The ACHA reserves the right to award contracts to multiple offerors, to reject any or all bids, to waive for all applicants any information in the specifications or proposal process or to cancel in whole or in part this solicitation if it is in the best interest for the Authority to do so.

The Awarded contract will be for three (3) years with the option to renew in increments of one-year for two additional periods.

Section 2 – Current PHA Insurance

The ACHA currently has insurance through the following carriers:

- FHARMI
 - Commercial Property;
 - Commercial General Liability;
 - Owned and Non-Owned Automobile Liability;
 - Theft, Disappearance and Destruction
 - Employee Dishonesty (Fidelity);
 - Flood Insurance;
 - Directors and Officers Liability;
 - Lead-Based Paint Liability; and
 - Buried Tanks
- FFVA
 - Workman’s Compensation and Employers Liability
- Gallagher
 - Cyber Security
 - Criminal Behavior

Additional Underwriting Information

1. The ACHA is a non-smoking Housing Authority
2. The ACHA provides units based on income
3. Pull for aid cords are installed in our one-bedroom units, as these tend to have seniors. However, the property is not designated as a senior property.
4. Property values for insurance have been increased to reflect current Replacement Cost.
5. Security cameras are installed in the following neighborhoods and are shared with local law enforcement:
 - a. Linton Oaks
 - b. Rocky Point
 - c. Phoenix
 - d. Sunshine Inn

Attachments to Follow

The following are attached for reference:

1. Schedule of Current Insurance
2. Statement of Values
3. Automobile Fleet and Drivers Information
4. Current Valued Loss Runs

Section 3 – Agencies Reservation of Rights

The Authority reserves the following right in association with the RFP process and upon contract award.

1. **Right to Terminate the RFP or Reject, Waive Proposals.** The Agency reserves the right to terminate the RFP process, if deemed by the Agency, to be in its best interest. Additionally, the Agency reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and /or proposals offering alternative or non-requested services.
2. **Right to Not Award.** The Agency reserves the right to not award a contract pursuant to this RFP.
3. **Right to Make Multiple Awards.** The Agency reserves the right to make an award to more than one offeror and to award with or without negotiations or a “Best and Final Offer” (BAFO).
4. **Right to Terminate.** The Agency reserves the right to terminate a contract award pursuant to this RFP at any time for the Agency’s convenience upon 10 days written notice to the contractor.
5. **Right to Retain Proposals.** The Agency reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals.
6. **Right to Negotiate.** The Agency reserves the right to negotiate the fees proposed by the offeror(s). If such negotiations are not, in the opinion of the Agency successfully concluded within a reasonable timeframe as determined by the Agency, the Agency shall retain the right to end such negotiations.
7. **No Obligation to Compensate.** The Agency has no obligation to compensate any offeror(s) for any costs incurred in responding to this RFP.
8. **Right to Reduce or Increase Estimated / Actual Quantities.** The Agency reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to the Agency, if: 1) funding is not available; 2) legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or 3) the Agency’s requirements in good faith change after award of the contract.
9. **Right to Request Additional Information.** The Agency reserves the right to request additional information from all proposers, if needed to evaluate proposals. Such information shall be submitted in the form required by the Agency within two (2) days of written request.
10. **Assignment of Personnel.** The Agency shall retain the right to request and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

11. **Office Hours.** The Agency reserves the right to determine the days, hours, and locations that the successful offeror shall provide the services called for in this RFP.
12. **Unauthorized Sub-Contracting Prohibited.** The successful offeror 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 Agency. Any purported assignment of interest or delegation of duty, without the prior written consent of the Agency shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the successful offeror as a result of the proposed contract as determined by the Agency.

Section 4 – Scope of Services

Minimum Requirements

To be considered for selection, Offerors must meet the following qualifications. Please indicate for each item listed below whether the Offeror meets the requirements. If not, please explain.

1. Provide proof that the insurance representative is duly licensed by, and in good standing with, the State of Florida.
2. Offerors must have experience in providing services for governmental organizations.
3. All quotes must be from companies that are licensed to conduct business in the State of Florida and have an A.M. Best's rating of A or better. For each quote, a copy of the insurance carrier's most recent Best's rating must be included with the proposal.

Specific Services

The Offeror will provide the following insurance services:

- Commercial Property;
- Commercial General Liability;
- Workers Compensation and Employers Liability;
- Owned and Non-Owned Automobile Liability;
- Theft, Disappearance and Destruction
- Employee Dishonesty (Fidelity);
- Flood Insurance;
- Directors and Officers Liability;
- Lead-Based Paint Liability;
- Cyber Security;
- Buried Tanks; and
- Criminal Behavior
- Flood Insurance

Note: The offeror is not required to provide services for all insurance products requested in the RFP. Please identify the insurance product where the offeror will not provide services.

