



REQUEST FOR PROPOSAL

Tacoma Housing Authority (THA) is issuing this Request for Proposals (RFP) to solicit proposals from individuals interested in having their name added to a roster of hearing officers who are called upon to conduct grievance and informal hearings requested by residents and Housing Choice Voucher participants of THA's assisted housing programs.

Obtaining the RFP: Copies of the RFP package are available for download at THA's website at <http://www.tacomahousing.org>. All individuals interested in submitting a proposal/statement of qualifications are encouraged to submit their name and email address using the download registration function prior to retrieving the RFP from the THA website. This information allows THA to contact potential bidders if an addenda to the RFP is issued.

Pre-Proposal Conference: A pre-proposal conference shall be held on Wednesday, November 17, 2021 at 10 AM local time. The pre-proposal conference is not mandatory but all individuals interested in submitting a proposal are encouraged to attend. Individuals will be given an opportunity to participate via Zoom call at <https://us02web.zoom.us/j/86317313562?pwd=bkdVTXZJN2sybC9Pd1VIYmU5OGtFUT09>.

Questions: Any questions or requests for further information or clarification must be directed to Yvonne Ginoulis, Operations Coordinator, by email to yginoulis@tacomahousing.org **no later than 2:00 PM local time on November 22, 2021.**

Submission Deadline: Sealed statements of qualifications, in accordance with conditions defined in the RFP, must be hand delivered or sent by overnight delivery services (UPS, Fed Ex, etc.) to the THA Central Office **no later than 2:00 pm local time on Friday, December 3rd, 2021** at the address below. All submissions will be date stamped upon receipt. **No submittals will be accepted after the submission deadline. Faxed or emailed submittals will not be accepted.** Please submit three (3) copies of the proposal, with the exception of the HUD #5369-C and Section 3 Certification forms. Only one copy each is required of these two forms.

Submission Instructions: Submit a sealed proposal marked "**Hearing Officer RFP**" to Yvonne Ginoulis, c/o **Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405**. No proposals shall be opened before the submission deadline. If a proposal is submitted in error, the original proposal may be picked up and resubmitted before the submission deadline. Submissions will not be publicly opened.

M/WBE Participation: Particular attention is called to the provisions for WMBE and Equal Opportunity. The enterprise must be certified by the State of Washington Office of Minority and Women Owned Business Enterprises or other means of certification. Businesses who qualify for both WBE and MBE may only be used once to meet the goals.

Equal Opportunity: THA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, national origin, sex, religion, age, familial status, disability, marital status, ancestry, sexual orientation or gender identity in the employment or provision of services. THA is a Public Housing Agency and does not operate under the guidelines stipulated for Indian Housing Authorities. No bidder may withdraw their bid within 60 days after the actual date of opening thereof. THA reserves the right to waive any and all informalities or to reject any and all bids.