

Harris County Housing Authority

Request for proposal for Policy and Procedure Development

1.0 Advertisement

The Harris County Housing Authority (HCHA) is seeking proposals from qualified firm to develop a variety policies and procedures including operational, financial, and Board Governance to be included in the HCHA Policies and Procedures Handbook.

HCHA manages 4,500 Housing Choice Vouchers, 8 Moderate Rehabilitation Vouchers, 72 Single Room Occupancy Units, and 2,500 Disaster Housing Assistance Program Vouchers. Additionally, the Housing Authority has developed six low-income tax credit developments with almost 1,000 units over the past 36 months. The Authority also has approximately 30 million in construction and an additional 200 million in planning and design. HCHA's annual budget is approximately 60 million dollars.

2.0 Proposal Submission

All proposals must be received at the following address by 3p.m. on January 7, 2010. Proposals received after this date and time will not be considered.

All submissions must be marked: "RFP 2009-11-01 – **Policy and Procedure Development**".

ATTENTION:

Mr. David Gunter
Chief Administrative Officer
Harris County Housing Authority
8933 Interchange Drive
Houston, Texas 77054

3.0 Contact Person

Any questions regarding the RFP should be directed in writing to the Chief Administrative Officer. Questions may be e-mailed to david.gunter@hsg.hctx.net or sent to the address listed above.

4.0 Scope of Services

HCHA is seeking a qualified consultant to (1) review current HCHA policies and procedures to determine compliance with HCHA's Administrative Plan and any other published guidelines as appropriate, and (2) develop a set of policies and procedures that can be implemented based on all aspects of the operations of a Public Housing Authority (PHA). Such policies and procedures would include, but not limited to the following:

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- Administrative Plan
- Personnel Policy
- Automobile Policy
- Travel Policy
- Capitalization Policy
- Procurement Policy
- Media Policy
- Public Records Policy
- Budget Policy
- Executive Limitations Policy
- Board Governance Policies
- Any other policies and procedures as deem appropriate by HCHA.

The selected consultant will perform the following activities relate to the development of the policies and procedures:

- Perform research to ensure best practice, and consult with stakeholders to gain, in principle, agreement on policy and procedure
- Draft policy and procedure using appropriate HCHA template
- Review draft policy and procedure with appropriate stakeholders
- Consider impact of new policy or procedure on stakeholders, systems and operations
- Gain final approval by HCHA
- Develop an implementation and communication plan for the policies and procedures
- Develop materials based on the approved policies and procedures
- Conduct staff training on final policies and procedures for HCHA staff and other stakeholders.

5.0 Consultant Qualifications

The proposed consultant must possess the following proven past performance and experience to be selected for this project:

- Researched, developed and implemented policies and procedures for a Public Housing Authority
- Developed training materials based on a PHA's policies and procedures
- Conducted training for a PHA's staff based on the PHA's policies and procedures
- Developed an Internal Communication Plan to communicate new policies and procedures for a PHA.

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6.0 Proposals Must Contain:

- Scope of Services
- Approach to providing services
- Time frames and deliverables
- Fixed fee price
- Qualifications and experience of the firm
- Qualifications of the consultants who will actually be providing the services
- References

The HCHA expects the Policy and Procedure Handbook to be completed not later than 90 days after the contract date. All consultants must be able to meet this deadline.

7.0 Proposal Evaluation Criteria

Criteria Maximum Points

P&P Development Approach	20 Points
Price	20 Points
Experience in developing P&P's for PHAs	20 Points
Experience in developing training materials and conducting training for PHA's	20 Points
Historical Under-utilized Business (HUB) participation level at 20%	20 Points
Total Points	100 Points

Though price is an important factor, it will not be the sole factor considered in selecting the successful Proposer. The Harris County Housing Authority reserves the right to reject any or all proposals and to award the contract in the best interest of the Authority. The anticipated budget for this project is not to exceed \$75,000, including all out-of-pocket expenses.