Hawaii Public Housing Authority
State of Hawaii

IFB SPB-2021-15

Invitation-for-Bids to Provide Quality Control Service Review of Tenant Income Recertification Files for the Section 8 Housing Choice Voucher Program on Oahu

Note: If this Invitation for Bids (IFB) was downloaded from the Hawaii Public Housing Authority website, interested bidders must provide the necessary contact information to the IFB Coordinator to be notified of changes and to ensure receipt of all applicable IFB information. Interested bidders are advised to complete the IFB Registration Form, email or mail the form to the IFB Coordinator. The HPHA shall not be responsible for incorrect bid offers received as a result of missing addenda, clarifications, attachments or other pertinent IFB information not received by bidders.

Issued May 13, 2021
Notice to Bidders  
(Chapter 103D, Hawaii Revised Statutes)  

INVITATION FOR BIDS (IFB) No. SPB-2021-15

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes, the Hawaii Public Housing Authority (HPHA) will be accepting sealed bids for the Provision of Quality Control Service Review of Tenant Income Recertification Files for the Section 8 Housing Choice Voucher Program on Oahu.

The Invitation for Bids, Specifications, and Bid Offer Form may be picked up at the HPHA Contract and Procurement Office on the Island of Oahu located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 or downloaded at the HPHA website at www.hpha.hawaii.gov beginning Thursday, May 13, 2021. Sealed bids must be received at 1002 North School Street, Building D, Central Files Office not later than 4:00 p.m. Hawaii Standard Time (HST), Wednesday, May 26, 2021. Public opening of bids will commence at 4:15 p.m. HST, Wednesday, May 26, 2021 at the Contract and Procurement Office.

The HPHA will conduct a Pre-Bid Video Conference at 9:00 a.m. HST, Tuesday, May 18, 2021. Bidders interested in participating in the Conference are to contact the IFB Coordinator by Monday, May 17, 2021, 2:00 p.m. HST for Conference information. Interested bidders are strongly encouraged to attend the Pre-Bid Video Conference.

The HPHA reserves the right to reject any or all bids and to accept the bids in whole or part in the best interest of the State. If you have any questions, please contact Ms. Tammie Wong, IFB Coordinator at (808) 832-6071.

HAWAII PUBLIC HOUSING AUTHORITY

Hakim Ouansafi  
Executive Director
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<th>Description</th>
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Section 1
Administrative Overview

I. Authority

This Invitation-For-Bids (IFB) is issued under the provisions of Chapter 103D, Hawaii Revised Statutes (HRS), and the related Hawaii Administrative Rules (HAR). The United States Department of Housing and Urban Development (HUD) regulations shall apply when the resulting Contract includes an allocation of Federal funds. Prospective bidders are held responsible for presumptive knowledge of all requirements of the cited authorities; the submission of a bid offer by a bidder shall constitute admission of such knowledge.

II. IFB Organization

This IFB is organized into five (5) sections:

Section 1    Administrative Overview – Provides interested bidders with an overview of the procurement process

Section 2    Specifications – Provides interested bidders with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable)

Section 3    Bid Offer Form and Instructions – Describes the required format and content of the bid submission

Section 4    Bid Evaluation & Award – Describes how bids will be evaluated by the State Contracting Office

Section 5    Attachments

III. Contracting Office

The Contracting Office is responsible for overseeing the procurement and the Contract resulting from this IFB. The contact information for the Contracting Office is as follows:

Hawaii Public Housing Authority
Contract & Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817
Telephone: (808) 832-6038
The designated IFB Coordinator for this solicitation is as follows:

Ms. Tammie Wong  
Contract & Procurement Office  
Hawaii Public Housing Authority  
1002 North School Street, Bldg. D  
Honolulu, Hawaii 96817  
Telephone: (808) 832-6071  
Email: tammie.y.wong@hawaii.gov

The HPHA reserves the right to change the IFB Coordinator without written notice.

The Section 8 Subsidy Programs Branch is responsible for monitoring the services performed under the resulting Contract. The designated Contract Administrator or her designated representative is responsible for monitoring the activities performed under the resulting Contract and is listed as follows:

Ms. Sarah Beamer  
Section 8 Subsidy Programs Branch  
Hawaii Public Housing Authority  
1002 North School Street, Bldg. H  
Honolulu, Hawaii 96817  
Telephone: (808) 832-5935

Any changes to the Contract Administrator or her designated representative shall be provided in writing to the Successful Bidder. The HPHA reserves the right to change the Contract Administrator and shall be responsible to notify the Successful Bidder.

IV. **Procurement Timeline**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Scheduled Dates</th>
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<tr>
<td>Public Notice Announcing IFB</td>
<td>May 13, 2021</td>
</tr>
<tr>
<td>Distribution of Bid Specs/Bid Offer Form</td>
<td>May 13, 2021</td>
</tr>
<tr>
<td>Pre-Bid Video Conference</td>
<td>May 18, 2021 at 9:00 a.m. HST</td>
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<td>Written Questions Due to the HPHA</td>
<td>May 18, 2021</td>
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<td>Written Responses Due from the HPHA</td>
<td>May 20, 2021</td>
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<tr>
<td>Bid Submittal Deadline</td>
<td>May 26, 2021 at 4:00 p.m. HST</td>
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<tr>
<td>Bid Opening</td>
<td>May 26, 2021 at 4:15 p.m. HST</td>
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<tr>
<td>Notice of Award</td>
<td>May/June 2021</td>
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<tr>
<td>Contract Execution</td>
<td>May/June 2021</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>June 7, 2021 or Upon Issuance of Notice to Proceed</td>
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</table>
The HPHA reserves the right to amend or revise the timetable without prior written notice. Contract execution and start date are subject to the availability of funds. No services shall be provided prior to the execution of a Contract.

V. Pre-Bid Video Conference

Interested bidders are strongly encouraged to attend the Pre-Bid Video Conference scheduled at 9:00 a.m. HST, Tuesday, May 18, 2021. Bidders interested in participating in the Conference are to contact the IFB Coordinator by Monday, May 17, 2021, 2:00 p.m. HST for Conference information. All interested bidders are strongly encouraged to participate in the Pre-Bid Video Conference. Participation in the Pre-Bid Video Conference is not required in order to submit a bid offer.

Impromptu questions will be permitted at the Conference and verbal answers will be provided. Verbal answers provided by the HPHA are not binding and only intended as general guidance purposes. Formal written responses to substantive questions will be provided to each registered interested bidder as set forth in Section VI below. All changes to the IFB will be issued as an addendum to the IFB.

VI. Submission of Questions

Interested bidders may submit written questions to the IFB Coordinator identified in Section 1 of this IFB. The deadline for submission of written questions is Tuesday, May 18, 2021. All written questions will receive a written response from the HPHA. The HPHA does not guarantee receipt of questions submitted via electronic mail. The HPHA’s responses to written questions will be issued not later than Thursday, May 20, 2021. Written questions may be hand-delivered, submitted by electronic mail, or via U.S. Postal Service.

