

REQUEST FOR PROPOSALS 2013-12

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
COMPLIANCE MONITORING SERVICES**

for

FLORIDA HOUSING FINANCE CORPORATION

**SECTION ONE
INTRODUCTION**

Florida Housing Finance Corporation (Florida Housing) administers the State Housing Initiatives Partnership (SHIP) Program, which allocates funds to eligible local governments in order to produce and preserve affordable homeownership and multifamily housing. Florida Housing has a need for qualified firms to perform compliance monitoring services for the SHIP program as set forth in Rule Chapter 67-37, F.A.C.

Florida Housing is soliciting competitive, sealed responses from qualified Offerors to provide the services described in accordance with the terms and conditions set forth in this Request for Proposals (RFP), and any other term and condition in the contract subsequently awarded. An Offeror shall include in the proposal all of the compliance monitoring services being requested in this RFP. Florida Housing intends to select one or more Offeror to provide the services specified in this RFP. Florida Housing may use the Responses, the Committee’s scoring, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information Florida Housing deems relevant in its selection of Offerors to whom to award a Contract.

**SECTION TWO
DEFINITIONS**

For purposes of this document, the following terms shall be defined as follows:

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|------------------|--|
| “Annual Report” | A report, pursuant to Section 920.9075(FLA.STAT. and Rule Chapter 67-37 F.A.C. that is required to be completed by each SHIP eligible local government and submitted to Florida Housing by September 15 each year. |
| “Board” | The Board of Directors of Florida Housing Finance Corporation. |
| “Committee” | The review committee composed of employees of Florida Housing that is established pursuant to Rule Chapter 67-49.007, F.A.C. |
| “Contract” | The document containing the terms and conditions of this Request for Proposals and any other term and condition that the parties agree to. |
| “Days” | Calendar days, unless otherwise specified. |
| “Effective Date” | The date the last party signs the Contract(s) that is (are) awarded as a result of this Request for |

Proposals.

“Financial Records”	Any document which supports any information contained in the Annual Reports submitted by the local governments to Florida Housing pursuant to Section 420.9075(10), Fla. Stat.
“Eligible Sponsor”	As used in this RFP means a person or a private or public for-profit or not-for-profit entity that receives an award under a local housing assistance plan for the purpose of providing eligible housing for eligible persons.
“ELI”	Extremely low income household as defined in the SHIP program rule.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Interested Party”	A person or entity that obtains a copy of the Request for Proposals from Florida Housing.
“LHAP”	Local Housing Assistance Plan as defined by Section 420.9071(14), Fla. Stat.
“Monitoring Agent”	The Offeror(s) awarded a Contract by Florida Housing to provide the compliance monitoring services described in Section Four of this RFP.
“Offeror”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this Request for Proposals and submits a response to this Request for Proposals.
“Recipient Files”	The files regarding SHIP awards by local governments or Eligible Sponsors to eligible persons/households, as defined in Section 420.9071(10), Fla. Stat.
“Remedial Period”	Sixty (60) calendar days from the date of the written monitoring report that the local government has to implement corrective action on any and all findings.
“Response”	The written submission by an Offeror to this

Request for Proposals.

“RFP”	This Request for Proposals, including all exhibits referenced in this document and all other documents incorporated by reference.
“Sample”	Those local governments, Recipient Files, or physical properties selected in accordance with Exhibit B , the SHIP Sampling Plan.
“SHIP”	State Housing Initiatives Partnership program that Florida Housing administers pursuant to Rule Chapter 67-37, F.A.C. and Sections 420.907-9079, Fla. Stat.
“Staff”	Any employee of Florida Housing, including the Executive Director.
“Strategy”	As used in the RFP means the types of programs funded by SHIP funds and implemented by the local governments that target a specific housing activity, including but not limited to rehabilitation, emergency repair, or down payment and closing costs assistance.
“Threshold Item”	A mandatory requirement of the RFP. Failure to meet any requirement in the RFP designated as a “Threshold Item” shall result in rejection (no further action) of a Response.
“Tracking System”	A tracking system, developed by staff or entity with administrative authority for a LHAP, which ensures that the local housing distribution of SHIP funds disbursed are at all times expended in accordance with Rule Chapter 67-37, F.A.C.
“Website”	The Florida Housing Finance Corporation website. The home address of which is www.floridahousing.org

