



**Mississippi Home Corporation
September 13, 2023**

**Mississippi Home Corporation
Request for Proposals for Inspection Services**

1 INTRODUCTION

Mississippi Home Corporation (“MHC” or “the Corporation”) was created in 1989 as a public body corporate and politic, separate, and apart from the State of Mississippi the state”). MHC is a legal successor-in-interest to the Mississippi Housing Finance Corporation (“MHFC”). While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, Sections 43-33-701 et seq., Mississippi Code of 1972, as amended (“the Act”), vested all property, rights, and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements, and trusts made or created by MHFC.

2 PURPOSE

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified and licensed Inspectors (each a “Contractor” or, collectively, “Contractors”) to furnish inspection services to MHC as identified in the “Scope of Services” section of this request.

3 BOARD

The powers of the Corporation are vested in nine (9) members of the Mississippi Home Corporation Board of Directors (“the Board”), six (6) of which are appointed by the Governor of the State and three (3) by the Lt. Governor of the State, all of whom shall be residents of the State. All appointments shall be with the advice and consent of the Senate of the State Legislature.

4 ADMINISTRATIVE PERSONNEL

Mr. Scott Spivey is the Executive Director of the Corporation. The Corporation has a staff of 70 employees.

5 SCOPE OF SERVICES

The requested inspection services will support the staff by conducting standardized inspections required by MHC to administer grant programs funded by the Department of Housing & Urban Development and the Low-Income Housing Tax Credit Program (LIHTC).

5.1 The scope of the services to be provided by the inspection services will include, but is not limited to, the following:

5.1.1 Conduct Initial Site Inspections on LIHTC Allocation Applications – Approximately 30/year.

5.1.2 Conduct 15-month and/or 50% Completion inspections on LIHTC properties – Approximately 15/year.

5.1.3 Conduct 8609 Inspections to put LIHTC properties into service – Approximately 15/year.

5.1.4 Conduct routine-based compliance LIHTC inspections Using NSPIRE standards – Approximately 200/year.

5.1.5 Conduct site inspections based on Tenant Complaints at LIHTC properties – Approximately 40/year.

- 5.1.6 Conduct MHC's Construction Lending Programs draw request inspections – Approximately 30-40/year.
- 5.1.7 Conduct HOME / HTF Inspections using HQS standards at 50% & 100% completion – Approximately 25/year.
- 5.1.8 Conduct "Homeowner Rehab" Draw Request Inspections using HQS standards – Approximately 110/year.

6 RFP INSTRUCTIONS

6.1 RFP Submission and Format

Please submit your response marked on the outside "Response to RFP for Inspection Services" addressed to:

Jenny Layton
Chief Operations Officer
Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

A copy of the entire response must also be provided via email to jenny.layton@mshc.com.

The Board desires to minimize the submission of superfluous RFP material. Interested contractors are instructed to organize their responses according to the following format:

- 6.1.1 The narrative answer should be preceded by the question or request for information, limited to one side of a single 8½" X 11" typed page. Supplemental information or background material, if any, must be restricted to Appendices following the responses.
- 6.1.2 Do not answer more than one (1) information request per page.
- 6.1.3 Number consecutively and identify the respondent on each page.
- 6.1.4 At a minimum, tab responses by RFP question categories.

6.2 RFP Terms and Conditions

The Corporation will make its selection based on the demonstrated competence, experience, knowledge, and qualifications of the respondent. By this RFP, however, the Corporation has not committed to engage an inspection services contractor for any or all the above-described matters, nor does the suggested scope of services or term of the agreement require that an inspection services contractor be engaged for any of those purposes. MHC reserves the right to make those decisions after receipt and review of responses, and the Corporation's decision on these matters is final and in its sole discretion.

The Corporation reserves the right to negotiate all elements that comprise the information of the respondent(s) to ensure that the best possible considerations are afforded to all concerned, and to waive any irregularities. The Corporation reserves the right to reject any and all responses to the RFP.

The Corporation reserves the right to select a respondent(s) for specific purposes or any combination of specific purposes, and to defer the selection of any Respondent(s) to a time of the Corporation's choosing.