VII. Submission of Sealed Bids

A. Forms/Formats. The Bid Offer Form is attached in Section 5 of this IFB. See Attachment 2.

Bidders shall follow the U.S. Department of Housing and Urban Development’s Instructions to Offerors Non-Construction form HUD 5369-B and Certifications and Representations of Offers Non-Construction Contract, Form HUD 5369-C. The instructions can be downloaded from HUDClips at www.hudclips.org and are attached in Section 5 of this IFB. See Attachments 11 and 12.

B. Bid Submittal. Sealed bids must be hand delivered or postmarked by United States Postal Service (USPS) and delivered to the HPHA Central Files Office located at 1002 North School Street, Building D, Honolulu,
Hawaii 96817 not later than 4:00 p.m. HST, Wednesday, May 26, 2021. Other methods of delivery services shall be considered hand deliveries and considered submitted on the actual date and time received at the HPHA Central Files Office. Sealed bids post-marked prior to the specified bid due date and time but received after the specified bid due date and time shall be considered late and shall be rejected. Electronic mail or facsimile submissions of the Bid Offer shall not be accepted.

Bid offers shall be submitted in a sealed envelope identified as a sealed bid in response to this IFB (IFB No. SPB-2021-15). Any bid document submissions not sealed and identified with the IFB number on the envelope or submitted via electronic mail or facsimile shall be automatically rejected. There shall be no exceptions to this requirement.

C. **Wages and Labor Law Compliance.** Prior to entering into a Contract in excess of $25,000, the Successful Bidder shall certify compliance with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Successful Bidder shall be obligated to provide wages not less than those increased wages.

Bidders shall complete and submit the attached Wage Certification certifying that the services required will be performed pursuant to section 103-55, HRS. **See Attachment 1.**

The Successful Bidder shall be obligated to notify his/her employees performing work under the Contract of the provisions of section 103-55, HRS, and current wage rates for public employees performing similar work. The Successful Bidder may meet this obligation by posting a notice to this effect at the Successful Bidder's place of business in an area accessible to all employees.

D. **Confidential Information.** If a bidder believes that any portion of a bid contains information that should be withheld as confidential, the bidder may request in writing for nondisclosure of designated proprietary data and provide justification to support confidentiality. Such data shall accompany the bid, clearly marked, and shall be readily separable from the bid documents to facilitate eventual public inspection of the non-confidential sections of the bid documents. Nondisclosure of requested information is subject to Chapter 92F, HRS, and is discoverable unless exempted by law. **Note that price is not considered confidential and shall not be withheld.**
VIII. Discussion with Bidders Prior to Bid Submission

Discussions may be conducted with potential bidders to promote understanding of the HPHA requirements.

IX. Opening of Bids

All bid submissions shall be date and time stamped by the HPHA upon receipt of the bid submittal at the designated location. Bid submissions include bid offers, modifications to bids, and withdrawals of bid offers. All bid submissions received shall be held in a secure place by the HPHA and shall not be opened and examined for evaluation purposes until after the bid opening. Procurement files shall be open to public inspection after a Contract has been awarded and executed by all parties.

Sealed bids received by the due date and time shall be opened publicly. Public bid opening will commence at 4:15 p.m. HST, Wednesday, May 26, 2021 at the HPHA Contract and Procurement Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.

In the unlikely event that the HPHA receives a bid that is misplaced or mishandled through no fault of the bidder, the HPHA shall publicly open the bid as soon as possible, inform all bidders about the additional bid and the bid price. Said bid shall only be opened if there is clear evidence that the bid was received at the HPHA by the posted due date and time and that the bid was not opened during the posted bid opening date and time.

X. Additional Materials and Documentation

Bid samples or descriptive literature should not be submitted. Any unsolicited documentation, literature, samples, or brochures received as part of the bid submission shall not be examined or tested and will not be deemed to vary any of the provisions of the IFB.

XI. IFB Amendments

The HPHA reserves the right to amend this IFB at any time prior to the closing date for the final revised bids or as allowed under section 3-122, HAR. Interested bidders registered with the HPHA using the IFB Registration Form will be notified of all amendments through written communication which may include electronic mail, facsimile or USPS.
XII. Cancellation of the Invitation for Bids

The IFB may be canceled and any or all bids may be rejected in whole or in part at the sole discretion of the HPHA when it is determined to be in the best interest of the State.

XIII. Costs for Bid Preparation

All costs incurred by bidders in the preparation and submission of bids are the sole responsibility of the bidders. All costs incurred by the Successful Bidder prior to the execution of a Contract are not eligible for reimbursement.

Costs incurred in connection with the review, inspection and verification of information provided in the Bid Offer Form shall be the sole responsibility of the bidder.

Bidders shall agree that the HPHA is provided with the authorization(s) necessary to verify information provided in the Bid Offer Form.

XIV. Modification of Bids

Bids submitted may be modified prior to the established due date and time by the following documents in accordance with section 3-122-16.07, HAR:

(1) A written notice accompanying the actual modification received in the HPHA Central Files Office, stating that a modification to the bid is submitted.

(2) A facsimile or electronic written notice submitted either by facsimile machine or electronic mail to the IFB Coordinator. Bidder shall submit the original signed written notice and modification to the HPHA Central Files Office within two (2) business days of receipt of the facsimile or the electronic transmittal. If the written notice is submitted less than two (2) business days prior to the established due date and time for the receipt of bid offers, the bidder shall submit the original signed written notice and the modification to the HPHA Central Files Office not later than the established due date and time for receipt of bid offers.

Modified bid offers shall be submitted in a sealed envelope identified as a modified sealed bid in response to this IFB (IFB No. SPB-2021-15).

XV. Withdrawal of Bids

Bids submitted may be withdrawn prior to the established due date and time by the following documents in accordance with section 3-122-16.07, HAR:
(1) A written notice received by the IFB Coordinator; or

(2) A notice by facsimile machine or electronic mail to the IFB Coordinator.

XVI. Late Withdrawal and Late Modification

Any notice of withdrawal or notice of modification of a bid with the actual modification is considered late when received by the HPHA after the established due date and time.

A late modification will not be considered for award.

Acceptance of a late withdrawal request shall be at the sole discretion of the HPHA Procurement Officer.

XVII. Mistakes in Bids

While bidders are bound by their bids, circumstances may arise where a correction or withdrawal of bids is proper. An obvious mistake in a bid may be corrected, withdrawn, or waived by the HPHA to the extent that it is not contrary to the best interest of the State or to the fair treatment of other bidders. Mistakes in bids shall be handled in accordance with section 3-122, HAR and the HUD requirements pursuant to HUD Handbook 7460.8.

XVIII. Rejection of Bids

The HPHA reserves the right to consider as acceptable only those bids submitted in accordance with all requirements set forth in this IFB and demonstrate an understanding of the service specifications. All bids offering terms and conditions contradictory to those included in this IFB may be rejected without further notice.