SECTION THREE PROCEDURES AND PROVISIONS

A. An Offeror must submit an original and three (3) copies of the Response in a sealed envelope marked “RFP 2013-12.” Each envelope or package containing Responses must clearly state the name of the Offeror. The Response that is the original

must be clearly indicated on that Response and should contain an electronic copy of the Response. Florida Housing shall not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on Tuesday, November 19, 2013. Responses shall be opened at that time. Responses must be addressed to:

Della Harrell
Contracts Manager
Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, FL 32301-1329
(850) 488-4197; Fax (850) 414-6548
Email: della.harrell@floridahousing.org

B. This RFP does not commit Florida Housing to award a Contract to any Offeror or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the Contract awarded are to be performed solely by the Contractor, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to the following:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFP;
3. Obtain information concerning any or all Offerors from any source;
4. Request an oral interview before the Board from any or all Offerors;
5. Select for Contract negotiation or for award a Response other than that with the highest score if, in the judgment of Florida Housing, its and the public's best interest shall be served; and
6. Negotiate with the successful Offeror with respect to any additional terms or conditions of the Contract.

E. Any Interested Party may submit any question regarding this RFP in writing via mail, fax, or e-mail to Della M. Harrell at the address given in Section Three, paragraph A. All questions are due by 5:00 p.m., Eastern Time, on Tuesday, November 12, 2013. Phone calls shall not be accepted. Florida Housing expects to respond to all questions by 5:00 p.m., Eastern Time, on Friday, November 15, 2013. Florida Housing shall post a copy of all questions received and their answers on Florida Housing's website at:

<http://www.floridahousing.org/Home/BusinessLegal/Solicitations/RequestForQualifications.htm> Florida Housing shall also send a copy of those questions and answers in writing to any Interested Party that requests a copy. Florida Housing shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Della M. Harrell, or her designee, which are posted on the Website, shall bind Florida Housing. No other means of communication, whether oral or written, shall be construed as an official response or statement from Florida Housing.

F. Any person who wishes to protest the specifications of this RFP must file a protest in compliance with Section 120.57(3), Fla. Stat., and Fla. Admin. Code Rule Chapter 28-110. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

G. The term of the Contract shall be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the Contract may be renewed twice. Each renewal shall be for an additional one (1) year period.

H. Florida Housing anticipates making Contractor assignments on a rotating basis, with each Contractor firm or team receiving a roughly comparable volume of work. Florida Housing's award of a Contract to an Offeror does not obligate Florida Housing to assign a *pro rata* portion of work, or any work, to the Offeror for any service contemplated by the Contract.

I. Florida Housing is not required to utilize the services of any selected Contractor and may terminate any selected Contractor without cause and without penalty.

J. Pursuant to Fla. Admin. Code R. 67-49.004, Florida Housing may modify the terms of the RFP at any point prior to two (2) weeks of the due date for Responses. A notice of such modification shall be posted on Florida Housing's Website and shall be provided to potential Offerors who requested copies of the RFP. The deadline for receipt of Responses shall be extended as deemed necessary by Florida Housing.

K. The terms of this RFP, and any modifications thereto, shall be incorporated into any Contract offered as a result of this RFP. Failure of a successful Offeror to accept these obligations in the final Contract may result in cancellation of the award at Florida Housing's sole discretion.

SECTION FOUR SCOPE OF SERVICES

A. REVIEW OF SHIP RECIPIENT FILES OF LOCAL GOVERNMENTS AND ELIGIBLE SPONSORS

1. Florida Housing requires review of no fewer than the number of SHIP Recipient Files listed in the Sampling Plan of recipients served in the applicable fiscal years for each contract year.
2. The review of Recipient Files shall be completed through an on-site visit to each local government or a desk top review as directed by Florida Housing.
3. The review of Recipient Files shall include a review of files of recipients served through each funded Strategy of the LHAP for each fiscal year covered in the review. The number of Recipient Files examined for each local government shall be determined by Florida Housing based on the SHIP allocation disbursed to the local government in proportion to the SHIP funds allocation disbursed statewide and the past performance of the SHIP local government being reviewed.