- a. The Offeror will provide the necessary experience to assess the Authority's insurance needs and provide recommendations regarding the appropriate type of insurance for the Authority, the levels of coverage necessary to protect the Authority from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium and such other factors as the broker shall recommend.
- b. If Broker: Based on the insurance coverage selected by the Authority, the Offeror will organize, develop, and obtain bids from insurers that meets the minimum requirements provided in the RFP. A copy of the most recent Best's rating must be provided with the quote.
- c. If Broker: The Offeror will evaluate the bids and present to the Authority, the package of insurance policy terms, conditions, and premiums. The Offeror is required to present three (3) competitive quotes for each type of insurance.
- d. The Offeror must be in full compliance with HUD's and the Authority's requirements for insurance coverage and the procurement of insurance. The Offeror must maintain full documentation for the procurement of insurance coverage, including documentation from insurance carriers that declined to submit a quote.
- e. The Offeror will represent the Authority, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters.
- f. The Offeror will administer claims submittals, as needed, in a manner best representing the interests of the Authority and provide quarterly reports of financial and claims experience for all policies.
- g. The Offeror will notify the Authority of invoicing of premiums for all outstanding policies to assure that no policy lapses because the Authority is unaware that an invoice is due.
- h. The Offeror will meet with the Authority at least semi-annually to review the Authority's coverage to ensure that the Authority maintains appropriate levels of insurance and shall notify the Authority of any new developments in the insurance industry or markets that may impact the Authority or impact the insurance coverage or policies sought by the Authority.
- i. The Offeror will provide the Authority with an annual report within 45 days of the end of the Authority's fiscal year, detailing a schedule of the policies in force, the coverage amounts, deductible amounts, premiums paid, and fees and commissions received by the insurance broker in connection with each policy.
- j. The Offeror will obtain a certificate of insurance for each insurance policy for the Authority's submittal to HUD.

Time Expectations and Insurance Renewal Timeframe.

- a. Respond to phone calls and emails the same business day in general, if not practical, response should be within twenty-four hours.
- b. Key personnel should be available between 8:30am to 5pm Eastern Standard Time.
- c. Submit insurance policies within 30 days of binding (i.e., the insurance coverage is in place but the policy has not been issued).
- d. Premium – The premium must be renegotiated no later than sixty (60) days before the anniversary of the policy.
- e. Cancellation – A sixty (60) day notice of cancellation, major changes in terms, or intent not to renew is required from the insurance carrier.

The items listed below are all value-added components of a complete Risk Management and Insurance program that the Authority wishes to receive. Please provide the firm's qualifications, experience, and plan to execute these services.

(Optional) Loss Control & Safety.

- Provide onsite review of facilities and risk analysis.
- Awareness Training – Make educational presentations to Agency staff on requested risk and/or benefits related topics.
- Provide awareness through safety bulletins and newsletters.

(Optional) Property Appraisals.

- Perform building valuations.
- Perform content valuations.

Optional Employee Benefit Programs

- Health and Wellness programs
- Health Club membership discounts
- Smoking and Alcohol cessation classes
- Addiction awareness

Section 5 - Instructions to Offerors

Submission Requirements

1. Proposals are to be submitted in a sealed envelope clearly marked **RFP: PHA Insurance Services** and will be received until October 20th, 2023 @ 4:00 pm EST time at the Alachua County Housing Authority 703 NE 1st street Gainesville, FL 32601. Any proposal received/time-stamped after October 20th, 2023 @ 4:00 pm EST time will be considered late and remain unopened and not considered for evaluation. If the proposal is hand-delivered, please allow enough time as there may be other clients, etc. at the front desk and you may have to wait to get your proposal time-stamped. Proposal must be time-stamped. If proposal is sent by mail or courier, the proposal will be time-stamped upon receipt. ACHA is not responsible for delays in the delivery of your proposal regardless of the form of delivery.
2. The offeror should submit a signed original and three copies of its proposal.
3. No proposal may be withdrawn or modified in any way after the deadline for proposal submittal. Proposals shall remain firm and valid for ninety (90) days from said deadline.
4. The proposals must be completed in their entirety, completing all forms included in the proposal packet. If the offeror should have any questions regarding the forms, contact Ron Hall, Director of Operations at 352-372-2549 ext 512 or via email at ron@acha-fl.com.
5. Proposals are to be submitted in narrative form and are to include the **Price Proposal Template** included in this package.
6. Offerors may supplement their proposal with attached sheets for the purpose of adding or otherwise explaining any further conditions the offeror wishes to have considered. Such supplemental attachments are to be considered items to be reviewed, accepted, rejected, or further considered by the evaluation committee.
7. During the period when proposals are accepted, responses to questions on the RFP will not be provided to any prospective offeror. Responses to questions must be made in writing before the deadline for the submission of written questions.