A bid may be automatically rejected if it is:

1. **Unreasonable in Price**: A bid is unreasonable in price, if a) the bid price when compared with price submissions of other prospective bidders, prior contract prices, and/or prices available on the open market is grossly unbalanced, or b) the bid is determined by the HPHA to be unreasonable in price, including the total bid price and unit prices.

2. **Materially unbalanced**: A bid is materially unbalanced, if a) there is a reasonable doubt that the bid would result in the lowest overall cost, even though it is the lowest bid, or b) the bid is so grossly unbalanced that its acceptance would be tantamount to allowing an advance payment. An example of a materially unbalanced bid is one where the bid is set at a
very high price for the first item and subsequent items are set at extremely low prices.

All bid offers submitted not using the prescribed Bid Offer Form as provided in this IFB or does not conform to the bid submission instructions may be determined non-responsive.

The HPHA reserves the right to reject bid offers in whole or in part at the sole discretion of the HPHA when it is determined to be in the best interest of the State.

**XIX. Notice of Award**

An award, if made, shall be as follows:

1. Awarded to the responsible and responsive bidder submitting the lowest Grand Total Bid Price as submitted on the Bid Offer Form. The Grand Total Unit Price is the sum of the Total Bid Prices for the Initial Contract Period and the Option Year. See Attachment 2. The Unit Price/Bid Price for review of each tenant income recertification file shall be the all-inclusive cost to the HPHA, including without limitation personnel, equipment, overhead, applicable taxes, and all other costs incurred for the provision of services specified in the Contract. A bidder shall complete the Bid Offer Form in its entirety to be considered responsive; and

2. In the case of a tie, award shall be made to the current service provider provided that it is one of the tied bidders and whose performance under the current contract indicates that the current service provider is responsible. If the current service provider is not a tied bidder, award shall be determined by the flip of a coin or some other random means of selection.

Contract award resulting from this solicitation is subject to the approval of the Department of the Human Resources Development, Department of the Attorney General, and other approvals as required by the statutes, regulations, rules, orders or other directives.

The resulting Contract is an estimated quantity contract. There is no commitment by the HPHA as to the minimum and maximum number of cases to be serviced by the Successful Bidder.

Services shall not be undertaken by the Successful Bidder until upon receipt of the HPHA’s issuance of the Notice to Proceed. The HPHA is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Successful Bidder prior to the date of the Notice to Proceed.
In accordance with section 3-122-112, HAR, Responsibility of Offerors, the Successful Bidder shall produce documents to the Procurement Officer to demonstrate compliance with applicable rules and statutes. The Successful Bidder receiving an award shall be required to enter into a formal written contract with the HPHA. See Attachments 3 through 10 for sample contract, including service specification, Special Conditions and General Conditions of the resulting Contract.

XX. Protests

Pursuant to section 103D-701, an actual or prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures. Only the following matters may be protested:

1. A state purchasing agency’s failure to follow procedures established by chapter 103D, HRS;

2. A state purchasing agency’s failure to follow rules established by chapter 103D, HRS; or

3. A state purchasing agency’s failure to follow procedures, requirements, or evaluation criteria in the solicitation issued by the state purchasing agency.

The Notice of Protest shall be mailed by United States Postal Service (USPS) or hand delivered to the head of the State Contracting Office conducting the protested procurement and the Procurement Officer who is conducting the procurement as indicated below within five (5) business days after the aggrieved person knows or should have known of the facts giving rise thereto. A protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of Offerors. Further provided that a protest of an award or proposed award shall be submitted within five (5) days after the posting of award of the contract. Protests are deemed submitted upon receipt by the State Contracting Office. Any notice of award resulting from this solicitation shall be posted on the Hawaii Awards & Notices Data System on the State Procurement Office website at https://hands.ehawaii.gov/hands/welcome.

<table>
<thead>
<tr>
<th>Head of State Contracting Office</th>
<th>Procurement Officer</th>
</tr>
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<tbody>
<tr>
<td>Name: Mr. Hakim Ouansafi</td>
<td>Name: Mr. Rick T. Sogawa</td>
</tr>
<tr>
<td>Title: Executive Director</td>
<td>Title: Procurement Officer</td>
</tr>
<tr>
<td>Mailing Address: P.O. Box 17907</td>
<td>Mailing Address: P.O. Box 17907</td>
</tr>
<tr>
<td>Address: Honolulu, Hawaii 96817</td>
<td>Address: Honolulu, Hawaii 96817</td>
</tr>
<tr>
<td>Business Address: 1002 North School Street</td>
<td>Business Address: 1002 North School Street</td>
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XXI. Availability of Funds

All bidders and the Successful Bidder is hereby notified that the award of a Contract and any subsequent Contract renewal or extension is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to chapter 37, HRS, and is subject to the availability and allocation of State and/or Federal funds. The HPHA shall retain the authority to cancel an award and/or not exercise the option periods due to the lack of available funds.

Nothing in this IFB shall be construed to obligate the State of Hawaii or the HPHA to pay for the services at federal public housing properties with State funds.

XXII. Monitoring and Evaluation

The Successful Bidder's performance of the Contract will be monitored and evaluated by the Officer-in-Charge and the HPHA Contract Administrator or their designated representative(s). The HPHA shall provide the Successful Bidder with a copy of monitoring reports for their information and to take corrective action as appropriate.

Failure to comply with all material terms of the Contract may be cause for suspension or termination as provided in the General Conditions. The Successful Bidder may be required to submit additional written reports, including a corrective action plan, in response to monitoring conducted by the HPHA. These additional reports shall not be considered a change to the Scope of Work of the Contract and shall continue for the duration of time as deemed necessary by the HPHA.

XXIII. General and Special Conditions of Contract

The State General Conditions, AG-008 103D General Conditions are attached for bidder's information and reference. See Attachment 9. The State General Conditions may be found on the SPO website at www.spo.hawaii.gov.

The Federal General Conditions, Form HUD 5370-C is provided for bidder's information and reference. See Attachment 10.

The State and Federal General Conditions shall be incorporated into the Contract with the Successful Bidder. In the event of a conflict between the State and Federal General Conditions, the more restrictive shall apply.

The HPHA may also impose contractually any necessary special conditions deemed necessary. See Attachment 9. In the case of a conflict between the Special Conditions and the General Conditions, the Special Conditions shall apply.
The HPHA reserves the right to make modifications to the scope of work and or reporting requirements arising from unforeseeable conditions.

XXIV. Cost Principles

The HPHA shall utilize standard cost principles in section 3-123, HAR, which are available on the State Procurement Office website. Nothing in this section shall be construed to create an exemption from any cost principle arising under the Federal and State laws.

XXV. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Bidder agrees to comply with section 11-355, HRS, which states that campaign contributions are prohibited from a State and County government Contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

(END OF SECTION)
Section 2
Specifications

I. Introduction

A. Purpose or Need

The HPHA intends to procure services for quality control service review of tenant income recertification files as required by the U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher Program (HCVP). The HCVP requires certification to qualify new admissions and annual recertification of tenants to ensure eligibility and that HCVP rent subsidy is commensurate with the tenant’s ability to pay based on household income and composition within the 12-month certification period.

