

**Request for Information (RFI)**  
**Performance-Based Contract Administrator (PBCA) Program**

The Department of Housing and Urban Development (HUD) requests preliminary information from potential suppliers for the following:

**1. TASK:** The purpose of this RFI is to determine industry's capabilities to perform the tasks described in this RFI at a Regional and/or National level for HUD's PBCA program.

The issuance of this RFI is for planning purposes only and shall not be construed as a commitment by the Government to issue a request for bids/proposals or award of a contract. This is not a solicitation announcement. No reimbursement will be made for any costs incurred and/or associated with providing information in response to this RFI or any follow-up information. Contractors shall not submit proposals, quotes, or bids in response to this RFI.

Any information received in response to this RFI may assist HUD in finalizing the scope of work and requirements which may be used at a future date in the issuance of Request for Proposals (RFP). Submitting a response to this RFI is not a guarantee in any way that an offeror will be selected for any subsequent RFP; nor does it preclude any offeror from responding to future procurement opportunities.

**2. BACKGROUND:** Under the Project Based Rental Assistance (PBRA) program, the Office of Multifamily Housing (OMH) provides monthly rental assistance payments on behalf of 1.2 million households throughout the U.S. These payments are made to over 17,000 private landlords, who are primarily responsible for assuring that the tenants receiving assistance are eligible for assistance under the terms of the Housing Act of 1937, as amended. Since 1999, HUD has relied on the support of PBCA's to provide the day-to-day monitoring and oversight of roughly 90% of these Housing Assistant Payments (HAP) contracts. Under the current PBCA program, the responsibilities of participating contract administrators are defined in separate Annual Contributions Contracts (ACC) which HUD signed with State Finance Agencies and local housing agencies. These services must now be obtained through the use of competitive contracting processes that are fully compliant with the Competition in Contracting Act (CICA) and the Federal Acquisition Regulations (FAR).

**3. PURPOSE & REQUIREMENTS:**

The purpose of this RFI primarily involves refining our approach and identifying opportunities and challenges that the PBCA program may face in implementing an acquisition strategy that could (1) combine both regional and national acquisitions, (2) address potential set-asides for small business versus unrestricted competition, and (3) identify services that could be obtained using fixed price, performance incentives, cost reimbursements, or other pricing types. Responses to this RFI shall include the following sections:

a. Section 1: Corporate Description

Responses must include all of the following information:

1. Name of firm, CAGE Code and DUNS Number.
2. State the business size status and NAICS code, including whether: Small, Small Disadvantaged, 8(a), Women-Owned, HUBZone, Veteran Owned and/or Service Disabled Veteran-Owned Business.
3. Points of contact, including: Name, Title, Phone, and E-mail Address.
4. Affiliate information, including parent corporation, joint venture partners, potential teaming partners, prime contractor (if potential sub) or subcontractors (if potential prime).

b. Section 2: General Requirements

HUD is asking interested contractors to provide a brief description of how each of the following performance-based tasks listed below may be accomplished at the national and/or regional level. You are also requested to provide a synopsis describing your capabilities in order to meet these requirements. This does not require an extensive explanation or a proposal, but rather, contractors should summarize the work their company, employees or partnership has/have performed relevant to each task by demonstrating their experience/capabilities at the national and or regional level.

1. HAP Contract Processing – Renewing HAP Contracts, Processing Owner Opt-outs, Processing Terminations, Expirations, Combinations, Bifurcations, and Assumptions.
  - As HAP Contracts approach expiration, owners who want to renew the HAP Contract must request renewal in accordance with HUD regulations and requirements, as amended or revised, to ensure continued Section 8 assistance. The contractor must ensure that owners fulfill their obligations to residents and HUD, consistent with owner renewal decisions. In cases where owners elect to opt-out, combine or bifurcate contracts, or transfer the contract to another owner, the contractor will complete these transactions in accordance with HUD regulations and requirements.
2. Adjust Contract Rents and Conduct Utility Analysis.
  - Contract rents under HAP Contracts that are adjusted at times other than Contract Renewal during the HAP Contract term must be adjusted in accordance with the HAP Contract and HUD requirements. The contractor must process contract rent adjustments correctly when requested by the owner under appropriate Budget-Based, Annual Adjustment Factor, Operation Cost Adjustment Factor, and Special Adjustments options and in a timely manner. If applicable, the contractor must analyze adjustments of the owner utility allowance schedule.
3. Conduct Management and Occupancy Reviews.
  - The contractor must conduct an on-site Management and Occupancy Review (MOR) of each assigned Section 8 project. The review must evaluate, analyze, or assess the owner's operating policies, procedures, and practices related to compliance with the HAP Contract as set forth in regulations, handbooks, forms, notices, and guidance issued by HUD.
4. Validate and Pay Monthly Vouchers from Section 8 Owners.
  - "Electronic Transmission of Required Data for Certification and Recertification and Subsidy Billing Procedures for Multifamily Subsidized Projects," requires Section 8 project owners to request housing assistance payments by vouchers submitted monthly through the Tenant Rental Assistance Certification System (TRACS). Vouchers are due the tenth (10th) day of the month preceding the month for which the owner is requesting payment. For vouchers received after the tenth (10th) day of the previous month, the contractor must submit the voucher within twenty calendar days of receipt. A contractor may not pay owners until owner vouchers are received, reviewed, and approved.

