**Appendix 1: Application Template to Request for Proposals (RFP) (RFP# 136) Housing Inspection Services**

1. **Cover Page**
   1. Applicant Information

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| **Application Type**  (select one) | Sole Applicant (one organization applying to provide the Housing Inspection Services)  Collaboration (more than one organization applying to provide services)  Subcontract (one lead organization with approved subcontractor) |

**Lead Organization**

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| **Organization Name** |  | **City Supplier #** |  | **Federal ID #** |  |
| **Address** |  | | | | |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |
| **Subcontractor Name (if applicable)** |  | **Subcontractor**  **Address (if applicable)** |  | | |

**Collaborating Organization (if applicable)**

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| **Organization Name** |  | **City Supplier #** |  | **Federal ID #** |  |
| **Address** |  | | | | |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |
| **Subcontractor Name (if applicable)** |  | **Subcontractor**  **Address (if applia)** |  | | |

* 1. Certifications

I understand that the City reserves the right to modify agreement requirements at the time of funding and/or during the agreement negotiations; that an agreement may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no agreement until a written grant/contract has been signed by both parties and approved by all applicable City agencies.

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the following address      . I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Applicant to perform the commitments contained in the RFP and application. Submission of this document will constitute a representation by the above organization(s) that they are willing and able to perform the commitments and requirements contained in the RFP and application.

Signature of authorized representative(s):

**Name:**       **Title:**

**Signature:**       **Date:**

**Name:**       **Title:**

**Signature:**       **Date:**

1. **Minimum Qualifications**

Applicant(s) must demonstrate that they meet all of the Minimum Qualifications (MQs):

* 1. Applicants must demonstrate at least three years of experience within the last three years in the performance of services requested by this RFP.
* If any part of the service will be through a collaboration or subcontract, Applicants must indicate as such and describe the plan for collaboration to successfully deliver the services in this Request for Proposal. **Please add boxes as needed.**

**Plan for Collaboration**

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**Housing Inspection Services**

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| --- | --- |
| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

* 1. Contractor shall submit documentation of staff certified HUD HQS and Rental Reasonableness training and certification. **Please include as attachment and indicate as such in the box below.**

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* 1. Applicants must demonstrate a minimum of three years of experience in determining and documenting that the rent to owner/landlord is reasonable based on current rents.

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* 1. Applicants must provide at least three written references from public entities or nonprofit housing sponsors in California in regards to applicant’s experience and performance with HQS inspections. References should be from public entities or nonprofit entities that have worked with or are currently working with applicant. **Please complete in Attachment 2, Part III.**
  2. Applicants must describe their ability to travel within the City and County of San Francisco to complete assigned inspections scheduled for that day by the end of business day and describe their ability plan to conduct rent reasonableness studies when requested by the HSH Federal Subsidy team within a week of the request.

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1. **Plan**
2. Applicants must describe their communication plan with HSH and any collaborators, including other governmental agencies, community-based organizations, and tenants of the HUD CoC programs.

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3.2 Applicant must describe its plan to make effective use of personnel to ensure services are performed in a timely manner; and ensure timeliness

standards of completed Inspection reports and Rent Reasonableness/market analyses.

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1. **Organizational Experience & Capacity**
2. Applicant must describe its customer service approach, including delivery of services with equity and respect to both PSH service providers and tenants and solicitation of customer feedback, to fulfil Services as outlined in the RFP.

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1. Applicant must describe its organizational capabilities and experience in providing housing inspection services, including but not limited to years providing the services and use of a HUD Inspection checklist for the HQS inspection it conducts; including challenges and learnings. The response should speak to organizational capacity to hire, train and retain staff; and to track and report service data.

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1. **Budget**
2. Applicants must submit one completed single Appendix 2: Budget Template for a 12-month period with each tab completed. Submittals with budgets that do not include the basic cost per Inspection and/or the basic cost per rent reasonableness/market analysis will not be evaluated further.