Tenant income recertification to verify and certify family income and composition to recalculate tenant eligibility, tenant rent and rent assistance provided through the HCVP. Each tenant income recertification file will include an annual recertification and may include one or more interim recertification(s) completed by the tenant’s recertification anniversary date. Quality control service review are required to ensure that the determinations made for new HVCP admission certifications and recertifications are accurate and in accordance with HUD and HPHA policies and procedures.

B. Area of Service

Services are required for the Federal Section 8 Housing Choice Voucher Program on the Island of Oahu.

C. Funding Source and Period of Availability

Funds are subject to appropriation by HUD, the State Legislature and allocation by the Governor and/or State Director of Finance. Funding and period of availability may change upon notice by the STATE to the HPHA.

It is understood that no award shall be binding unless the HPHA and/or the State Comptroller indicate that there is available an unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the Contract. Any Contract entered into as a result of this IFB is binding only to the extent that funds are certified as available and that the availability of funds in excess of the amount certified as available shall be contingent upon future appropriations or special fund revenues.
The use of Federal Section 8 HCVP funds may require the prior written approval by HUD.

If there should be insufficient funds for any portion of the remainder Contract period beyond the Initial Contract period, the State may terminate the Contract or revise the amount/quantity of services required without penalty. Services will be reduced or rescheduled at the same unit bid price(s).

II. General Requirements

A. Qualifying Requirements

1. The Successful Bidder shall comply with the Chapter 103D, HRS, Cost Principles for Purchase of Goods and Services and applicable HUD rules.

2. The Successful Bidder must have no outstanding balances owing to the HPHA. Exceptions may be granted by the Executive Director of the HPHA for debts recently acquired and for debts that a repayment plan approved by the Executive Director of the HPHA.

3. The Successful Bidder shall, upon award of the Contract, furnish proof of compliance with the requirements of section 3-122-112, HAR:
   a. Chapter 237, HRS, tax clearance;
   b. Chapter 383, HRS, unemployment insurance;
   c. Chapter 386, HRS, workers’ compensation;
   d. Chapter 392, HRS, temporary disability insurance;
   e. Chapter 393, HRS, prepaid health care; and
   f. One of the following:
      i. The Successful Bidder shall be registered and incorporated or organized under the laws of the State of Hawaii as a “Hawaii business” as follows:

**Hawaii business.** A business entity referred to as a “Hawaii business” is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the Successful Bidder shall submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business that is a sole proprietorship, however, is not
required to register with the BREG, and therefore is not required to submit the certificate. A Successful Bidder’s status as sole proprietor or other business entity and its business street address indicated on the Successful Bidder Form page 1 will be used to confirm that the Successful Bidder is a Hawaii business; or

ii. The Successful Bidder shall be registered to do business in the State of Hawaii as a “compliant non-Hawaii business” as follows:

**Compliant non-Hawaii business.** A business entity referred to as a “compliant non-Hawaii business,” is not incorporated or organized under the laws of the State of Hawaii, but is registered to do business in the State. As evidence of compliance, the Successful Bidder shall submit a CERTIFICATE OF GOOD STANDING.

The above certificates should be applied for and submitted to the HPHA as soon as possible. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive the award.

4. Certifications of Eligibility

Prior to award of a Contract, bidder shall submit the following documents to the HPHA to demonstrate compliance with Federal and State laws:

a. Tax Clearance, Form A-16;

b. Department of Labor and Industrial Relations, Application for Certification of Compliance, Form LIR #27; and

c. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Alternatively, the bidder may demonstrate compliance utilizing the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at:

http://vendors.ehawaii.gov/hce/splash/welcome.html

The HCE provides the applicant with a “Certificate of Vendor Compliance” with current compliance status as of the issuance
date, accepted for both contract award and final payment purposes. Businesses electing to use the HCE services will be required to pay an annual subscription fee of $12.00.

5. Indemnification

The Successful Bidder shall defend, indemnify, and hold harmless the State of Hawaii, the HPHA, its elected and appointed officials, officers, and employees from and against all liability, loss, damage, cost, and expense, including all attorney fees and all claims, suits, and demands arising out of or resulting from the acts or omissions of the Successful Bidder or the Successful Bidder's officers, employees, agents or subcontractors.

6. Insurance Requirements

Within fifteen (15) days after award of the Contract and prior to the execution of the Contract, the Successful Bidder shall furnish to the Contracting Officer valid certificate(s) of insurance as evidence of the following minimum insurance coverage requirements:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (occurrence form)</td>
<td>$2,000,000.00 combined single limit per occurrence for bodily injury and property damage.</td>
</tr>
<tr>
<td>Automobile Insurance covering all owned, non-owned and hired automobiles.</td>
<td>Bodily injury liability limits of $1,000,000.00 each person and $1,000,000.00 per accident and property damage liability limits of $1,000,000.00 per accident OR</td>
</tr>
<tr>
<td>Workers Compensation as required by applicable State laws.</td>
<td>Combined single limit of $2,000,000.00.</td>
</tr>
</tbody>
</table>

A certificate of insurance evidencing such insurance is required prior to commencement of services. The insurance policy required by the Contract shall contain the following clause:
"The State of Hawaii, the Hawaii Public Housing Authority, its elected and appointed officials, officers, and employees shall be named as additional insured, except for Professional Liability Insurance and Workers Compensation Insurance, with respect to operations performed for the State of Hawaii and HPHA under this Contract."

The minimum insurance required shall be in full compliance with terms of the Contract throughout the entire Contract term, including all Supplemental Contracts.

To satisfy the minimum coverage limits required by the Contract, the Successful Bidder may use an umbrella policy in addition to the mandatory insurance policies (i.e., General liability Insurance, Automobile Insurance, and Workers Compensation) provided that the HPHA approves, and the umbrella policy follows the underlying coverage forms.

Upon execution of the Contract and before the effective date of the Contract, the Successful Bidder agrees to deposit with the HPHA, valid certificate(s) of insurance necessary to satisfy the HPHA the Successful Bidder's compliance with the insurance provisions of the Contract and to keep such insurance in effect and the certificate(s) on deposit with the HPHA during the entire term of the Contract. Upon request by the HPHA, the Successful Bidder shall furnish a copy of the policy or policies.

Failure of the Successful Bidder to provide and keep in force such insurance shall be regarded as material default under the Contract. The HPHA shall be entitled to exercise any or all of the remedies provided in the Contract for such default of the Successful Bidder.

The procuring of such required policy or policies of insurance shall not be construed to limit Successful Bidder's liability or to fulfill the indemnification provisions and requirements of the Contract.

Notwithstanding said policy or policies of insurance, the Successful Bidder shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the Contract.

