

Answers to Common Questions:

Draft Requests for Proposals for Section 8 Housing Choice Voucher Local Administrators
March 18, 2020

The Housing Trust Fund Corporation (“HTFC”) issued two draft Requests for Proposals (“RFPs”) on January 6, 2020 related to its administration of the Section 8 Housing Choice Voucher program: (i) the RFP for the provision of County and Regional Local Administrators (“CR-LAs”) and; (ii) the RFP for the provision of Special Purpose Local Administrators (“SP-LAs”). Comments to both RFPs were due to HTFC by February 28, 2020.

HTFC appreciates the wide range of feedback we received in response to the drafts. While we have read and will consider all comments received, we will not be sending individual responses to each comment/question/suggestion; however, the bulleted points below include HTFC responses to common issues raised with respect to both the CR-LA RFP and the SP-LA RFP.

CR-LA RFP

- **HTFC anticipates releasing the SP-LA RFP separately from the CR-LA RFP.** Due to challenges in responding to COVID-19 (the Corona Virus), the target release date for the **CR-LA RFP is being postponed to the second half of 2020 or a later date to be determined.**
- HTFC now intends to issue contracts to successful Proposers for five years, with renewal options for up to an additional five years. (This will provide a total potential contract length of up to 10 years for LAs that comply with program requirements and meet applicable performance standards.)
- PBV administration in currently unserved counties is being moved from the SP-LA RFP to the CR-LA RFP.
- CR-LAs that are not-for-profit entities and are self-performing may request a waiver of the Minority and Women Owned Business Enterprise (“MWBE”) and Service Disabled Veteran Owned Business participation requirements; however, State participation requirements for MWBEs and SDVOBs will apply to all work that an LA outsources to a subcontractor. LAs will be required to demonstrate good faith efforts to solicit MWBE and SDVOB participation in outsourced work in all areas of availability.
- For the CR-LA RFP, HTFC is carefully considering comments and suggestions from potential Proposers on a wide range of topics, including but not limited to:
 - The composition of the regions, and the approach to evaluating multi-county/regional proposals versus individual county proposals;
 - The minimum level of staffing listed in the Scope of Work and the flexibility of job titles;
 - Requirements related to physical office space and office hours;
 - The required insurance levels;
 - The approach to pricing over the life of the contract;
 - The approach to participation in special initiatives such as Homeownership, FSS, etc. ; and
 - Minimum qualifications.

SP-LA RFP

- **HTFC anticipates releasing the SP-LA RFP separately from the CR-LA RFP.** The target release date for the SP-LA RFP is spring of this year. This schedule is subject to change. The purpose of this RFP is to supplement the capacity of the existing LA network.
- HTFC intends to issue contracts to successful Proposers for five years, with renewal options for up to an additional five years. (This will provide a total potential contract length of up to 10 years for LAs that comply with program requirements and meet applicable performance standards.)
- PBV administration in currently unserved counties is being moved from the SP-LA RFP to the CR-LA RFP.
- SP-LAs that are not-for-profit entities and are self-performing, may request a waiver of the Minority and Women Owned Business Enterprise (“MWBE”) and Service Disabled Veteran Owned Business participation requirements; however, State requirements for MWBE and SDVOB participation will apply to all work that an LA outsources to a subcontractor. LAs will be required to demonstrate good faith efforts to solicit MWBE and SDVOB participation in outsourced work in all areas of availability.
- For the SP-LA RFP, HTFC will not guarantee a minimum level of work or dollar value; work will be assigned to SP-LAs on the panel on an as needed basis subject to availability of funding. We are carefully considering comments and suggestions regarding how to clarify the pricing structure for this RFP (e.g. labor categories, differences in location costs, etc.).

All terms and conditions, including the terms of future RFP solicitations, the LA contract terms, and the procurement timeline, remain subject to change at HTFC’s discretion. Potential bidders should monitor the HCR procurement web site for future guidance at <https://hcr.ny.gov/procurement-opportunities>. HCV staff will not answer questions in connection with these procurements. **Please note that the comment period for the draft RFPs is now closed.**