6.2.1 Board and Staff Communications

MHC is committed to a competitive procurement process that maintains the highest level of integrity, ethics, and professionalism. Therefore, no direct or indirect contact will be allowed with any MHC officer, employee, consultant, or adviser, individually or otherwise, from and after the release of this RFP until MHC selects a successful respondent (the "Quiet Period") except for the week of October 2-6, 2023. During the Quiet Period, all contact shall be directed towards the Contact Person identified in this RFP in accordance with the terms of this RFP or otherwise as directed by the Corporation as part of the RFP. Any violation of this prohibition may result in the immediate disqualification of a respondent.

6.2.2 Timetable

The deadline for submissions in response to this Request for Proposal is Thursday, October 12, 2023, by 5:00 p.m. Telephone or fax responses will not be accepted for this request.

6.2.3 Release of Information

Information submitted in response to this RFP will not be released by the Corporation during the proposal evaluation process or prior to a contract award.

6.2.4 Proprietary Information

If a Respondent does not desire certain proprietary information in their response disclosed, the Respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the Respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

6.2.5 Terms of Contract

The contract (if a respondent is selected) will be offered for a term at MHC's sole discretion after reviewing the responses, and MHC will have the right to terminate the contract immediately with good cause or at any time upon thirty (30) days' notice.

6.2.6 Further Information

To obtain information about the Corporation or this RFP, please feel free to contact Jenny Layton, Chief Operations Officer at (601) 718-4614, jenny.layton@mshc.com.

6.2.7 Oral Presentation

Your company may be selected to give an oral presentation to the Staff or the Operations Committee of the Board of Directors. Notification will be made to you after responses have been reviewed and evaluated.

6.2.8 The Corporation Reserves the Right to:

- 6.2.8.1** Request an oral interview with, and additional information from companies prior to a final selection of an Inspection Services Contractor;
- 6.2.8.2** Consider information about a firm in addition to the information submitted in the response or interview; and;
- 6.2.8.3** Reject all responses and waive any irregularities.

7 RFP QUESTIONS FOR INSPECTION SERVICES

7.1 Organizational and Personnel Background

- 7.1.1 Provide an overview of your company, emphasizing its qualifications and major strengths and achievements that would serve the Corporation. Why do you believe you should be selected to provide inspection services to the Corporation?
- 7.1.2 Provide the names, office locations, and brief resumes of the professionals who will be assigned to the Corporation account. Include their level of responsibility and any inspection certifications that they have obtained specifically HQS, UCPS, or NSPIRE certifications.
- 7.1.3 Describe your company's commitment to Mississippi's economy and residents.
- 7.1.4 Describe any special qualifications your firm has that could assist MHC in providing inspection services in Mississippi.

7.2 Experience

- 7.2.1 Describe your company's experience providing Inspection Services for similar services and activities. Provide examples of similar services with other agencies.
- 7.2.2 MHC employs staff who will oversee the inspection services being conducted by your organization to ensure the qualifications are being met. Describe your experience and capabilities to work with internal staff.
- 7.2.3 Describe the business practices, including the use of software you can offer MHC (and have offered in similar situations) to adjust strategies if necessary to maximize inspection services.

7.3 Disclosure

Describe any litigation, arbitration, and/or regulatory actions pending against your company.

The contractor selected must have no financial interest in the development and implementation of MHC programs other than in his/her capacity to provide inspection services to MHC. Please confirm your compliance with this requirement.

7.4 Affirmative Action

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

8 SELECTION CRITERIA

The Corporation reserves the right to make its decision after receipt of responses, and the Corporation's decision on these matters is final and at its sole discretion.

The Corporation will evaluate only those contractors meeting the qualifications. Among other things, the evaluation of statements of qualifications will be based on the following criteria:

- 8.1 The contractor's willingness to follow the Corporation guidelines in this RFP;

- 8.2 The experience and qualifications of both the contractor and its staff to be assigned to the identified Inspection Services contract;
- 8.3 The contractor's experience in offering contract inspection services for similar agencies using the certification standards identified in this RFP;
- 8.4 The contractor's involvement and accessibility of staff to be assigned to the inspections;
- 8.5 The contractor's commitment to Mississippi;
- 8.6 The contractor's answers to other questions contained in the firm's response to this RFP and;
- 8.7 The contractor's organization, size and structure of the firm, and presence doing business in Mississippi.

**PROPOSALS RECEIVED AFTER
October 12, 2023
5:00 pm
WILL NOT BE CONSIDERED**