The HPHA is a self-insured State agency. The Successful Bidder's insurance shall be primary. Any insurance maintained by the State of Hawaii shall apply in excess of and shall not contribute with insurance provided by the Successful Bidder.
The Successful Bidder shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

7. During the performance of the Contract, the Successful Bidder agrees not to discriminate against any employee or applicant for employment in compliance with State, Federal and local laws. Such actions shall include without limitation the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Successful Bidder shall insert similar provisions in all subcontracts.

8. Business Office

The Successful Bidder shall have a permanent office where he/she conducts business and where he/she will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45 a.m. to 4:30 p.m. HST, Monday through Friday to address requests that require immediate attention. Business hours exclude State Holidays. See Attachment 13 for 2021 and 2022 Hawaii State Government Observed Holidays. Answering services are not acceptable. A permanent office location and phone number shall be stated in the Bidder's bid offer.

9. Section 3 of the U.S. Housing Act of 1968

a. The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

b. The parties to this Contract agree to comply with HUD regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this Contract, the parties certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
c. The Successful Bidder agrees to send to each labor organization or representative of workers with which the Successful Bidder has a collective bargaining agreement or any other understanding, a notice advising the labor organization or workers' representative of the Successful Bidder's commitments under this section 3 clause. It will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

d. The Successful Bidder agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135. The Successful Bidder further agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Successful Bidder will not subcontract with any subcontractor where the Successful Bidder has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

e. The Successful Bidder will certify that any vacant employment positions, including training positions, that are filled (1) after the Successful Bidder is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Successful Bidder's obligations under 24 CFR part 135.

f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

10. No performance or payment bond is required.

11. A bid security deposit is not required for this IFB.
B. Type of Contract

1. The Successful Bidder shall be required to enter into a formal written contract, Contract Based on Competitive Sealed Bids for Goods and Services, with the HPHA in accordance with the laws, rules and regulations of the State of Hawaii. See Attachments 3 – 10. The stated requirements in this IFB shall be incorporated and shall become part of the terms and conditions of the Contract.

By submission of the bid offer, bidders warrant and represent that they have read and are familiar with the contractual and service requirements set forth in the IFB and its attachments, and the provisions of which are expressly incorporated into this IFB by reference.

All bid offers received shall become the property of the HPHA. The Successful Bidder’s bid offer shall be incorporated into the resulting Contract by reference.

Subsequent to the award and within 10 days after the prescribed forms are presented for signature, the Successful Bidder shall execute and deliver to the HPHA a Contract in the form included in this IFB and the required copies.

2. Subcontracting

No work or services shall be subcontracted or assigned without the prior written approval of the HPHA. No subcontract shall under any circumstances relieve the Successful Bidder of his/her obligations and liabilities under the Contract with the HPHA. All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Bidder.

3. Contract Modification

The Contract may be modified only by a written document signed by the HPHA and personnel authorized to sign contracts on behalf of the Successful Bidder as designated in a Corporate Resolution.

4. Laws, Rules, Ordinances and Regulations

Reference to Federal, State, City and County laws, ordinances, rules and regulations and standard specifications in this IFB shall include all amendments, effective as of the date of this IFB.
C. Single or Multiple Contracts to be Awarded

☒ Single ☐ Multiple ☐ Single & Multiple

D. Single or Multi-Term Contracts to be Awarded

☒ Single term (≤ 12 mos) ☐ Multi-term (> 12 mos)

Initial term of contract: Up to 4 months

Length of each extension: Up to 12 months; may be less than 12 months when it is in the best interest of the State

Maximum length of contract: 16 months

The initial Contract period shall commence on June 7, 2021 or upon the HPHA’s issuance of a Notice to Proceed and end on September 30, 2021. The following conditions must be met for an extension:

1. The Contractor experienced cost savings and has unexpended funds available that can be used to provide additional services; or

2. The HPHA determines there is an ongoing need for the services and has funds to extend services up to 12 months. Contract extensions shall be awarded at the same rates as provided in the accepted bid offer unless price adjustments are made and approved as provided herein; and

3. A Supplemental Contract must be executed prior to expiration of the current Contract; and

4. The HPHA may be required to obtain HUD approval if federal HUD funds are to be used; and

5. The HPHA will be required to obtain the State Department of Human Resource Development’s written approval of the extension prior to execution of a Supplemental Contract; and

6. The Contractor must obtain written approval and a Notice to Proceed by the State with the extension; and

7. The State has determined that the Contractor has satisfactorily provided services over the current Contract term; and
8. Necessary State and/or Federal funds are appropriated and allotted for an extension.

The option to extend the Contract will be exercised at the sole discretion of the HPHA. Nothing in this IFB shall be construed or interpreted to mean that the HPHA is obligated to exercise the Option Year on the resulting Contract. The Contract may be extended, without the necessity of rebidding, at the same rates as proposed in the accepted bid offer unless price adjustments are made and approved as provided herein.

E. Statutory Requirements of Section 103-55, HRS

Prior to entering into a Contract in excess of $25,000, an interest bidder shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions for employees of the Contractor performing the services. Section 103-55, HRS provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the resulting Contract, the Successful Bidder shall be obligated to provide such increased wages.

Bidders shall complete and submit the attached Wage Certification by which the bidder certifies that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

Bidders are advised that section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Bidders are further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder will be obligated to perform wages not less than those increased wages.

The HPHA has determined that work to be performed under this Contract is similar to Public Housing Specialist positions in Bargaining Unit 13; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for work performed under the resulting Contract. At the release of this IFB, the published State prevailing basic hourly wage are as follows:

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Hourly Rate (Effective 7/1/2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Housing Specialist I (SR-16)</td>
<td>$20.97</td>
</tr>
<tr>
<td>Public Housing Specialist II (SR-18)</td>
<td>$22.69</td>
</tr>
</tbody>
</table>

See Attachment 17.
The Successful Bidder shall be further obligated to notify his/her employees performing work under the resulting Contract regarding the provisions of section 103-55, HRS, and the current wage rate for public employees performing similar work. The Successful Bidder may meet this obligation by posting a written notice to this effect in the Successful Bidder’s place of business in an area accessible to all employees.

F. Bid Price

The Unit Price/Bid Price for review of each tenant income recertification file shall be the all-inclusive cost to the HPHA, including without limitation personnel, equipment, overhead, applicable taxes, and all other expenses incurred for the provision of services specified in the Contract. Other expenses may include, without limitation, increase in costs for benefits required by law that are automatically increased as a result of increase wages, such as federal old age benefits, workers’ compensation, temporary disability insurance, unemployment insurance and prepaid health insurance.

Bidders should account for any published wage increase in the bid price. The HPHA shall not approve requests for contract price adjustments due to any wage increase during the term of the Contract that are known. It is the sole responsibility of the Successful Bidder to comply with section 103-55, HRS.

The Total Bid Price is calculated using estimated quantities of files for each Contract term, resulting in an estimated quantity Contract. The HPHA does not guarantee the minimum and maximum number of files to be serviced by the Successful Bidder under the resulting Contract. The HPHA shall notify the Successful Bidder should the need for the required services arise. Bidders are encouraged to consider the appropriate staffing level necessary to provide the specified services to the HPHA to avoid financial/staffing hardships should a Contract be awarded. Compensation for services shall be based on actual quantity of file reviews completed at the accepted unit price for each file.

