



## **Invitation To Negotiate**

### **Home Inspection Services Related To The My Safe Florida Home Non-Profit, Low-Income Homeowner Program**

#### **INTENT**

The Florida Disaster Recovery Fund, managed by the Volunteer Florida Foundation is soliciting written proposals from qualified Wind Certification Entities (hereinafter referred to as WCEs) to negotiate a term contract anticipated to begin August 2007 and to be effective through June 30, 2009.

The Volunteer Florida Foundation (hereinafter referred to as the "Foundation") is incorporated in Florida as a nonprofit organization formed and operated exclusively for charitable purposes in accordance with Section 501(c)(3) of the Internal Revenue Code.

This invitation is open to WCEs in good standing with the My Safe Florida Home Program (MSFH) and the Department of Financial Services (DFS), to provide home inspection services for the MSFH non-profit, low-income program.

This document is available in alternative formats by submitting requests to [FlaDisasterFund@VolunteerFlorida.org](mailto:FlaDisasterFund@VolunteerFlorida.org) or calling 850.410.0696.

#### **ELIGIBLE WCES**

WCEs currently in good standing and providing service to the Florida Department of Financial Service under section 215.5586, Florida Statutes.

The Foundation reserves the right to award multiple contracts.

#### **TIMELINE OF EVENTS**

The following are tentative dates for critical events, subject to change. All times are Eastern Standard Time.

7/11/07	Invitation to Negotiate e-mailed to eligible WCEs
7/20/07	Registration due
7/20/07	Latest date that responses to questions will be e-mailed from the Foundation
7/25/07	Proposals are due; The Foundation opens proposals
7/27/07	The Foundation selects the best-qualified WCEs.
7/30-8/3/07	The short-listed WCEs are scheduled to negotiate.

## **COMMUNICATION RELATED TO THIS INVITATION**

All WCEs in good standing with Florida DFS are being electronically notified of this invitation. Continued communication will be reserved to registered WCEs.

## **QUESTIONS AND REPLIES**

By the deadline to submit questions, listed in the Timeline of Events, prospective respondents can seek answers and clarification by sending an e-mail to the Foundation at FlaDisasterFund@VolunteerFlorida.org. Each recent batch of questions will be answered periodically by e-mail to WCEs which registered to participate in this ITN. The procedure for this ITN does not permit verbal questions and replies.

## **NEGOTIATION PROCESS**

- Step 1            The ITN is sent to all WCEs providing home inspection services through the My Safe Florida Home Program. Interested WCEs should fax the attached registration sheet to the Foundation at (850) 921-5146. (Submission of the registration sheet does not obligate a WCE to submit a proposal nor does failure to register on time prevent a WCE from submitting a proposal. It is certainly advisable for an interested WCE to register to receive answers to proposers' questions or be notified of any changes in this ITN.)
- Step 2            WCEs submit written questions to the Foundation. Periodically, the Foundation e-mails responses to the most recently asked question to all registered WCEs.
- Step 3            WCEs submit the proposal by the date specified on the Timeline of Events
- Step 4            The Foundation evaluates the proposals received and selects the most qualified WCEs for this program to proceed to Step 5 and participate in the competitive negotiations.
- Step 5            Each selected WCE will be scheduled to discuss the firm's capabilities and approach to the scope of services. These meetings will be used to clarify the information provided on the written proposal and improve understanding about the Foundation's needs and expectations.
- Step 6            The Foundation will rank the WCEs on their approach and capabilities.
- Step 7            Negotiations by the Foundation with the top-ranking WCE(s) will continue until an acceptable contract price, schedule and other terms are established.

Step 8                    The names of the WCE(s) to receive contracts as a result of this ITN will be posted online at [Fladisasterfund.org](http://Fladisasterfund.org)

### **SCOPE OF SERVICES**

During the contract period, the WCE shall provide home inspection services in accordance with MSFH, under section 215.5586, Florida Statutes, and the policies established by DFS. It is anticipated that 9,000 to 12,000 homes will be inspected over the course of the program.

There are two types of inspection services to be provided:

#### Survey Inspection Services

Survey inspections will make up the majority of services needed. These inspections are performed to assess needed mitigation activities on a home, with information uploaded into the DFS' "Database and Data Dispatch System" (DBDDS).

#### Post-Mitigation Survey Inspection Services

These inspections will be completed at a rate of 5% of survey inspections. These post-mitigation survey inspections shall be uploaded into the DFS' "Database and Data Dispatch System" (DBDDS).

Additional requirements of the WCE(s) that is/are selected:

- The WCE shall utilize inspectors who are trained, screened, and managed in accordance with requirements made by the DFS for the MSFH. The WCE must maintain good standing with the DFS.
- The WCE, upon notification of the DBDDS ID number, will complete an inspection within two weeks of receipt of the assigned household, or provide an update to the non-profit organization on the status of survey inspection.
- The WCE shall coordinate home inspection services with non-profit organizations and the Foundation. Regular communication via e-mail, phone, and facsimile between the WCE and the Foundation and its non-profit organizations is required. Any communication from the Foundation shall be acknowledged by response from the WCE within at least four business hours of receipt.
- The WCE shall designate a single-point-of-contact to work with the Foundation.
- The WCE shall also designate a single-point-of-contact to work with each non-profit organization in their service area.

### **COMPENSATION**

The Foundation will compensate the WCE with no more than \$150 per qualified inspection. A qualified inspection is one that is complete and in the DBDDS system.

