

Posting Announcement
Submission of the Invitation for Applications: Contract Administrators
for Project Based Section 8 Housing Assistance Payments (HAP)
Contracts

The Department of Housing and Urban Development (HUD), Office of Housing Assistance Contract Administration Oversight (HACAO) is announcing the Invitation for Submission of Applications: Contract Administrators for Project-Based Section 8 Housing Assistance Payments (HAP) Contracts for each of the fifty United States, the District of Columbia, the United States Virgin Islands and the Commonwealth of Puerto Rico. The posting period starts February 28, 2011 and closes April 28, 2011.

HUD will accept Applications to provide contract administration services by “State,” which is defined in the ACC as one of the fifty United States, the District of Columbia, the United States Virgin Islands, and the Commonwealth of Puerto Rico. Entities applying to serve as PBCA in more than one State must submit a separate Application for each State for which it applies.

Each application submitted in response to this Invitation shall include the following documents:

1. Application Certifications, including Full-Time Equivalent Certification and, if applicable, Sub-Contractor Certification
2. Capability Statement
3. Technical Approach
4. Quality Control Plan
5. Reasoned Legal Opinion, including Supplemental Letter, if applicable
6. Disaster Plan, including Disaster Plan Certification

The Application PDF files must be submitted by email to PBCA_Invitation@hud.gov. The “Subject” of the email message must be the “State Code, PHA Complete Name, Application PBCA.” If more than one (1) email message is required to transmit the Application PDF files, the “Subject” of each email must indicate the number of each transmittal and the total number of transmittals, e.g., “State Code, PHA Complete Name, Application, Transmittal 1 of 2.” The complete Application must be submitted not later than 5:00 P.M. EDT, Friday, April 28, 2011. The Department will not accept Applications that arrive after the due date and time

The Factors for Award and Factor Weights are:

1. Capability Statement 30%
2. Technical Approach 35%
3. Quality Control Plan 35%

Applicants will be rated and ranked based upon their response to the elements associated with each Factor. The point value associated with each element is the maximum value that it can be assigned.

The submission of the Invitation for Application does not purport approval or acceptance of the eligibility documents. All other requirements set forth in the Invitation for Applications remain in place. The successful applicant under this Invitation will enter into a PB-ACC effective October 1, 2011.