G. Contract Price Adjustment Due to Increase in State Wages

At the release of this solicitation, the effective wages through July 1, 2020 for State employees performing similar work are known. If wages increase after the execution of the Contract, the Successful Bidder may request an increase in Contract price in order to correspondingly increase the wages of the Successful Bidder’s employees performing the work, including any increase in costs for benefits required by law that are automatically
increased as a result of increased wages, such as federal old age benefits, workers’ compensation, temporary disability insurance, unemployment insurance, and prepaid health insurance.

The Successful Bidder shall not be paid for any reimbursement of retroactive pay negotiated by the State. The Successful Bidder’s request for the increase must meet the following criteria:

1. At the time of bidding, if the Successful Bidder’s hourly wage rate is greater than the prevailing State wage, the Successful Bidder’s requests for increase will not be considered.

2. At the time of the request, the Successful Bidder must or must have provided documentation to show that it is in compliance with Section 103-55, HRS, that its employees are being paid not less than the known wage of the State position listed herein. Documentation shall include employee payroll records and a statement that the employees are being utilized for this Contract.

3. Request for an increase must be made in writing to the HPHA on a timely basis:
   a. Request for increase for the initial Contract period must be made as soon as practicable after the State wage agreements are made public. Approved request will be retroactive to the date of increase for the State employees with adequate documentation that the Successful Bidder provided its employees a wage increase.
   b. Request for increase for an option period of the Contract must be made prior to the start of the option period. The Successful Bidder may contact the Contract Administrator listed in Section 1 of this Invitation for Bids to obtain the current wage information or download the information from the Department of Human Resource Development website at the following address:


H. Contract Price Adjustment (other than wage rate increase)

Each bid offered herein shall be firm for the Contract period(s).
III. SCOPE OF WORK

The Successful Bidder shall provide quality control service review of tenant income recertification files for the Hawaii Public Housing Authority Section 8 Housing Voucher Program. Files will be provided to the Successful Bidder electronically. Tenant income recertification files may include new tenant admission files, interim recertifications and annual tenant recertification files for existing tenants. Quantities of files to be serviced by the Successful Bidder are estimated and there is no commitment by the HPHA as to the minimum and or maximum number of files to be serviced by the Successful Bidder.

A. Initial Contract Term. Approximately 3,200 files will be required for quality control service reviews in the Initial Contract Term beginning June 7, 2021 or upon the HPHA’s issuance of a Notice to Proceed and ending September 30, 2021. Below is the tentative schedule of files to be provided and required turnaround time to complete the quality control service review of the files provided during the Initial Contract Term:

<table>
<thead>
<tr>
<th>Tentative Schedule of Files Made Available to Successful Bidder for Services</th>
<th>Estimated Quantity of Files</th>
<th>Time Frame to Complete Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 7, 2021 or upon the HPHA’s issuance of a Notice to Proceed (NTP)</td>
<td>800</td>
<td>4 weeks; provide weekly report of file discrepancies to the HPHA on completed files</td>
</tr>
<tr>
<td>July 7, 2021 or four (4) weeks from the HPHA’s issuance of a NTP</td>
<td>800</td>
<td>4 weeks after first 800 deadline; provide weekly report of file discrepancies to the HPHA on completed files</td>
</tr>
<tr>
<td>July 21, 2021 or six (6) weeks from the HPHA’s issuance of a NTP</td>
<td>800</td>
<td>4 weeks after second deadline; provide weekly report of file discrepancies to the HPHA on completed files</td>
</tr>
<tr>
<td>August 4, 2021 or eight (8) weeks from the HPHA’s issuance of a NTP</td>
<td>800</td>
<td>September 30, 2021; provide weekly report of file discrepancies to the HPHA on completed files</td>
</tr>
</tbody>
</table>

The HPHA reserves the right to request for services with deviations to the tentative schedule and required turnaround time as specified above. Specific due date and time for completion of the quality control service review of the files will be mutually agreed upon at the time of request should deviations are requested.
B. **Additional 12-Month Period (Option Year).** Approximately 200 files may be required for quality control service review in the Option Year subsequent to the Initial Contract Term and will be requested monthly on an as-needed basis. The option to extend the Contract will be exercised at the sole discretion of the HPHA and may be extended for less than a 12-month period with consideration to the Successful Bidder's performance.

Below is the required turnaround time to complete the quality control service review of the files provided during the Option Year Period:

<table>
<thead>
<tr>
<th>Quantity of Files in Service Request</th>
<th>Time Frame to Complete Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 Files</td>
<td>1 Business Day</td>
</tr>
<tr>
<td>Between 11 to 30 Files</td>
<td>3 Business Days</td>
</tr>
<tr>
<td>Between 31 to 50 Files</td>
<td>5 Business Days</td>
</tr>
<tr>
<td>Between 51 to 100 Files</td>
<td>10 Business Days</td>
</tr>
<tr>
<td>Between 101 to 150 Files</td>
<td>15 Business Days</td>
</tr>
<tr>
<td>Between 151 to 200 Files</td>
<td>20 Business Days</td>
</tr>
</tbody>
</table>

The HPHA reserves the right to request for services with deviations to the above requirements. Specific due date and time for completion of the quality control service review of the files will be mutually agreed upon at the time of request should deviations are requested.

C. **Service Activities for Quality Control Service Review of Tenant Income Recertification Files** shall include:

1. Upon receipt of the Service Request with the assigned quality control files, the Successful Bidder shall perform the following quality control service reviews, including without limitation:
   a. Review each file for the most annual recertification documents and any applicable interim recertification documents leading up to the most recent annual recertification.
   b. Conduct quality control service review and document the review using the applicable Interim Reviews and/or Annual Reviews Checklist(s) in accordance with HUD and HPHA policies and procedures. See Attachments 14. A separate Checklist shall be completed for the annual recertification and any applicable interim recertification(s) documented in each case file.
c. Prepare a Tenant File Review Summary Report capturing the six (6) components below for each Service Request:

1. Accurate waitlist selection,
2. Reasonable rent determination,
3. Correct adjustment to income determination, and
4. Completion of a Housing Quality Standards (HQS) Quality Control Inspection.

See Attachment 15.

d. Establish and maintain an on-going Tenant Income Recertification File Quality Control Log in Excel format for all files assigned for the duration of the Contract period(s) by State Fiscal Years ending every June 30th. See Attachment 16.

e. The HPHA may provide a one-time orientation for quality control services upon request of the Successful Bidder. Should there be personnel turnovers during the term of the contract period; the Successful Bidder shall be responsible to provide training to all new staff assigned to provide quality control services.

f. Deliverables for quality control service review shall include the following:

1. Timely completion of assigned case files.

2. Completed Annual Reviews Checklist and all applicable Interim Reviews Checklist(s) for each tenant file in accordance with the HPHA procedures.