Section 6 – Proposal Format

The ACHA intends to retain the successful offeror(s) pursuant to a “Best Value” basis, not a “Lowest Bid” basis, i.e., the Authority will consider other factors than cost in making the award decision. All proposals submitted in response to this RFP must be formatted in accordance with the sequence and instructions provided below. **Proposals are limited to thirty (30) pages excluding Price Proposal, attachments, and supporting documentation as noted below. Any proposal which fails to include all of these items may be considered a non-responsive proposal and will not be considered for evaluation.**

Tab 1. Firm’s Qualifications and Experience.

- a. Provide firm’s name, state of organization, and supervisory and regulatory authorities that oversee the firm.
- b. Provide address of the branch office that will provide services to the Agency, website, and contact person name and information for the proposal.
- c. Provide background and attributes of the firm including information on the firm’s size and number of offices within the state, a description of the services that the firm provides, and the firm’s experience in providing insurance services to government agencies.
- d. Provide a summary of the firm’s premium volume for each of the past three (3) years by the insurance product category (e.g., property and casualty, general liability, fidelity, etc.) requested in the RFP. Note: If the office that will service the Agency’s account is a branch or subsidiary of a national or regional firm, the aforementioned information should be provided for both the office providing services to the Agency and the entire firm.
- e. Provide proof that the firm is licensed by, and in good standing with the State of Florida.
- f. Provide the firm’s performance history including accreditation, certification, and other regulatory compliance.

Tab 2. Staff Qualifications and Experience.

- a. Identify the person that will serve as the primary representative on behalf of the Authority and provide contact information for that person. Include a brief description of the representative’s background, experience and qualifications, and the representative’s role and responsibilities for the firm.
- b. Provide information on other staff that will be assigned to the Authority’s account, their roles and responsibilities, background, and experience.

Tab 3. Understanding and Approach.

- a. Describe the offeror’s understanding and ability to meet the Scope of Services.
- b. If the offeror is unable to provide any of the requested services such as a quote for an insurance product(s) requested in the RFP, specifically identify those exceptions.

- c. Describe the firm's internal compliance controls on binder, policy issuance, and review of contracts for the complete and final agreement of all terms.
- d. Provide a list in order of preferences from most to least preferred of the insurance markets the firm would seek to access on behalf of the ACHA for each insurance product specified in the RFP. Identify those markets on the list, if any, which would submit bids through only one broker.
- e. Describe other products or service enhancements that the offeror would provide or believe is necessary to the services described in the RFP.

Tab 4. References.

(Supporting Documentation not included in 30-page limitation) (See attachment) Provide up to five (5) recent professional references from clients with insurance needs similar to the Agency, in particular, governmental entities.

Tab 5. Financial Position.

Supporting Documentation not included in 30-page limitation) Submit copies of the firm's audited financial statements for the past two (2) years.

Tab 6. Licensing and Insurance Requirements.

(Supporting Documentation not included in 30-page limitation) Prior to award, but not as part of the proposal submission, the successful offeror will be required to provide the following documents.

- a. An original certificate evidencing the contractor's current industrial (worker's compensation) insurance carrier and coverage amount. (See attachment)
- b. An original certificate evidencing the contractor's General Liability coverage; naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy.
- c. An original certificate evidencing the contractor's Professional Liability and/or "errors and omissions" coverage.
- d. A copy of the offeror's business license allowing the entity to provide such services within the jurisdiction.
- e. If applicable, a copy of the offeror's license issued by the State of Florida allowing the contractor to provide the services provided in the RFP.

Tab 7. Price Proposal.

- a. *(Price Proposal and forms are not included in 30-page limitation)* Provide the quote for each insurance category and associated fee using the provided forms. Submit signed forms, 1) Certificate of Independent Premium Determination and 2) Non-Collusive Affidavit (see attachments).

Tab 8. HUD Form 5369-B, Instructions to Offerors, Non-Construction.

- a. *(Attachment not included in 30-page limitation)* Read and initial each page indicating that you have read and agree with the contents.

Tab 9. HUD Form 5369-C, Certifications and Representations of Offerors, Non-Construction.