B. REVIEW OF SHIP PROGRAM RECIPIENT FILES

1. Review for eligible persons/eligible households. Review for eligible persons/eligible households as defined in Section 420.9071(10), Fla. Stat., through one of the methods established in Section 420.9071(4), Fla. Stat.
2. Review the files and processes for SHIP funded activities that are carried out by Eligible Sponsors; those files shall be reviewed in the same manner described for the local government program.
3. Review for conformance with the housing delivery goals of the adopted LHAP. Review for conformance with the provisions of applicable laws and rules.
4. Review for proper notices of fund availability. Verify criteria and administrative procedures, as defined in Section 420.9075(4), Fla. Stat., and Rule Chapter 67-37, F.A.C. were followed.
5. Verify that the limits on the use of funds for administrative purposes were not exceeded. Moneys deposited into the local housing assistance trust fund may be used to administer and implement the local housing assistance program as defined in Section 420.9075(7), Fla. Stat.
6. Review for eligible housing. During on-site review, perform physical inspections on properties corresponding to files examined for construction-related Strategies. Physical inspections of properties in addition to those included in the review of files may be requested.

7. All reviews shall be done in accordance with applicable Florida Statutes, Florida Administrative Code, federal regulations, LHAP, and local ordinances.

C. REVIEW OF SHIP PROGRAM FINANCIAL RECORDS

Florida Housing requires the review of local government Recipient Files, Financial Records and expenditures of SHIP funds for the purposes of determining whether expenditures are consistent with eligible uses of funds and whether expenditures complied with established deadlines. Specifically, Florida Housing requires the following:

1. Determine whether financial records and Recipient Files support the dollar amounts and other information reported in the local government's Annual Report submitted to Florida Housing in accordance with Section 420.9075(10), Fla. Stat. Verify that expenditures do not exceed the maximum assistance award levels for the applicable strategy established in the LHAP.
2. Verify that a Tracking System is operating as intended by tracking a sample of expenditures through the Tracking System and determining whether the expenditures were correctly recorded. Also, trace the expenditures to the general ledger and determine whether the amounts in the general ledger agree with the Tracking System.
3. Verify expenditures that are not traceable through the Tracking System directly from the Recipient file to the general ledger.
4. Verify adherence to encumbrance and expenditure deadlines established in accordance with applicable Florida Statutes and Florida Administrative Code.
5. Track the SHIP funds for any SHIP activities that are carried out by Eligible Sponsors. Include at least one file per activity per Eligible Sponsor. Those files shall be reviewed in the same manner described for the local government program.
6. Verify that the local government has informed all Eligible Sponsors of the requirements of the Florida Single Audit Act.

D. REVIEW OF SHIP PROGRAM MANAGEMENT PRACTICES

1. The Monitoring Agent shall notify the local government of the scheduled date for the review, request the presence of personnel representing the local government, request that local government personnel facilitate physical inspections of properties and request that

copies of the LHAP and Annual Report for each fiscal year be provided to the Monitoring Agent prior to the on-site visit or desk review. The purpose of the SHIP program review is to evaluate administration of the local SHIP program and to provide any information needed by the local government in order to address compliance requirements.

2. The Monitoring Agent shall interview local program staff to determine whether adequate internal controls exist. The SHIP program review form (**Exhibit A**) must be used to structure the SHIP program review. Changes to the review form are subject to Florida Housing approval.

E. REVIEW OF IMPLEMENTATION OF LOCAL HOUSING INCENTIVE STRATEGIES FOR THE SHIP PROGRAM

The Monitoring Agent shall review implementation of the local housing incentive strategies. Specifically, the Monitoring Agent shall check for implementation of the adopted incentives in accordance with the adopted schedule for implementation, the process for expediting permits for affordable housing (and compare to the time for processing other permits), and the process for review of new plans, ordinances and procedures for impact on housing costs. (See Sections 420.9071(16), 420.9072 and 420.9076(4), Fla. Stat.)

F. WRITTEN REPORT OF FINDINGS FOR THE SHIP PROGRAM

The Monitoring Agent shall conduct an on-site or desk review as directed by Florida Housing and electronically submit to the local government and to Florida Housing a written report regarding SHIP program compliance, and advise the local government at the exit interview of all findings noted during the review known at that time. The Monitoring Agent shall provide the report to the local government, the local government's chief elected official, and Florida Housing on or before fifteen (15) business days from the completion review date. The monitor's written report shall specify that a written response that addresses each report finding is due from the local government thirty (30) days from the date of the report. The local government shall have a sixty (60) day Remedial Period to implement corrective action on any and all findings from the date of the written report. The Monitoring Agent shall review the responses and follow-up until all issues are resolved, then send a close-out letter to both the local government and Florida Housing.

