



## **The Department of Housing**

### **Questions and Answers**

#### **State of Connecticut Section 8 and RAP Admin**

#### **RFP Number CTDOH 2024-1193**

- 1. Will only one contractor be awarded under this proposal? Is the state looking for one state administrator or will it consider multiple administrators of the program by region?**

DOH seeks one vendor to be awarded through this RFP.

- 2. If an entity proposes to utilize subcontractors, is the only information required on behalf of the subcontractors what is listed under Subsection 7, Attachments Letter e?**

At this time DOH only requests the experience and qualifications related to performed subcontracted work that you propose. Should the preliminarily awarded vendor propose to use subcontractors, DOH may request additional information. Please note that all proposed subcontractors should be registered in Sam.gov and not be debarred upon contract execution.

- 3. Can the Department provide a geographic breakdown of the utilization of each type of voucher for FY 2023? Can DOH provide the number of certificates (all programs) by community?**

See Appendix I below.

- 4. Can the Department provide the staffing plan utilized by the current contractor of these services?**

No. In an effort to seek innovative approaches and foster an environment of competition, DOH expects prospective vendors to develop a staffing plan they feel would best deliver the required services.

- 5. Can the Department provide the current vendor's performance for FY 2023 as it relates to the measures listed under Section 6. Program Measures letters "a" through "i"?**

No. In an effort to seek innovative approaches and foster an environment of competition, DOH expects prospective vendors to describe how they would be able to perform and report on the program measures listed in Section 6, a-i.

- 6. What is the current annual funding amount for these services? What is the current per unit administrative fee (% or flat rate of rental payment) charged by the current vendor/provider?**

Based on DOH's current voucher authority, there is approximately \$178MM in funding for Section 8 and RAP vouchers.

In an effort to seek innovative approaches and foster an environment of competition, DOH will not comment on the current vendor's pricing at this time. DOH expects prospective vendors to provide competitive pricing within their price proposal.

- 7. If an agency participates in the CHES program and refers people for certificates – is there a conflict of interest/concern if they apply to this RFP.**

There may be the potential for there to be an actual or perceived conflict of interest. Please address the nature of this issue within your Conflict-of-Interest Disclosure Statement. DOH staff will review proposals to identify whether an actual or perceived conflict of interest exists. Should a concern exist, DOH may recommend the awarded vendor develop and provide a conflict and risk mitigation strategy.

- 8. If an agency receives Section 8 certificates for properties via the State Sponsored Housing Portfolio and HCV, is there a conflict of interest/concern if they apply to this RFP.**

There may be the potential for there to be an actual or perceived conflict of interest. Please address the nature of this issue within your Conflict-of-Interest Disclosure Statement. DOH staff will review proposals to identify whether an actual or perceived conflict of interest exists. Should a concern exist, DOH may recommend the awarded vendor develop and provide a conflict and risk mitigation strategy.

- 9. Will payments to landlords be issued by the grantee or directly by DOH?**

Payments will be prepared by the Administration vendor. DOH will provide a review of the prepared payments. Direct payment will be issued by DOH's Software Vendor.

- 10. Regarding the current voucher/certificate holders and the waitlist: will the contractor be provided with lists from the current contractor? And, if so, in what manner will these lists be shared?**

The list of current voucher holders will be transitioned into DOH's Software Vendor's system. The Section 8 and RAP Administration Vendor will be provided access to the system.

Additionally, the waitlist will be transitioned from current Administration Vendor to DOH. DOH will provide the waitlist to awarded vendor upon contract execution. DOH anticipates that this will also be stored within the Software Vendor's system.

- 11. Is there a list of pricing formats besides just a list of the different types of vouchers?**

Yes. DOH provides the option for prospective vendors to calculate and submit their lump sum pricing using either "time and material" or a "per voucher" methodology. DOH will analyze the lump sum total amount in its final consideration of price and final contract award amount. DOH has updated the Pricing Format under "Option B" to include a column for prospective vendors to identify their "Fee per Voucher".

- 12. What is the software system the State is using that the administrator software needs to be compatible?**

DOH is in the process of issuing an RFP to procure a software vendor. The Department utilizes the Microsoft suite of applications. At a minimum, the prospective Administration Vendor should be able to work within a MS based environment.

- 13. What is/are the current software systems or platforms (Excel, CRM, etc.) being used for data management?**

PHA-Web is the current software being used manage the program. Depending on the outcome of the Software Vendor RFP this may or may not change. This is in addition to reports being generated within Excel and other MS based applications.

**14. What is the payment software / vendor currently used by the Department of Housing for disbursing monthly payments to landlords via ACH?**

PHA-WEB. Depending on the outcome of the Software Vendor RFP this may or may not change.

**15. How should proposals using a "Per unit fee" pricing format translate into the required "Proposed Budget" attachment?**

DOH has updated the Pricing Format under "Option B" to include a column for prospective vendors to identify their "Fee per Voucher".