5. Do Intake for and Respond to Tenant Health, Safety, and Maintenance Issues.
  - The contractor must accept and record tenant concerns and inquiries related to health, safety, and maintenance issues and follow-up with owners to ensure that owners take appropriate corrective actions.
6. Submit Contractor Financial Records and Certifications.
  - The contractor must maintain complete and accurate financial records covering the contractor's contract administration of Covered Units. If the contractor is required to submit audited financial statements under the Office of Management and Budget (OMB) Circular A-133, the contractor must submit audited annual financial statements that fully comply with the requirements of OMB Circular A-133 by the earlier of thirty (30) days after receipt of the auditor's report, or nine (9) months after the contractor's fiscal year end. This audit must be performed by an Independent Auditor.

In addition to the six (6) tasks, there are also reporting deliverables for the PBCA program as follows:

1. Submit Monthly and Quarterly Reports.

- To track the performance of the Section 8 program, monitor and evaluate contractor performance, and identify technical assistance needs, HUD requires the contractor to regularly report its contract administration activities. Therefore, the contractor must provide monthly and quarterly reports to the assigned Contract Administrator Oversight Monitor (CAOM) in HUD Headquarters.

2. Submit Contractor Year End Reports and Certifications.

- To track the performance of the Section 8 program, monitor and evaluate contractor performance, and identify technical assistance needs, HUD requires the contractor to annually report its contract administration activities. Therefore, the contractor must provide annual reports to the assigned CAOM in HUD Headquarters.

c. Section 3: RFI Additional Questions

Please provide responses to the following questions:

1. From your past experience, has HUD identified all the major tasks necessary to implement the PBCA acquisition? If not, please provide recommendations.
2. HUD is contemplating the first two tasks being performed by one or more contractors at the national level. Based on your experience, what should HUD consider when implementing this approach?
3. What other tasks could be implemented at the national level and why?
4. What services might lend themselves to a small business set-aside and why would other services not seem likely candidates for set-aside?
5. What NAICS Code would you suggest for these services.

6. What task(s) should not be fixed price with performance incentives and disincentives and why? What alternative pricing structure should be used for the task(s)?

7. Provide a list of potential issues associated with the proposed approach and whether they can be mitigated?

#### **4. INSTRUCTIONS TO RESPONDENTS:**

Interested parties are requested to respond to this RFI with a completed white paper subject to the following limitations:

- A.** Due Date - Responses to this RFI are due on Thursday, October 13, 2016 at 5:00 pm CST. Responses received after the specified date and time may not be considered.
- B.** Response Submission
  - 1. Responses to 3.a Section 1: Corporate Description, 3.b Section 2: General Requirements and 3.c Section 3: RFI Additional Questions shall be submitted in Microsoft (MS) Word and shall not exceed fifteen (15) pages. Respondents must use 11 point Times New Roman font type with 1-inch margins on standard 8-1/2 by 11-inch paper.
    - a. Section 1: Corporate Description – Respondents shall submit this section as the first section of the white paper and shall include the information listed in 3.a. on page 1.
    - b. Section 2: General Requirements - Respondents must indicate if they have direct experience with the tasks listed working as or for an existing or prior PBCA or related experience. The responses shall include the required information listed in 3.b on page 2.
    - c. Section 3: RFI Additional Questions – Respondents shall submit responses to the questions 1-7 listed in 3.c on pages 3 and 4.
- C.** Graphics or pictures are not allowed. Illustrations such as tables, flowcharts, organizational charts, process charts, diagrams, or other similar type informational charts may be used and will be counted against the page count limitations noted above. Please ensure all illustrations have readable font size for the text. Files submitted shall not contain Macros or exceed more than a total of 5MB.
- D.** All responses must be UNCLASSIFIED and will become Government property, and will not be returned. Standard marketing brochures or catalogs will be discarded.
- E.** The Government recognizes that proprietary data may be a part of your submittal. If so, clearly mark such restricted or propriety data and present it as an addendum to the non-restricted/non propriety information. All submittals received will be reviewed for informational purposes. The Government reserves the right to independently verify all information submitted.
- F.** Responses that are not in accordance with the instructions above, including the due date and time and page limitations, may not be considered.
- G.** Responses shall be emailed to the following: [PBCA@hud.gov](mailto:PBCA@hud.gov); [Cathy.J.Baker@hud.gov](mailto:Cathy.J.Baker@hud.gov); and [Leroy.H.White@hud.gov](mailto:Leroy.H.White@hud.gov)