G. FOLLOW-UP REVIEWS/WRITTEN REPORT FOR THE SHIP PROGRAM

Based on the quantity and nature of the errors found in a Review and on the adequacy of the response, a Follow-up Review may be required by Florida Housing at any time.

1. This Review may consist of re-examining previously reviewed files to ensure required corrections were made and/or to review additional files to determine whether proper procedures have been implemented and adhered to in addition to any items required to be reviewed by Florida Housing.
2. In cases where it appears that there is a pattern of violation of criteria, Florida Housing may request additional follow-up reviews.

H. **ADDITIONAL MISCELLANEOUS DUTIES OF THE MONITORING AGENT**

1. Advising Florida Housing of regularly scheduled monitoring activity, of any problems or changes, and returning phone calls to Florida Housing by 5:00 p.m. Eastern Time the next business day.
2. Instructing local government personnel on compliance requirements during the SHIP program review or as deemed necessary by Florida Housing.
3. Attending Florida Housing meetings, conferences and workshops as needed and determined by Florida Housing.
4. Conducting, upon request of Florida Housing, investigations of complaints or allegations of patterns of violation, pursuant to Florida Administrative Code and Florida Statute. Within 30 Days of notification by Florida Housing, conduct initial investigation and verbally report to Florida Housing. A final investigation and written report to Florida Housing is due on or before sixty (60) Days from the request date determining whether the local government has violated program criteria.
5. Coordinating with the technical assistance provider under contract with Florida Housing.

**SECTION FIVE
CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in this Section of the RFP, each Offeror certifies that:

A. The Offeror submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response shall be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFP is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 10 Days after the Response is opened, whichever is earlier.

C. The Offeror is in compliance with Section 420.512(5), Fla. Stat., which provides:

“Service providers shall comply with the following standards of conduct as a condition of eligibility to be considered or retained to provide services. For purposes of paragraphs (a), (b), and (c) only, the term ‘service provider’ means and is limited to a law firm, an investment bank, or a credit underwriter, and the agents, officers, principals, and professional employees of the service provider.

(a) A service provider may not make contributions in any amounts, directly or indirectly, for or on behalf of candidates for Governor, nor shall any service provider make a contribution in excess of \$100 to any candidate for a member of the State Board of Administration other than the Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(b) The service provider shall not participate in fundraising activities for or on behalf of candidates for Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(c) Service providers shall provide to the corporation a statement that the service provider has not contributed to candidates for Governor or contributed in excess of the amounts allowed by this section for a member of the State Board of Administration or engaged in fundraising activities for or on behalf of candidates for Governor in Florida since the effective date of this section or during the 24 months preceding the service provider's application to provide services to the corporation, whichever period is shorter.

(d) The service provider may not engage in prohibited business solicitation communications with officers, members, or covered employees of the corporation.

(e) If a service provider is in doubt as to whether its activities, or the activities of its principals, agents, or employees, violate the provisions of this section, it may

request a declaratory statement in accordance with the applicable rule and Section 120.565, Fla. Stat.

(f) If the corporation determines that a service provider has failed to meet the provisions of this section, it shall consider the magnitude of the violation and whether there has been a pattern of violations in determining whether to terminate or decline to enter into Contracts with the service provider.”

D. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(32), Fla. Stat., which provides:

“Prohibited business solicitation communication’ means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

- (a) A verbal communication made on the record during a public meeting;
- (b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;
- (c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.
- (d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.
- (e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.”

E. The Offeror is in compliance with Section 287.133(2)(a), Fla. Stat., which provides in part:

A person or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and;

- e. transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., for CATEGORY TWO: \$35,000, for a period of 36 months from the date of being placed on the convicted vendor list.

F. The Offeror acknowledges that any Offeror selected shall be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Offeror other than for the compensation agreed upon in the Contract that results from this RFP, unless that Offeror has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

G. In addition to the conflict of interest rules imposed by the Florida Statutes, the Offeror(s) that is (are) selected may not engage in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the Contract and prior to the conclusion of the Contract, the Offeror shall provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within ten (10) working days, seeking consent from Florida Housing's Executive Director. If the Offeror is found to be in non-compliance with this provision, without written consent from Florida Housing's Executive Director, any compensation received in connection with the Contract shall be subject to forfeiture to Florida Housing.

