



RFq 2015-8034 Community Partnership Project

1.0 REQUEST FOR QUOTATIONS

Cincinnati Metropolitan Housing Authority (CMHA or the “Authority”) hereby solicits and requests quotes from qualified contractors (Offeror) to provide community partnership services. This request for quotation is not an offer to buy and should not be assumed as such.

CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

2.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S):

CMHA is seeking quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to partner with a community based organization to work collaboratively with law enforcement to reduce overall crime and street violence through implementation of an evidence-based, data-driven approach. The goal is to make communities safer through reduced crime without additional arrests, create a peaceful environment, and build and strengthen trust between law enforcement and the community.

The selected contractor will utilize the SARA model (or equivalent) for performing this service. SARA incorporates the following steps for crime prevention: **Scanning, Analysis, Response, and Assessment**. These steps involve the following tasks:

- **Scanning** – Communicating with residents, businesses, public or private agencies and the police department to identify problems.
- **Analysis** – Learning everything possible about the individuals, incidents, and actions already used to deal with the problems. Develop accurate descriptions and explanations of the problems. Analysis should be as thorough, creative and innovative as the response because the characteristics of each problem vary.
- **Response** – Based on the scanning and analysis steps, develop a range of solutions and recommend choosing and implementing the one(s) with the most promise.
- **Assessment** – Collecting data after the response to determine if the problem has been eliminated or reduced.

See Attachment F for an article authored by Dr. John E. Eck, Ph.D., entitled *The Status of Collaborative Problem Solving and Community-Oriented Policing in Cincinnati* for an in-depth summary of the City of Cincinnati’s strategy for policing crime utilizing SARA. Attachment G entitled *Assessing Responses to Problems: An Introductory Guide for Police Problem-Solvers* authored by Dr. Eck is provided for each proposer’s assistance and guidance. ~~_(if necessary)_~~.

The selected contractor will be responsible for performing the following tasks utilizing the SARA or equivalent model:

- Conduct an initial meeting with the CMHA Asset Management staff, Compliance and Safety Office staff, and local law enforcement to obtain an initial assessment of the



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concerns and needs of the communities identified by Asset Management and submit a schedule of performance goals and milestones to the Compliance and Safety Office. This schedule should be submitted within the first month of the contract. (CMHA can provide data involving crimes, arrests, and calls-for-services [e.g., EMT, police, fire] if requested. A sample of the data provided by CMHA is included as Attachment E.)

- Utilize the SARA or equivalent model to scan and analyze the concerns of the residents, staff and surrounding neighborhood.
- Provide sustainable solutions (Response) in a detailed written plan that promotes crime prevention through community collaboration.
- Submit monthly Assessment Reports for the remainder of the contract term (after the Scanning, Analysis and Response steps are completed) while continuing to develop the process to improve results.
- Engage, organize and conduct regular meetings with Asset Management staff, Compliance and Safety Office staff, residents, and anchoring organizations (e.g., local police, local businesses, and any interested parties in the community) committed to the well-being of the residents.
- Coordinate and present a strong community presence in the target areas, spread the violence prevention message, defuse tensions between community members and law enforcement, and implement the plan.
- Present a final presentation to the CMHA Board of Commissioners showing the outcome and results of the implementation of the plan. Invite all community organizations involved.

2.1 SUBMITTAL REQUIREMENTS - All proposers must respond to and will be evaluated based on the following:

2.1.1 Fee Submission (Cost) – As indicated in Attachment A.

2.1.2 Approach and Understanding of the Task – Quote shall include a transmittal letter describing the contractor's interest, understanding and commitment to the proposed contract.

2.1.3 Experience and Qualifications - Proposal must clearly demonstrate full knowledge, understanding, and experience in methods, techniques and guidelines required for the performance of the required work. Capacity and capability of the consultant to perform the work on schedule and be responsive to CMHA's direction should be clear. The proposer's ability to form successful working relationships and to effectively communicate is of the essence.



