



**BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES**

**Request for Proposal  
Strategic Planning Process  
And Facilitation**

Closing May 16, 2019 – 5:30 PM MDT

## **BACKGROUND**

The Boise City and Ada County Housing Authorities' (BCACHA) Executive Director (ED) and Board of Commissioners (BOC) are launching a strategic planning process that will outline its strategic goals for the next five years. The purpose of this request for proposal (RFP) is to solicit the services of a consultant to facilitate the strategic planning process. The selected consultant will solicit input from a diverse selection of stakeholders including, but not limited to, BCACHA clients and stakeholders, both internal and external.

The process is expected to take three – four months starting in June, 2019. Responses to this RFP are due by May 16, 2019 at 5:30 p.m. MDT.

The Boise City Housing Authority was created in 1967; and in 1976 the Ada County Housing Authority was created. Though these two organizations are legally separate, we operate through a Joint Powers agreement with a single staff. BCACHA assists eligible families to address their housing needs with a variety of housing programs including Housing Choice Vouchers and Low Rent Public Housing. Boise City Housing Authority also has six blended component units – Shoreline Plaza Inc which is an independent non-profit agency (501©4); Affordable Housing Solutions Inc. which is an independent non-profit agency (501©3); North Liberty LLC, Nez Perce LLC, Shoreline North LLC and Vine Terrace LLC, which are all single member LLCs under Boise City Housing Authority.

BCACHA works closely with the U.S. Department of Housing and Urban Development, the Cities of Boise, Meridian, Eagle, Star and Kuna, Ada County, and area agencies and organizations to provide services and opportunities. The Authorities includes a 7 member Board of Commissioners, 43 full time staff and 3 part time staff.

The Mission of the Authorities is to enhance our community by providing safe and affordable housing and fostering self-sufficiency and stability for people in need.

The Authorities have multiple public housing and market rate properties and desire to construct new development to add to our affordable housing portfolio.

## **REQUEST FOR PROPOSAL**

The Boise City and Ada County Housing Authorities (BCACHA) are accepting proposals for strategic planning and facilitation to assist in five year goal setting for the Authorities and its component units.

### **RESPONSE DUE DATE**

Responses will be accepted until 5:30 p.m. on May 16, 2019. Facsimile and e-mail responses will not be accepted. Responses received after the deadline will be deemed unresponsive and will be disqualified.

#### **A. RECEIPT OF RESPONSES**

An original and five (5) copies of the response to this RFP shall be submitted in sealed packages and marked **“Strategic Planning RFP – BCACHA”**. All submissions must be received at the following address:

Boise City and Ada County Housing Authorities  
Attn: Deanna Watson, Executive Director  
1001 S. Orchard Street  
Boise, ID 83705

The Authorities reserves the right to reject any or all responses wherever it is in the best interest of the Authorities. The Authorities are Equal Opportunity Employers. Minority and Women-owned businesses are encouraged to submit proposal.

#### **B. SCOPE OF SERVICES**

The Authorities’ goal is to have strategic planning proceed as expeditiously as possible. The Respondent shall certify its ability to start work and should propose a plan that describes the existing time commitments of the staff proposed to be assigned to the project and whether any of the staff will be locally based. The proposal for services should include at a minimum:

- Meetings with external stakeholders, staff, Commissioners, and resident focus groups
- Assessment of current Mission and Vision of the Authorities
- Assessment of current organizational goals
- Guidance in establishing a five-year strategic plan to meet future goals
- Action plans for strategic plan implementation

## C. INSTRUCTIONS AND NOTICE TO RESPONDENTS:

### 1. SUBMISSION AND CONTENT OF RESPONSES

**Inquiries:** The intent of this RFP is to establish the general scope of services needed and to provide prospective Respondents with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise or additional information may be needed. Questions and inquiries must be submitted in writing (email is permissible) to:

Boise City and Ada County Housing Authorities  
Attn: Deanna Watson, Executive Director  
Email: [dwatson@bcacha.org](mailto:dwatson@bcacha.org)

All inquiries must be received no later than 5:30 p.m. MDT, on May 9, 2019. Answers will be provided in a written addendum to this RFP and will be posted in Authorities' website no later than 5:30 p.m. on May 14, 2019.

### 2. SUBMISSION REQUIREMENTS

Responses that do not include all the required information will be deemed unresponsive and may be disqualified.

Submissions must comply with the requirements of Sections A and B of this RFP. Respondents must address their plan to meet the specific requirements of the scope of services set forth in Section B of this RFP by including, at a minimum, the following:

- A. Letter of Interest:** Submittals shall include a letter of interest on the respondent's letterhead. This letter should include the respondent's statement of understanding for the scope of work outlined in this RFP, the commitment to perform the work expeditiously, a brief statement indicating why the respondent believes itself to be the best qualified to perform the engagement, and a statement that the response is firm and irrevocable for ninety days. The letter should also contain the knowledge the respondent has about the Authority.
- B. Addendums:** Submittals shall include the following attachments to the respondents' Letter of Interest:
  - a. Resumes of the facilitator(s) and principal(s)
  - b. References from past clients
  - c. Cost breakdown of services proposed

### **3. EVALUATION FACTORS**

A committee will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline below. The evaluation process will be based on a weighted point system. Each submitted response has a possible score of 100 points as set forth in Section 3a.

All proposals will be ranked in accordance with this point system and contract negotiations will be initiated with the highest ranked respondent(s), although BCACHA reserves the right to negotiate with the respondent which is in the best interest of the Authority.

#### **Proposal Preparation and Submission Outline**

Firms shall submit proposals in accordance with the following outline to receive the maximum points (100) under this solicitation. Items which are not addressed within the proposal will be given a score of zero.

- Qualifications of the principles, staff and team members. (25 points)
- Firms experience with other Housing Authorities or non-profit entities. (10 points)
- Firm's approach and ability to meet BCACHA's expectations and deadlines. (20 points)
- Firm's understanding of BCACHA. (15 points)
- Evidence of demonstrated knowledge of applicable governmental regulations and codes as required by the U.S. Department of HUD and State of Idaho. (10 points)
- References (5 points)
- Cost (15 points)

### **4. COMPLETE AND ACCURATE SUBMISSION**

A respondent's failure to provide accurate information in response to this RFP may disqualify the firm from further participation in the selection process. Proposals may be corrected, modified or withdrawn if done so in writing prior to the deadline of this RFP. After the deadline, changes will not be allowed.

### **5. RETENTION**

All submissions shall be retained by BCACHA and will not be returned.

## **6. CANCELLATION**

BCACHA reserves the right to cancel this RFP if it is determined to be in the best interest of the Authority.

## **D. ACKNOWLEDGMENT**

By submitting a response to this RFP, the respondent acknowledges and agrees to the following:

- All submissions become the property of BCACHA. As such, all submissions are public records and subject to public review.
- No respondent shall initiate contact with any member of the Board of Commissioners of the Authorities regarding this RFP until after completion of the selection process and execution of a contract.
- All proposals must be signed by a person authorized to execute a Personal Services Agreement.

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**Request for Proposal  
Strategic Planning Process and Facilitation**

**SIGNATURE PAGE**

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Company Name (printed)

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Proposer's Name (printed)

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Title

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Proposer's Signature

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Address

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Telephone Number

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City, State, Zip