H. The Offeror, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFP, as well as any modifications thereto, shall be incorporated into any Contract offered as a result of this RFP. Such terms and conditions include, but are not limited to, the obligation of any successful Offeror to order any services to be provided in connection with this RFP from a Florida Housing Contract Vendor as provided in Section Three, paragraph K hereof.

I. Certification Statement (**Threshold Item**)

THE FOLLOWING SHALL BE REPEATED IN THE OFFEROR'S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE OFFEROR. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.

"I agree to abide by all conditions of RFP 2013-12 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Offeror and that I am in compliance with all requirements of the RFP, including but not limited to, the certification requirements stated in Section Five of this RFP."

Authorized Signature (Original)

Print Name and Title

**SECTION SIX
INFORMATION TO BE PROVIDED IN RESPONSE**

A. COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information. Failure to provide this information shall result in rejection of the Response.

1. The name, job title, address, office and cellular telephone numbers, fax number, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the Offeror.

B. GENERAL INFORMATION

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one bound volume. Responses to the items must be included immediately after the restated items without any reference to any appendix.

1. Provide a brief history of the Offeror, including the year organized, ownership, and the total number of employees, and the total number of employees who will be providing monitoring agent services.
2. Describe the Offeror's ability to provide the services requested in Section Four of this RFP immediately upon award of the Contract.
3. Identify the services and requirements referenced in this RFP that the Offeror is unable or unwilling to fully perform, if any, and state reasons for the same.
4. Provide proof of current professional liability errors and omissions insurance to include the following:

Name of carrier and policy number;

Effective date of insurance;
Policy exclusions, if any;
Current coverage amounts;
Staff covered; and
Type of coverage.

5. Provide a statement of any other qualifications or services, which the Offeror considers to be significant, innovative or otherwise relevant to Florida Housing.
6. Provide evidence of certification that the Offeror is qualified to do business in the State of Florida.

C. EXPERIENCE/QUALIFICATIONS

1. Describe the Offeror's experience in affordable housing finance, construction or rehabilitation and development and applying and reviewing income compliance guidelines of state, federal and local affordable housing programs. Information regarding the length of service and a detailed, specific description of past experience and responsibilities of the Offeror for each area listed in Section Four of this RFP. The number of single family and multifamily projects (specify number of each) in which the Offeror has performed state, and federal or local compliance monitoring.
2. Provide the qualification of individuals to be assigned to this account. The proposal must also include a copy of the Offeror's organizational chart. The individuals who shall be assigned to this account must be designated in writing. Resumes of all individuals (including education, employment history and professional certifications) that will perform compliance monitoring, physical inspections of assisted properties, and review of implementation of the local housing incentive strategies shall be provided and shall describe length of experience and specific duties and responsibilities in providing services in each area listed in Section Four of this RFP.

D. WORK PLAN

The work plan, which defines how the monitoring services will be accomplished, must include and describe the following:

1. A proposed scope of work that provides sufficient detail to identify and describe the specific tasks to be undertaken and the method the Offeror proposes to apply in completing the tasks.
2. The maximum number of reviews the Offeror can perform in a

calendar year. This shall be described as the total number of days available for on-site visits, desk reviews and report filing. In providing this information, detail the number of days or hours required for each of the following activities: On-site reviews for each of Group One, Two and Three; desk top reviews for each of Group One, Two and Three; on site follow up; follow up desk top review; and investigations of pattern of violation.

E. FEES

Fees shall be proposed by the Offeror in an itemized chart as described below. All fees shall be negotiable and subject to approval by Florida Housing. Monitoring services assigned by Florida Housing shall be performed and paid according to the Contract in effect at the time the services are requested regardless of the date the work is completed, which may extend beyond the Contract end date. "Cost" shall include all costs incurred to complete the stated activity. Cost may be calculated based on a per visit/review, per day or hourly rate. The "Total" shall reflect the total cost per visit/review, day or hour.

SHIP program

Activity	Cost	Per (visit/review, day, hour)	Total per Visit/Review
Group One Site Visit			
Group Two Site Visit			
Group Three Site Visit			
Group One Desk Top Review			
Group Two Desk Top Review			
Group Three Desk Top Review			
Follow Up On Site Review			
Follow Up Desk Top Review			
Investigative Review			

FINAL FEE SCHEDULE SHALL BE SUBJECT TO NEGOTIATIONS AND FUNDING AVAILABILITY.

