

# HOME/HTF Affordable Housing Development Grant Administration Manual

## Tools and Resources

### Step-by-Step Guide to Procurement by Competitive Request

This resource provides step-by-step instructions to completing procurement by competitive request.

---

#### Competitive Request for Proposal (RFP) Procedure

Requests for Proposals (RFPs) are required for procurement over \$100,000 and are recommended for procurement under \$100,000 given complexities and/or challenges obtaining quotes. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids. Awards are made to responsive and responsible firms with the most advantageous proposal, with price and other factors considered.

#### Competitive Request for Qualifications (RFQ) Procedure

When procuring professional services such as architectural, engineering, or surveying services with estimated fees over \$50,000, Requests for Qualifications (RFQs) are required. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids but a fixed-price or cost-reimbursement contract is desired. Awards are made to the most qualified responsive and responsible firms, primarily on the basis of qualifications and not on the basis of cost.

---

1. Outline a schedule for noticing and receiving proposals/qualifications.
2. Prepare RFP/RFQ that details scope of work and plainly states scoring criteria and evaluation process.
3. Prepare and provide draft notice, RFP/RFQ with scoring criteria and evaluation process to Commerce for review.
4. Issue a notice/s for the RFP/RFQ.
5. Evaluate and score RFPs/RFQs. Check references. As stated above, RFP awards are made to responsive and responsible firms with the most advantageous proposal, with price and other factors considered while RFQ awards are made to responsive and responsible firms with the most advantageous proposal, primarily on the basis of qualifications and not on the basis of cost.
6. Request Commerce conduct a debarment/eligibility check for the tentatively selected firm. To complete the check, Commerce needs name and UEI number. NOTE: For Commerce to complete a Federal debarment check, the firm must be registered in the System for Award Management or "SAM" (<https://www.sam.gov/SAM/>).
7. Provide Commerce with the draft contract for review. Ensure the HOME/HTF supplemental conditions are included. NOTE: Cost plus a percentage of cost contracts are not allowed.
8. Execute a contract with selected firm.

Once available, provide Commerce with the following documentation:

- Affidavits of Publication for Bid Advertisements
- Record of evaluation process and scoring
- Executed contract with selected firm

- Performance and payment bonds
- Firm's ACORD certificates of insurance