3. Discrepancy Report identifying the specific errors and provide corrections necessary to rectify each case file.

4. Tenant File Review Summary Report shall be submitted for each Service Request with the completed quality control files by the completion date.
(5) An updated Tenant Income Recertification File Quality Control Log shall be submitted with each completed Service Request by the completion date.

D. Management Requirements

1. Service Location and Schedule.

Services shall be performed remotely. The Successful Bidder shall provide all office space and equipment necessary to perform the services.

The Successful Bidder shall manage staff time/schedule necessary to complete the specified services within the allowable timeframe for completion of the quality control service review of the tenant recertification files in each Service Request.

2. Tenant case file will be made available to the Successful Bidder electronically for access through a secured website.

3. Confidentiality of Information.

The Successful Bidder shall ensure the confidentiality of all information, documents, or materials viewed, discussed or provided to personnel concerning the Section 8 tenants/residents. The Successful Bidder's personnel shall not provide confidential information to the tenants and the general public without expressed written consent of the HPHA.

The Successful Bidder shall ensure secure transfer of all files and data received under the resulting Contract. All files/data retained by the Successful Bidder shall be purged in a secured manner within 72 hours of submission of deliverables to the HPHA unless otherwise approved by the HPHA.

4. The Successful Bidder agrees to remove all personnel assigned to this project if arrested for any criminal activity, pending final resolution of the investigation. The HPHA has final authority to allow the individual to perform the services pending investigation, resolution or conviction. The resulting conviction will disqualify the individual from performing work in any capacity of this project.

5. The Successful Bidder shall ensure that all personnel assigned to this project has not been convicted of selling, dealing, or using controlled substances, such as methamphetamine in or around any state or federal public housing under the jurisdiction of the HPHA.
6. The Successful Bidder shall inform the HPHA of all personnel assigned to this project who is a registered sex offender.

E. Personnel Requirements

1. All personnel assigned to the resulting Contract shall meet the following minimum qualifications:
   
a. Certified in occupancy and rent calculation or equivalent certification by an independent third party approved by the HPHA. This requirement may be met with ten (10) years of experience in conducting Federal and or State public housing tenant income recertifications.
   
b. Minimum one (1) year of working experience in conducting Federal Section 8 or public housing tenant income recertifications.
   
c. No criminal history.

   d. Familiar with the HUD regulations and working knowledge of the key regulatory citations governing annual certifications.

2. The Successful Bidder shall:
   
a. Dedicate one (1) project coordinator for the resulting Contract. The project coordinator and shall:
      
(1) Serve as the main contact for the HPHA for all services requested and rendered for the resulting Contract;

(2) Supervise all of the Successful Bidder's personnel assigned to the resulting Contract; and

(3) Provide training to the Successful Bidder's personnel should there be personnel turnover during the term of the Contract period(s).

b. Ensure that all personnel meet the minimum qualifications, including licensing and experience requirements as appropriate.

c. Maintain and implement a plan to ensure minimal disruption of services due to staff turnovers, vacancies, vacation, or other personnel changes.

d. Agree to remove employee(s) from providing services to the HPHA upon written request by the HPHA.
F. Administrative Requirements

1. The Successful Bidder may be required to attend quarterly meetings or upon request by the Contract Administrator. The day and time are to be specified by the Contract Administrator. Necessary field visits shall be made as required.

2. Every four (4) weeks, the HPHA shall submit a report to the Successful Bidder listing any discrepancies or contract violation(s) requiring correction. These discrepancies or contract violation(s) shall be corrected or implemented within four (4) business days to avoid delays in payment issuance or for payment adjustment purposes.

3. Administrative Policies

The Successful Bidder shall maintain its own written policies, at a minimum, addressing the following:

a. Drug Free Workplace Policy;
b. Sexual Harassment Awareness in the Workplace Policy;
c. Non-Violence in the Workplace Policy;
d. Standards of Conduct;
e. Fair Housing; and

The Successful Bidder shall maintain evidence that all staff were adequately informed of their requirements and obtain their agreement to comply with the said policies. The Successful Bidder shall be solely responsible for the conduct of their employees and for their compliance with its administrative policies.

The Successful Bidder further agrees and shall include in its administrative policy that it does not and shall not discriminate against any employee or applicant for employment.

Such action shall include without limitation, the following:

a. Employment, upgrading, demotion, or transfer;
b. Recruitment or recruitment advertising;
c. Layoff or termination;
d. Rates of pay or other forms of compensation; and
e. Selection for training, including apprenticeship.

The Successful Bidder shall comply with requirements of the Department of Housing and Urban Development, pursuant to its
regulations issued under Title VI of the Civil Rights Act of 1964; said regulations set forth in 24 CFR, Subtitle A, Part 1 et seq.

4. The Successful Bidder employing 15 or more persons agree and shall take appropriate initial and continuing steps to provide written notice to participants, beneficiaries, applicants, and employees that it does not discriminate on the basis of handicap, pursuant to 24 CFR Part 8, Subtitle A, section 8.54(a) – Notice

5. Payment

The HPHA shall compensate the Successful Bidder for services rendered at the accepted bid price.

All compensation shall be subject to the following:

a. Pursuant to section 103-10, HRS, the HPHA shall have 30 calendar days after receipt of a proper invoice and satisfactory delivery of goods or performance of the services to make payment. Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate that 30-day payment period. For the purposes of this paragraph, the Successful Bidder’s invoice date shall not be considered.

For this reason, the HPHA will reject any bid submitted with a condition requiring payment within a shorter period. Further, the HPHA will reject any bid submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS, as amended.

b. The Successful Bidder shall submit one (1) original itemized invoice for services rendered on a monthly basis to:

Hawaii Public Housing Authority
Section 8 Subsidy Programs Branch
1002 North School Street
P.O. Box 17907
Honolulu, HI 96817

c. All invoices shall reference the Contract number assigned to the Contract. Invoices shall be itemized to include service dates, tenant name, quantity of services rendered, unit price, and a total amount due. Payment shall be in accordance with section 103-10, HRS, upon certification by the Contract Administrator that the Successful Bidder has satisfactorily
performed the services specified. Payment shall be made based on the actual number of cases completed by the Successful Bidder.

d. Invoice for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period from June 1st to June 15th for payment processing to comply with the HPHA fiscal year-end close out processes. For work performed for the period from June 16th to June 30th, the invoice shall be submitted to the HPHA not later than July 15th for payment processing.

e. For final payment, final payment, the Successful Offeror must submit a valid tax clearance certificate. A valid tax clearance certificate shall be dated not more than two (2) months from the last approval date with an original green certified copy stamp. A valid Hawaii Compliance Express Certificate of Vendor Compliance in lieu of the tax clearance certificate is acceptable.

IV. CONTRACT MONITORING & REMEDIES

A. Monitoring

1. The satisfactory performance of work shall be monitored by the Contract Administrator or their designated representative(s). Performance will be monitored on an ongoing basis by the HPHA through desk monitoring, site inspection and/or other methods deemed as appropriate by the Contract Administrator and his/her designated representative(s).