F. DRUG-FREE WORKPLACE

If the Offeror has implemented a drug-free workplace program, pursuant to Section 287.087, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

G. MINORITY BUSINESS ENTERPRISE

If the Offeror is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

H. CERTIFICATION (Threshold Item):

FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFP BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.

**SECTION SEVEN
EVALUATION PROCESS**

Individual Committee members shall evaluate and rank the Responses independently. As indicated in this section, points shall be assigned to certain items presented in Section Six of this RFP. The individual Committee members shall evaluate the Responses by reviewing the answers to each of the items and assigning points up to the maximum points allowed for each item. The Committee shall not use those items without points assigned in computing the numerical score, but shall use them as part of their evaluation and recommendation process, for informational purposes, or as a basis for possible disqualification. The Committee shall also use the various scored items as a part of its evaluation and recommendation process. Based on the criteria for selection, committee members shall rank each Response with the highest rank being “1”. The Committee may conduct one or more public meetings during which members may discuss their evaluations, make any adjustments deemed necessary to their evaluations to best serve the interests of Florida Housing’s mission, interview Offerors, observe presentations by Offerors, and develop a recommendation or series of recommendations to the Board. The Committee and/or Staff may make a recommendation, in addition to providing the ranking information and the information from the non-scored items to the Board for the Board to use in making the final selection. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. In the event of a tie, Florida Housing shall give preference to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing shall give preference to minority business enterprises as defined in Section 288.703, Fla. Stat. Staff may recommend that the Board conduct oral interviews as part of the evaluation process to select the Offeror. The Board may use the Responses, the Committee’s ranking, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information the Board deems relevant in its selection of Offerors to whom to award a Contract.

Item Reference..... Maximum Points

B. General Information (Items 1, 2, 3 & 5) 15
C. Experience/Qualifications (Items 1 & 2) 40
D. Work Plan (Items 1 & 2) 45

Total Points Available 100

**SECTION EIGHT
AWARD PROCESS**

Florida Housing shall provide notice of its decision, or intended decision, for this RFP on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Fla. Stat

EXHIBIT A

SHIP PROGRAM REVIEW FORM

SHIP PROGRAM REVIEW AND PHYSICAL INSPECTION REPORT

Local Government: _____ Date of Review: _____
 State Fiscal Year (SFY): _____ Monitoring Agent: _____
 Number of Files Examined: _____ Number of Physical Inspections: _____

	Max Points	Points	N/A	See Comments
A. EXAMINATION OF RECORDS				
1. Files & Records	10			
2. Applications & Processing	10			
3. Verifications of Income	20			
4. Income Certification - Home Ownership	20			
5. Income Certification - Rental	20			
6. Rental Development Records	20			
7. Downpayment and Closing Cost Assistance	10			
8. New Construction, Rehabilitation or Emergency Repairs	10			
9. Recipient File Discrepancies	10			
10. Finance: Recipient Expenditure to Tracking System	20			
11. Finance: Recipient Expenditure to General Ledger	20			
Totals:	170	0		
Examination of Records Score:	0%			
B. ADMINISTRATIVE PROCEDURES				
1. Maximum Award	20			
2. Selection Criteria	10			
3. Annual Report Submission	20			
4. Minimum Home Ownership Requirements	20			
5. Income Limit Set-Aside Requirements	20			
6. Advertising	10			
7. Organization and Supervision	10			
8. Staffing	10			
9. Operating Procedures and Manuals	10			
10. Training	10			
11. Finance: Tracking System to Annual Report	20			
12. Finance: Administrative Expenditures	10			
Totals:	170	0		
Administrative Procedures Score:	0%			
C. PHYSICAL INSPECTION				
1. Single Family Home Ownership	10			
2. Single Family Rehabilitation	10			
3. Rental Developments	10			
Totals:	30	0		
Physical Inspection Score:	0%			
Aggregate Points Totals:	370	0		
Overall SHIP Program Review Score:	0%			

Please acknowledge receipt by signing and returning a copy of the Review to the Monitoring Agent no later than *Date*.
 A written response addressing each section of the Review stating how the discrepancies have been corrected is due to the Monitoring Agent and to Florida Housing Finance Corporation no later than *Date*.