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2.1.4 Previous Client Satisfaction – A list of references should highlight at least three (3) recent projects of a similar nature, magnitude and complexity; references must include telephone number and affiliation, as well as a brief explanation of referenced work. The contractor shall indicate the individuals on staff who had responsibility for each project and whether or not these people are still employed by the contractor. Ideally, contractor also will submit a copy of a former plan or report for a similar scope.

2.2 GENERAL REQUIREMENTS:

2.2.1 Contractor shall perform criminal history checks and drug screening tests on all prospective employees performing work under this RFq or coming onto a CMHA property and any resulting contract and provide summaries of the results to the Authority if requested. For the purposes of this section, the term “employees” includes contractor. Prospective employees whose criminal background check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this RFq or any resulting contract. Contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the contractor. Any employee of the Contractor suspected of being under the influence of drugs and or alcohol will be reported to the Authority’s Compliance and Safety Operations Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on the Authority’s property. The Contractor’s contract may be suspended and/or terminated should such a situation occur or if the Contractor fails to submit results pursuant to this section.

2.2.2 Contractor(s) shall provide uniforms and/or ID Badges identifying Contractor for all employees working on CMHA’s properties. No employees will be allowed on CMHA’s properties out of uniform and/or without his/her ID badge on his/her person. Contractor(s) must submit a picture of the uniform and/or a sample of his/her ID badge if requested by CMHA.

2.2.3 Contractor’s personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of Contractor is deemed unacceptable by CMHA, Contractor shall immediately replace such personnel with an acceptable substitute to CMHA.



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2.2.4 Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.

2.2.5 Invoices

2.2.5.1 Contractor shall not perform any services without a Purchase Order or a Purchase Order Number. If Contractor performs services without a Purchase Order, CMHA shall not be required to pay Contractor for those services or materials.

2.2.5.2 All invoices must have a valid PO number.

2.2.5.3 All Invoices must include the date and location the service(s) was/were performed in the description of the service. Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to CMHA or the date the invoice is placed in the mail. Invoices which are not dated in accordance with this section will be rejected and the Contractor will need to submit a revised invoice to receive payment.

2.2.5.4 All invoices must be submitted within two weeks for services performed with the exception that invoices for emergency services shall be submitted within 24 hours. No Contractor may invoice for services not rendered. Contractors violating this section may be terminated.

2.2.5.5 CMHA will *not* pay invoices until services are fully completed as scheduled.

2.2.6 Indefinite Quantities Contract (IQC) - The Authority does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFq, but will reserve the right to award work on an as-needed basis.

2.2.6.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Authority to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required



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minimum and maximum contract levels are: (a) GCMA: \$100;
(b) NMCA: \$50,000.

2.2.7 Performance Standards

- 2.2.7.1** For each scheduled goal or milestone for which the Contractor is late, the Contractor's fee may be reduced 10% .
- 2.2.7.2** The Compliance and Safety Officer may waive the fee reductions at his/her discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

2.2 CONTRACTOR RESPONSIBILITIES:

- 2.2.1** The contractor and its employees shall at all times represent themselves in a courteous and professional manner. All posted driving and speed regulations shall be observed.
- 2.2.2** All work performed pursuant to this RFq must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

It shall be clearly understood that all services requested in this RFq in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.

Provide at least five (5) customer references on the attached Professional References Form. Include customer business name, phone number, and contact name. These references may include those provided in response to Section 2.1.4.

3.0 ECONOMIC INCLUSION

This request for quote is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Preferences may be given in accordance with 24 CFR 135 and the CMHA procurement policy.

Contractor shall utilize Section 3 residents as defined in Attachment A to perform the requirements under this RFq to the greatest extent feasible and shall document such efforts quarterly. There is a 30% goal for hiring Section 3 residents on any contract(s) resulting from this RFq. Contractors will be evaluated on its performance at achieving this goal and such evaluation shall be a factor in future awards.

Any Section 3, MBE, SBE, or WBE qualified vendor should state specifically such status. Quotes from small business enterprises and minority business enterprises are encouraged.