2. Should the Successful Bidder fail to comply with the requirements of the Contract, the HPHA may request a written corrective action plan that shall include the corrective actions to be taken, a timeline for implementation, and the responsible parties. The HPHA will monitor the Successful Bidder for implementation of the corrective action plan. The HPHA reserves the right to request regular or additional reports on progress towards compliance with the Contract and the corrective action plan.

3. Should the Successful Bidder continue to fail to comply with the requirements of the Contract, the HPHA reserves the right to engage the services of another company to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Successful Bidder or to assess the Successful Bidder directly.
4. In the event the Successful Bidder fails, refuses, or neglects to perform the services in accordance with the requirements of this Invitation-for-Bids and the resulting Contract, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services, and deduct from the Successful Bidder the costs from monies due or that may thereafter become due to the Successful Bidder; such costs may include the HPHA's cost of procuring such services. In the event that money due to the Successful Bidder is insufficient for this purpose, the Successful Bidder shall pay the difference upon demand by the HPHA. The HPHA may also utilize all other remedies provided under the Contract and by law and rules.

5. Failure or refusal of the Successful Bidder to perform services as required may be grounds to suspend or terminate the Contract as detailed in the General Conditions.

B. Termination

The HPHA reserves the right to terminate the Contract without penalty for cause or convenience as provided in the General Conditions.

(END OF SECTION)
Section 3
Bid Offer Form and Instructions

General Instructions for Completing Bid Offer Form

A. Bid offers shall be submitted to the HPHA using the form prescribed in this IFB.

   Note: Bid offers submitted using re-created forms or other forms may be rejected and deemed non-responsive.

B. No supplemental literature, brochures or other unsolicited information should be included in the bid packet.

C. A written response is required for each line item unless indicated otherwise.

See Attachment 18 - Bid Submittal Checklist.

I. Bid Offer Form

The Bid Offer Form must be completed and submitted to the HPHA by the required due date and time and in the form prescribed by the HPHA. See Attachment 2. Email and facsimile transmissions shall not be accepted.

Bidders are responsible to review the Specifications, General Conditions, and Special Conditions carefully. Submission of a bid offer shall be regarded as the bidder’s assurance that he/she is willing and able to comply with the Specifications, General Conditions, and Special Conditions of the IFB. The HPHA shall not consider bid offers that are contingent upon changes or exceptions to the Specifications, General Conditions and Special Conditions. Bid offers that are conditioned upon changes or exceptions shall be automatically rejected.

Submission of a bid offer shall also be regarded as a bidder’s assurance that he/she is willing and able to begin services effective upon the HPHA’s issuance of a Notice to Proceed. The HPHA shall not consider bid offers from bidders who are unable to provide the specified services effective upon the HPHA’s issuance of a Notice to Proceed.

Bidders shall submit their bid offer under the bidder’s exact legal name that is registered with the Department of Commerce and Consumer Affairs and shall indicate this exact legal name in the appropriate fields on the Bid Offer Form. Failure to do so may delay execution of the resulting Contract if awarded.
The bidder's authorized signature shall be an original signature in ink. If page 1 of the Bid Offer Form is not signed or the affixed signature is a facsimile or a photocopy, the bid offer shall be automatically rejected unless waived by the HPHA pursuant to section 3-122-31(c)(1)(B), HAR.

The successful bid shall be the lowest responsive and responsible Grand Total Bid Price, which is the sum of the Total Bid Prices for the Initial Contract Period and the Option Year. See Attachment 2.

Bidders are reminded to submit the following certifications and documentations along with the Bid Offer Form:

A. Wage Certificate;

B. Corporate Resolution evidencing who is authorized to sign bid and contractual documents on behalf of the bidder;

C. Certification and Representations of Offerors, Form HUD 5369-C.

D. Copy of Occupancy and Rent Calculation Certificates or equivalent certifications of personnel to be assigned to the resulting Contract if awarded; and

E. Resume of all personnel who are potential candidates assigned to the resulting Contract if awarded. Should years of experience be used as a substitute to meet the Occupancy and Rent Calculation Certification requirement, please specify on the resume the number of years and types of experience used to meet this requirement.

II. HUD Forms

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

The Form HUD 5369-B is provided for bidder's information and reference. Form HUD 5369-B is attached and can also be found at www.hudclips.org. See Attachment 11.

B. Certification and Representations of Offerors, Form HUD 5369-C

The Form HUD 5369-C must be completed and submitted to the HPHA with the Bid Offer Form by the required due date and time, and in the form prescribed by the State Contracting Office. The certification must be signed and dated by an authorized representative. Form HUD 5369-C is attached and can also be found at www.hudclips.org. See Attachment 12.

(END OF SECTION)
Section 4
Bid Evaluation & Award

I. Bid Evaluation

All bid offers received by the due date and time will be reviewed by the HPHA. A bid offer determined to be in exact conformity of the requirements in the IFB shall be known as a “responsive bid.” Information provided in/with the bid offer that results in a determination that the bidder has the technical and financial capacity to deliver the goods or services shall be known as a “responsible bid.”

II. Method of Award

Award shall be made to the responsible and responsive bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of the Total Bid Prices for the Initial Contract Period and the Option Year. The low bid offer must conform to all requirements of the IFB with the Bid Offer Form completed in its entirety to be considered a responsive bid and eligible for award.

In the event there are no responsive and responsible bid offers, the HPHA may use an alternative procurement method pursuant to section 3-122-35, HAR. The HPHA may re-solicit or conduct an alternative procurement method for the services.

(END OF SECTION)
Section 5
Attachments

1. Wage Certificate Due May 26, 2021
2. Bid Offer Form Due May 26, 2021
3. Sample Contract Based on Competitive Sealed Bids for Goods and Services For Bidder’s Information
4. Sample Contract – Attachment S1, Scope of Services For Bidder’s Information
5. Sample Contract – Attachment S2, Compensation and Payment Schedule For Bidder’s Information
6. Sample Contract – Attachment S3, Time of Performance For Bidder’s Information
7. Sample Contract – Attachment S4, Certificate of Exemption from Civil Service For Bidder’s Information
8. Sample Contract – Attachment S5, Special Conditions For Bidder’s Information
9. State General Conditions, AG-008 103D General Conditions For Bidder’s Information
10. General Conditions, Federal Form HUD 5370-C For Bidder’s Information
11. Instructions to Offerors, form HUD 5369-B For Bidder’s Information
12. Certification and Representations of Offerors, Form HUD 5369-C Due May 26, 2021
13. 2021 and 2022 Hawaii State Government Observed Holidays For Bidder’s Information
14. Sample Annual and Interim Reviews Checklists For Bidder’s Information
15. Sample Tenant File Review Summary Report For Bidder’s Information
16. Sample Tenant Income Recertification File Quality Control Log For Bidder’s Information
17. Class Specifications / Minimum Qualifications / Salary Schedule

For Bidder's Information

18. Bid Submittal Checklist

For Bidder's Information
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