Note: If an adequate response is not received, Florida Housing may require the Local Government to submit a Compliance Remedy Proposal.

Monitoring Agent	Local Government
Signature	Signature
Name	Name
Title	Title
Date	Date

Guidelines for Interpreting the Overall SHIP Program Review Scores*:

SCORES:	
≥ 90%	Normal review rotation shifted, providing additional interim year between reviews.
≥ 80%, but ≤ 90%	Normal review rotation.
≥ 70%, but ≤ 80%	Follow-up review required, possible Technical Assistance required.
≥ 60%, but ≤ 70%	Follow-up review required in conjunction with Technical Assistance and possible suspension.
≤ 60%	Notification to Governor's Office, indefinite suspension of future funds, other.

* This set of guidelines is not all-inclusive or final. Florida Housing retains the right to amend these guidelines as the Corporation sees fit, and to request reviews at its discretion.

EXHIBIT B

SHIP SAMPLING PLAN

The local governments to be monitored shall be selected by Florida Housing as follows:

- A. All local governments shall first be assigned to one of three groups.
 1. Group One shall consist of Local Governments receiving distributions, as defined in Section 420.9071(17), Fla. Stat., that are less than or equal to .7499% of the total SHIP funds allocation in year 1 of the 3 year contract.
 2. Group Two shall consist of Local Governments receiving distributions, as defined in Section 420.9071(17), Fla. Stat., that range from .75% to 1.499% of the total SHIP funds allocation in year 1 of the 3 year contract.
 3. Group Three shall consist of Local Governments receiving distributions, as defined in Section 420.9071(17), Fla. Stat., that are equal to or greater than 1.5% of the total SHIP funds allocation in year 1 of the 3 year contract.
 4. New jurisdictions shall be assigned to Group One.

B. A judgmental sample (a non-statistical sample selection method in which the sample is selected based on sound and seasoned judgment of the individual selecting the sample) of up to one third of all local governments in Group One shall be selected by Florida Housing. From a list of each local government's Recipient Files, a judgmental random sample of 5 properties and 10 files (for on-site review only) shall be reviewed at each of these sampled local governments. Florida Housing shall select the judgmental random sample, taking into consideration geographical location and allowing for substitutions on properties that cannot be accessed due to resident denial or absence. From a list of each local government's Recipient Files, 5 additional files funded, randomly selected by the Monitor, shall also be reviewed at each of these sampled local governments.

C. A judgmental sample of up to one half of all local governments in Group Two shall be selected by Florida Housing. From a list of each local government's Recipient Files, a judgmental random sample of 8 properties and 15 files (for on-site review only) shall be reviewed at each of these sampled local governments. Florida Housing shall select the judgmental random sample, taking into consideration geographical location and allowing for substitutions on properties that cannot be accessed due to resident denial or absence. From a list of each local government's Recipient Files, 10 additional files, randomly selected by the Monitor, shall also be reviewed at each of these sampled local governments.

D. A judgmental sample of up to one half of all local governments in Group Three shall be selected by Florida Housing. From a list of each local government's Recipient Files, a judgmental random sample of 10 properties and 20 files (for on-site review only) shall be reviewed at each of these sampled local governments. Florida Housing shall select the judgmental random sample, taking into consideration geographical location and allowing for substitutions on properties that cannot be accessed due to resident denial or absence. From a list of each local government's Recipient Files, 15 additional files, randomly selected by the Monitor, shall also be reviewed at each of these sampled local governments.

E. The following shall apply to all local government sampling:

1. Any local government that has not previously received SHIP allocations in a prior year shall automatically be selected.
2. Any local government for which the monitoring agent found two or more incidents of noncompliance with Federal and Florida requirements during the prior review shall be selected by Florida Housing.
3. Any local government that has had any indications of fraud or illegal acts or which has had errors or irregularities in its annual report(s) may be selected by Florida Housing.
4. Any local government selected at the sole discretion of Florida Housing.

F. This Sampling Plan allows for a number of follow-up SHIP Program Reviews. However, if fewer follow-up reviews are performed than expected, additional SHIP Program Reviews may be assigned by Florida Housing to ensure maximum use of SHIP monitoring funds appropriated by the Florida Legislature. For example, reviews of local governments from any of the three allocation categories identified herein could be performed.

G. This plan may be amended at Florida Housing's discretion.