



**REQUEST FOR PROPOSALS (RFP)  
No. P26-002**

**Section Eight Management Assessment  
Program (SEMAP) Services**

## INTRODUCTION

The Yolo County Housing (hereinafter, “the Agency”) is a public entity that was formed in 1950 to provide federally subsidized housing and housing assistance to low-income families, within Yolo County, CA. The Agency is headed by a Chief Executive Officer (CEO) and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy. Though brought into existence by a Resolution of the County of Yolo, it is a separate entity from the County.

Currently, the Agency owns and/or manages: (a) 8 developments totaling 431 units of HUD Public Housing and, (b) approximately 1,815 housing choice vouchers. The Agency currently has approximately 45 employees.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed, and insured entities, Consultants and Firms to provide the above-mentioned services to the Agency. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

### **Instructions to Proposers**

Submission of Proposals are due by 3:00pm, Monday July 6, 2026:

All proposals shall be submitted in sealed envelope to:

Yolo County Housing

Attn: Nesar Rasekh, Procurement, Program Analyst

147 W. Main Street

Woodland, CA 95695

Or via email at [nrasekh@ych.ca.gov](mailto:nrasekh@ych.ca.gov)

### **Question Submittal Deadline:**

All questions regarding this RFP should be directed via email to Nesar Rasekh, Programs Procurement Analyst at [nrasekh@ych.ca.gov](mailto:nrasekh@ych.ca.gov) no later Monday June 29, 2026, 3:00 PM PT.

### **Clarifications to RFP**

Clarifications or substantive changes to the RFP specifications, if any, prior to the proposal submission due date will be disseminated to all interested parties via Marketplace website at [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com)

### **Examination of Proposal Documents**

The Submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a) Have carefully read and fully understood the information that was provided by YCH to serve as the basis for submission of this proposal.
- b) Have capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c) Represent that all information contained in the proposal is true and correct.

- d) Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer regarding the amount, terms or condition of this proposal.
- e) Acknowledge that YCH has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer and provide all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition. YCH shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by YCH or its representatives.

YCH reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award, or multiple awards, of contract in any manner in which YCH, acting in the sole and exclusive exercise of its discretion, deems to be in YCH's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

At the option of YCH, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission.

#### **Attachments:**

The attachments below are included with this Request for Proposals (RFP) for your review and/or submittal:

1. RFP Document (Exhibit A)
2. Non-Collusion Affidavit (Exhibit B)
3. Certification for a Drug Free Workplace (Exhibit C)
4. Yolo County Housing Insurance Requirements for Consultant (Exhibit D)
5. Instruction to Offerors Non- Construction (Exhibit E)
6. Certifications and Representations of Offerors, Non-Construction Contract (Exhibit F)
7. General Conditions for Non-Construction Contracts (Exhibit G)
8. Certification of Payments to Influence Federal Transaction (Exhibit H)
9. Certification Regarding Department, suspension ineligibility and Voluntary (Exhibit I)

#### **Scope of Services:**

During the term of this Agreement, Contractor shall provide the following services:  
In accordance with HUD regulations, CFR 24, Part 985, conduct SEMAP performance review of the housing choice voucher program in the key areas on a quarterly basis at a minimum. The key indicators for performance are:

**Selection from the waiting list** - Proper selection of applicants from housing choice voucher waiting list

- **Reasonable rent** - Sound determination of reasonable rent for each unit leased.
- **Determination of adjusted income** - Accurate verification of family income
- **Utility Allowance Schedule** - Maintenance of a current schedule of allowances

for tenant utility costs.

- **Housing Quality Standard (HQS)/NSPIRE quality control inspections** - Performing of quality control inspections to ensure housing quality
- **HQS/NSPIRE enforcement** - Ensure that landlords and tenants promptly correct housing quality deficiencies
- **Expanding housing opportunities** - Expand housing choice outside areas of poverty and minority concentration
- **Deconcentrating bonus** – Submission of deconcentrating data in the HUD-prescribed format
- **Payment standards** - Establishment of payment standards within the required range of the HUD fair market rent.
- **Annual reexaminations** - Timely annual reexaminations of family income.
- **Correct tenant rent calculations** - Correct calculations of the tenant share of rent and the housing assistance payment.
- **Initial unit inspections** - Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts.
- **Periodic HQS/NSPIRE inspections** - Timely annual housing quality inspections.
- **Lease-up** - Ensure that all available housing choice vouchers are used.
- **Family self-sufficiency (FSS) enrollment and escrow accounts** - Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment.
- **Success rate of voucher holders** - Voucher holders are successful in leasing units

Prepare the annual SEMAP report within the provided timeframe for approval by the YCH Housing Commission. Once approved by the Commission, assist YCH staff with submission to HUD no later than 60 days of the end of the SEMAP reporting period of June 30.

Provide up to 300 HQS/NSPIRE annual and move-in inspections for housing choice vouchers and project-based vouchers used in properties where YCH or its subsidiaries has a proprietary interest (per year). This includes new, re-inspections and no-show inspections.

Provide annual recommendations for revised procedures for the HCV program based upon HUD regulations or best practices.

### **Certificate Requirements:**

The proposer must provide a valid NSPIRE Inspector Certificate. Proposal that do not include a copy of the certificate will be deemed non-responsive and will not be considered.

### **Proposal Format:**

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of YCH's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted.

Submittals are to be stapled or bound, single-sided standard sized (8.5" x 11") pages. Number each page. Brevity is encouraged; however, be sure to fully address each item listed below as part of your RFP submittal. To facilitate review by the Selection Committee, please submit information in accordance with the following format:

**Foundation Repair Services - Proposal Content:**

1. A cover letter introducing your firm, its location, and history; executed by an authorized signatory firm.
2. Provide a copy of valid NSPIRE Inspector Certificate
3. Provide the firm name, address, and telephone and fax numbers, and specify the form of the legal entity.
4. Provide a list of at least three references
5. Specify the legal service specialty area(s) of the firm.
6. Submit pricing sheet for the service
7. Indicate whether the firm offers staff training services and the fee for such services.

**Conflict of Interests:**

Describe in detail any potential conflicts of interest your firm may have regarding this engagement.

Exceptions. The Proposer is expected to agree to the form of the contract and its terms and conditions. However, if the Proposer has any specific exceptions, such exceptions should be set forth in a separate document included with its response to this RFP. YCH is under no obligation to entertain or accept any such specific exceptions. Failure to raise issues at the time of Proposal submission shall preclude the raising of such issues later. Only that information which is essential to an understanding and evaluation of the proposal should be submitted.

**Review and Selection Process:**

Proposals will be evaluated to determine the extent to which the firm's proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

<u>Criteria</u>	<u>Points</u>
Quality and completeness of proposal	10
Experience (comparable, demonstrated experience)	25
Staff (experience, qualifications, knowledge)	25
Competitive Rates/Fees	25
Prior record of performance with other governmental agencies (PHA'S)	15
<b>Total Possible Points</b>	<b>100</b>

A Review Panel will be arranged by the Procurement Officer. The Panel will conduct a qualifications-based ranking process. At the option of YCH, finalists may be selected for a final round of negotiations; however, proposers are encouraged to present their best offers with their initial submission.

**RFP SIGNATURE**

This Request for Proposals is hereby issued this 21st Day of April 2026, by Yolo County Housing:

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Nesar Rasekh, Procurement, Program Analyst