**16. Does Pat Kelson Associates currently conduct 100% of the inspections? If others, please list. What is their per inspection charge?**

In an effort to seek innovative approaches and foster an environment of competition, DOH will not comment on other organization's business practices.

**17. With the imminent rollout of HUD's NSPIRE inspections, is it permissible to have nonprofit agencies' case managers complete the unit inspections instead of a centralized entity?**

Inspections consistent with HUD's NSPIRE inspection standard are acceptable. However, the entity/person conducting the inspection must be trained to perform NSPIRE inspections and be a part of an entity that is responsible to HUD for conducting the NSPIRE method of inspection.

**18. Conflict of Interest – Disclosure Statement is listed as Number 9 on Page 19; however, Page 21 then labels it as Number 10. Please clarify the numbering for this item.**

Typographical Error. This has been fixed within the RFP.

**19. The list of attachments on 7. Attachments include items that are required for previous numbers. An example on Page 21 is listing a. Cover Sheet, which is also required on Page 19. Please clarify if a copy should be placed in both locations of the proposal.**

Typographical Error. This has been fixed within the RFP. All attachments should only be provided once within the response.

**20. Page 32 states a formatting requirement with "the proposal in 12-point, Times New Roman font." Are tables, graphics, and charts exempt from these requirements in the document?**

Yes, these are exempt. However, they must be easily viewed and readable within the document.

**21. Is the awarded vendor expected to provide a system of record for Program Administration?**

No. DOH is currently in the procurement process for a software vendor that will function as the system of record.

**22. What is the DOH's expectation regarding total number of housing unit inspection?**

At this time, DOH expects 100% of the units to have initial inspections performed.

## Appendix I – List of Vouchers by Location

Location	Vouchers
Amston	1
Andover	1
Ansonia	112
Avon	28
Barkhamsted	5
Beacon Falls	9
Berlin	45
Bethany	1
Bethel	27
Bloomfield	140
Bolton	1
Bozrah	2
Branford	67
Bridgeport	1321
Bristol	243
Brookfield	23
Brooklyn	12
Canaan	1
Canterbury	1
Canton	18
Central Village	1
Chaplin	3
Cheshire	17
Chester	3
Clinton	8
Colchester	43
Columbia	2
Cornwall Bridge	2
Coventry	4
Cromwell	8
Danbury	224
Danielson	1
Darien	21
Deep River	47
Derby	78
East Berlin	2
East Granby	2
East Hampton	28
East Hartford	298

East Haven	118
East Haven	4
East Lyme	23
East Windsor	41
Eastford	1
Ellington	7
Enfield	79
Essex	1
Fairfield	62
Farmington	46
Glastonbury	66
Goshen	1
Granby	2
Greenwich	39
Griswold	70
Groton	154
Guilford	11
Haddam	2
Hamden	616
Hampton	1
Hartford	1629
Harwinton	6
Hebron	1
Jewett City	1
Kensington	1
Kent	3
Killingly	57
Killingworth	1
Lebanon	6
Ledyard	9
Litchfield	4
Madison	4
Manchester	402
Mansfield	6
Meriden	506
Middlebury	5
Middlefield	3
Middletown	220
Milford	48
Monroe	2

Montville	50
Moodus	3
Naugatuck	191
New Britain	785
New Canaan	33
New Canaan	1
New Fairfield	6
New Hartford	6
New Haven	1804
New Haven Annex	1
New London	551
New Milford	30
Newington	151
Newtown	7
Norfolk	2
North Branford	9
North Franklin	1
North Haven	47
North Stonington	2
Northford	2
Norwak	1
Norwalk	519
Norwich	335
Old Lyme	2
Old Saybrook	13
Oneco	2
Orange	8
Oxford	5
Plainfield	17
Plainville	43
Plymouth	37
Pomfret	2
Portland	42
Preston	6
Prospect	4
Putnam	30
Redding	3
Ridgefield	6
Rockfall	2
Rocky Hill	67

Salem	2
Salisbury	1
Seymour	32
Sharon	1
Shelton	64
Sherman	1
Simsbury	62
Somers	7
South Glastonbury	1
South Windsor	21
Southbury	5
Southington	64
Southport	1
Sprague	11
Stafford	28
Stamford	529
Sterling	5
Stonington	24
Stratford	146
Suffield	5
Tariffville	2
Thomaston	9
Thompson	35
Tolland	8
Torrington	119
Trumbull	17
Vernon	133
Voluntown	2
Wallingford	46
Washington	1
Washington Depot	1
Waterbury	842
Waterford	38
Watertown	31
West Hartford	227
West Haven	342
Westbrook	7
Weston	1
Westport	70
Wethersfield	54
Willington	7

Wilton	11
Winchester	137
Windham	117
Windsor	80
Windsor Locks	29
Wolcott	7
Woodbridge	6
Woodbury	4
Woodstock	1
Yantic	1