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For any questions related to economic inclusion, please contact Robert Bell, Economic Inclusion Coordinator, at robert.bell@cintimha.com.

4.0 ADDENDUM

All questions regarding the RFq and requirements must be submitted in writing to Janell.duncan@cintimha.com prior to **4:00 PM on October 8, 2015**, and will be answered as addendum and posted to the Authority website. Questions will be answered prior to **4:00 PM on October 13, 2015**, in an addendum posted on the Authority's website at cintimha.com under the Business Opportunities page.

5.0 DEADLINE

All quotes must be submitted to the Procurement Office by **10:00 AM** (local time) on **October 20, 2015**. Quotes may be **emailed** to janell.duncan@cintimha.com or mailed or hand delivered to 1627 Western Avenue, Cincinnati, OH 45214.

6.0 QUOTE FORMAT

All quotations should consist of, at a minimum:

- A. A completed Fee Submission Form (Attachment A)
- B. A list of references (Attachment B). References may include those references requested in Section 2.1.4 of this RFq.
- C. A summary of the company's approach and understanding of the task, experience and qualifications, and previous client satisfaction (Section 7.0 Award Criteria)
- D. Section 3 Business Preference Documentation (Attachment C)
- E. Copies of licenses (if any) applicable to the scope of work of this RFq.

7.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to the Authority using price and other factors listed below as determined by a committee of Authority employees. Factors which will be considered include: fees, approach and understanding of the task, experience and qualifications, and previous client satisfaction.

7.1 The following evaluation criteria will be utilized to evaluate each proposal:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor
- 0 = Non-Responsive



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NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	40%	The PROPOSED COSTS to provide the services requested
2	0-5	20%	Approach and Understanding of the Task – Quote shall include a transmittal letter describing the consultant’s interest, understanding and commitment to the proposed contract.
3	0-5	20%	Experience and Qualifications - Proposal must clearly demonstrate full knowledge, understanding, and experience in methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. Capacity and capability of the consultant to perform the work on schedule and be responsive to the Authority’s direction should be clear. The proposer’s ability to form successful working relationships and to effectively communicate is of the essence.
4	0-5	20%	Previous Client Satisfaction – A list of references should highlight at least three (3) recent projects of a similar nature, magnitude and complexity; references must include telephone number and affiliation, as well as a brief explanation of referenced work. The consultant shall indicate the individuals on staff who had responsibility for each project and whether or not these people are still employed by the consultant. <u>Ideally, contractor will submit a copy of a former plan or report for a similar scope.</u>
		100 %	Sub-Total Points (other than Economic Inclusion points)

NO.	POINTS	FACTOR TYPE	FACTOR DESCRIPTION
			Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within Attachment C and may



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			also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity. Active certification must be included with the proposal to receive additional points. (Note: a maximum of 10 economic inclusion points may be awarded)
5a	3 points	Section 3	Category I & II: As detailed in <i>Attachment C</i> ; <u>or</u>
5b	1 points		Category III & IV: As detailed in <i>Attachment C</i> .
5c	3 points		Demonstrative Section 3 Action Plan
5d	3 points	DBE/MBE/WBE/SBE	Certification by a professional diversity organization and/or governmental certification entity.
	10 points possible		Maximum Economic Inclusion Points (Additional)

110 points	Total Possible Points (Including Economic Inclusion Points)
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8.0 CONTRACT

The Authority will not execute a contract on the successful proposer's form of contract. See *Attachment D* for Small Purchase General Terms and Conditions. By submitting a response the successful proposer agrees to the terms in this RFq and the attachments. A Notice of Contract Commencement will be sent to the successful contractor. Alternatively, CMHA may utilize a different form of contract; by submitting a response the successful proposer agrees to execute CMHA's form of Contract.

All contract documents, including any contractor supplied agreements shall be reviewed by the Procurement Officer and Contracting Officer prior to execution. Please note that contracts are limited to \$50,000.00 over the term of the contract. The term shall not exceed two years.

9.0 RIGHT TO REJECT QUOTES

CMHA reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. CMHA also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.