- a. *(Attachment not included in 30-page limitation)* Read and initial each page indicating that you have read and agree with the contents.

Tab 10. PHA Required Contract Provisions.

- a. Certification of Independent Price Determination
- b. Non-Collusive Affidavit
- c. *(Attachment not included in 30-page limitation)* Read and initial each page indicating that you have read and agree with the contents. (note this tab will only be needed if the PHA has their own PHA required contract provisions).

Tab 11. Section 3 Business Requirements.

(Attachment not included in 30-page limitation) To be provided if claiming a Section 3 Preference.

Section 7 – Price Proposal Template

The awarded contract will be for three (3) years with the option to renew in increments of one-year for two (2) additional years. Requests for fee increases in subsequent years shall be submitted by the firm in writing, six (6) months prior to the anniversary date of the contract to be effective for the subsequent year.

INVOICE AND PAYMENT

1. Insurance Brokerage Services. The firm shall invoice the Authority monthly based on 1/12th of the total fees provided for the services provided under this task. The ACHA will provide payment within 30 days of an acceptable invoice “net-30”. (option for annual billing)
2. Optional Services. The firm shall invoice the ACHA monthly for the optional services as these costs are incurred. The ACHA will provide payment within 30 days of an acceptable invoice “net-30”. (option for annual billing)
3. Equitable Adjustment. At any time, the ACHA may, by written notice, make changes in or additions to work or services within the general scope of the agreement. If such changes are made, an equitable adjustment will be made. If the firm believes that a change in or addition to work is beyond the general scope of the agreement, the firm must notify the Authority in writing within 10 days of notification to begin such work. The final administrative authority in settling such disputes shall rest with the ACHA.

Insurance Product Quote.

The offeror may elect to provide a quote for any or all insurance products requested in the RFP. Please duplicate the quote sheet provided below and complete a quote sheet for each insurance product that the offeror wishes to submit a quote.

- All quotes must be from companies that are licensed to conduct business in the State of Florida and have an A.M. Best’s rating of A or better. A copy of the most recent Best’s rating for each insurance carrier must be provided with the quote.
- The ACHA will select a firm that will only receive compensation for the services requested in the RFP through the proposed fee structure. The offeror will not receive commissions, other fees, kickbacks, etc. in any form for the services provided under this RFP. The awarded firm will be required to annually execute a certificate attesting that the only compensation received for services were from the fees allowed in the awarded contract and that no additional fees, commissions, etc. were or will be received.
- Submit signed forms, 1) Certificate of Independent Premium Determination and 2) Non-Collusive Affidavit (see attachments).

INSURANCE PRODUCT QUOTE SHEET

1. Quote for the following insurance product(s):

- ☐ a. Commerical Property;
- ☐ b. Commerical General Liability;
- ☐ c. Workers Compensation and Employee Liability;
- ☐ d. Owned and Non-Owned Automobile Liability;
- ☐ e. Theft, Disappearance, and Destruction;
- ☐ f. Employee Dishonesty (Fidelity);
- ☐ g. Directors and Officers Liability;
- ☐ h. Lead Based Paint Liability;
- ☐ i. Cyber Security;
- ☐ j. Burried Tanks;
- ☐ k. Criminal Behavior; and
- ☐ l. Flood Insurance

2. Name of Insurance Company:

3. AM Best Rating (provide proof):

4. Annual Premium based on the deductibles provided in the table and the Brokerage Fee (indicate if fee is based on percentage or flat rate).

Annual Premium Based on Deductible of:	Proposed Brokerage Fee
\$5,000	
\$10,000	
\$15,000	

4. Provide details of any discrepancies in the RFP request including coverages not provided or any additional coverage as compared to the Agency's current insurance schedule. Attach separate sheet if necessary.

Summary – Insurance Premiums & Fees.

Based on the insurance quotes provided and using the table below, summarize the premiums and associated fee for each insurance product based on the deductibles requested. Indicate "N/A – not applicable" for any insurance product where a quote was not submitted.

#	Insurance Product	Premium based on deductible of:			Proposed Broker Fee		
		\$5,000	\$10,000	\$15,000	\$5,000	\$10,000	\$15,000
1	Commercial Property						
2	Commercial						

#	Insurance Product	Premium based on deductible of:			Proposed Broker Fee		
		\$5,000	\$10,000	\$15,000	\$5,000	\$10,000	\$15,000
	General Liability						
3	Workers Compensation and Employee Liability						
4	Owned and Non-Owned Automobile Liability						
5	Theft, Disappearance, and Destruction						
6	Employee Dishonesty (Fidelity)						
7	Directors and Officers Liability						
8	Lead Based Paint Liability						
9	Cyber Security						
10	Buried Tanks						
11	Criminal Behavior						
12	Flood Insurance						
TOTAL, Premium & Fees							

Pricing – Optional Services (Loss Control & Safety and Property Appraisals).

The price proposal template provided below is required to be provided for Year 1. For the subsequent years (Years 2 and 3 and Option Period 1 and Option Period 2), provide the proposed rate for each labor category, including the percentage rate of increase proposed.

For Year 1, for each proposed personnel, provide the labor category, hourly rate, and estimated hours to be performed for the optional tasks – Loss Control & Safety and Property Appraisals. The number of hours in Year 1 or subsequent years should not exceed 100 hours annually. The services provided under these tasks must be approved by the Agency prior to services being rendered and billed.

Pricing for this service will be billed at the rate shown in the offeror's table below. Invoicing for this service will be supported with a narrative of the work performed.

Rate, Hours, and Total Cost by Staff – Loss Control & Safety, and Property Appraisals Services Year 1 Period				
Staffing	Labor Category	Year 1 Hourly Rate	Year 1 Hours	Year 1 Total Cost
Name of Lead Contractor Firm				
Name 1	Category 1	\$		\$
Name 2	Category 2	\$		\$
Name 3	Category 3	\$		\$
	Total Hours (NTE 100)			
	Total Annual Fee			\$
	Total Monthly Fee			\$

Section 8 – Evaluation Criteria

The Agency intends to award the contract to the successful offeror(s) pursuant to a “Best Value” basis. An evaluation committee will review and rank each proposal using the evaluation factor and point system shown. The award of points for each listed factor will be based upon the documentation that the offeror submits with the proposal.

#	Evaluation Factor	Maximum Points
1	Firm’s Qualifications and Experience Firm’s overall experience with providing insurance service to clients comparable to the Agency; quality of references and experience with governmental entities; and strength and financial stability of the firm.	25
2	Staff Qualifications and Experience Offeror’s level of staff and experience and qualifications of specific staff assigned to provide insurance services to the Agency.	20
3	Responsiveness – Understanding and Approach The proposal demonstrates the firm’s ability to provide the services requested, understanding and access to insurance markets, and maintain adequate internal control procedures.	20
4	Costs and Fees. The proposed costs provide the best value to the Agency. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionally lower total score for this category.	25
5	Section 3 Requirements. <i>[Note: This evaluation factor should be tailored to reflect the PHA’s procurement policy].</i> The offeror is a Section 3 firm or has provided a plan committing to achieve certain targets with respect to training, employment, contracting, or other economic opportunities for the Agency’s low-income residents.	10
6	Responsiveness to Terms & Conditions & Financial Viability <ul style="list-style-type: none"> Proposal contains the required documentation and all terms and conditions are addressed and documentation included. Financial strength of the offeror based on a review of the firm’s audited financial statements. 	Acceptable / Unacceptable
	Total Points	100

Method of Award.

Once each offeror’s proposal has been evaluated and ranked, final negotiations will be scheduled for the top ranked offeror. If the final negotiation is successful, the Executive Director will make a recommendation to the Board of Commissioners to award a single contract to that offeror. The Board may require additional information or negotiations before the Board will approve an award of the contract.

Should negotiations with the selected offeror become unsuccessful, the Agency reserves the right to cease negotiations with the offeror. In the event of cessation of negotiations with the first selected offeror, the Agency reserves the right to either enter into similar interviews and negotiations with the next highest ranked offeror or take other action as it deems most beneficial.

NOTE: ACHA reserves the right to award multiple contracts, or contracts for portions of the proposal, if it is in the best interest of the Authority to do so.

Section 9 – HUD Mandatory Contract Provisions

HUD Mandatory Contract Provisions

1. Form HUD 5369-B, Instructions to Offerors – Non-Construction.
2. Form HUD 5369-C, Certifications and Representations of Offerors – Non-Construction Contract.
3. Form HUD 5370-C, General Conditions for Non-Construction Contracts.
4. Legally Required Statement Regarding Access to Records

Attachments

in order of first appearance in the RFP

Attachment Section A

- Current Schedule of the ACHA's Insurance
- Current Statement of Values which lists all locations including the number of units
- Current automobile fleet and drivers information
- Currently values loss runs

Attachment Section B

- HUD Form 5369-B
- HUD Form 5369-C
- Certificate of Independent Premium Determination
- Non-Collusive Affidavit
- Section 3 Business Requirements
- Legally Required Statement Regarding Access to Records
- Form HUD-5370-C