The invoice must be listed by DBDDS identification number. The invoice should also include the homeowner's last name, the date inspected, the cost for inspection, the total invoice amount and assurance the name has not already been submitted. Homeowner and inspection information may be submitted in a spreadsheet format attached to the invoice. Inspection reports must be available through DBDDS before the Foundation can process the WCE's invoice.

Re-inspections due to inspection errors must be completed at no cost.

### **SELECTION PROCESS**

The Foundation will only consider those proposals that are complete and that have been submitted by eligible WCEs. To ensure that the WCE will meet the needs of the Foundation, each proposal will be scored by a review team using the criteria listed in the instructions. The reviewers' scores will be averaged for each proposal and the proposals will receive an initial ranking by score

### **INSTRUCTIONS**

Submit registration by fax 850.921.5146, see attachment A.

Three copies should be submitted. Proposal should be bound in 3-ring notebook. Pages must be single-sided, 12-pt font and numbered.

#### Capacity and Capability (40 pts.)

Describe the capacity of your organization in the following areas:

- Qualifications and experience of staff who will manage the project.
- Duties and commitment of time of staff who will manage the project.
- Qualifications and experience of contractors you plan to use to conduct the inspections. If current relationships exist, attach agreements with local inspection firms under separate labeled tab, identified by coverage area.
- Approach to selecting and working closely with sub-contractors.
- Technology to be used in this project. At a minimum, the Foundation should have read-only access to identify the status of each inspection assigned.
- Experience and/or familiarity with mitigation in general, MSFH in particular and nonprofit organizations in the area managing MSFH.
- Present geographical service area and, if applicable, the geographical area into which you could expand your service.
- Any unique capabilities or approaches you could bring to this MSFH project that other proposers might not have

*Criteria: The qualifications and experience of staff to manage the project are sufficient. The duties and commitment of staff time to manage the project is appropriate for the MSFH project. The qualifications and experience of contractors are sufficient for the MSFH project. Established MOUs are relevant to the program and indicate an effective working relationship. The approach to selecting and supervising the work of contractors is likely to be effective for the*

*MSFH project. The organization has in place effective reporting systems and appropriate mechanisms for Information Technology to provide timely and comprehensive information to the nonprofit organizations and the Foundation. The organization will provide read-only access, at a minimum, to the Foundation. The proposer has a good grasp of all the complexities of the program and a relationship with one or more participating nonprofit organizations. The organization can cover a significant area of the state involved in MSFH. The proposer describes one or more unique attributes that could contribute to the success of MSFH.*

Methods and Approaches/Work Plan (60 pts.)

- Describe your approach to providing inspection services in terms of scheduling, staffing, (including sub-contractors) and covering the proposed geographic area, considering that inspections must be completed within two weeks of inspection survey assignments.
- Describe your general approach to working with sub-contractors to ensure quality control and good customer relations.
- Describe your general approach to working with homeowners to ensure quality control and good customer relations.
- Describe how you handle problems with contractors' work or relationships with customers.
- Describe how you will work and coordinate with the non-profit organizations implementing MSFH to ensure timely, quality services to homeowners.
- Describe how you will work with the nonprofits to prevent problems from occurring and resolving problems that might occur.

*Criteria: The organization has an effective approach to scheduling, deploying staff/contractors and handling necessary logistics to serve a wide geographic area. The organization has effective methods for assuring quality service and good customer relations from contractors. The organization has an effective approach to damage control and problem resolution. The organization proposes effective methods of coordinating work with the nonprofits that is likely to ensure timely, quality services for homeowners. The organization has in place effective reporting systems and appropriate mechanisms for Information Technology to provide timely and comprehensive information to the nonprofits and the Foundation. The organization proposes an effective approach to working with the nonprofits for problem prevention and problem resolution*

Price

Sign attachment B, indicating your understanding:

- this is a cost reimbursement contract;
- there is a fixed rate per inspection;
- payment is contingent upon services being completed;
- payment represents the only source of WCE compensation under the contract; and

- The WCE and sub-contractors maintain sufficient operating capital to maintain services while awaiting payment.

**BONUS POINTS (10 pts):**

Bonus points will be awarded according to the extent to which the applicant can maintain online photos of inspected homes to be viewed as needed by the Foundation.

**SUBMISSION**

Proposals and associated forms must be signed and dated by an authorized representative of the respondent. The proposal must be concise.

**PROPOSALS MUST BE RECEIVED BY 5:00 PM, EST, WEDNESDAY, JULY 25, 2007:**

Volunteer Florida Foundation  
401 S. Monroe St  
The Elliot Building  
Tallahassee, FL 32301      Attn: MSFH Inspections

**COMPLETE PROPOSAL CHECKLIST:**

- Submitted by the proposal deadline: Wednesday, July 25, 2007, 5:00 p.m. EST.
- An original and three copies submitted
- Pages are single-sided, numbered, 12-point font, bound in 3-ring binder
- Completed responses to the following narrative sections
  - Capacity and Capability
  - Methods and Approaches/Work Plan
- Completed Attachment B, Fixed Fee Assurance Form
- Attached, if applicable, identified by area covered, sub-contractor agreements

**Attachment A**

**Volunteer Florida Foundation**

**Invitation To Negotiate  
Home Inspection Services Related To  
The My Safe Florida Home Low-Income Homeowner Program**

**REGISTRATION FORM**

Potential respondents should notify the Volunteer Florida Foundation, Inc. by returning this registration form as soon as possible. Only those WCEs submitting the registration form will continue to receive correspondence related to this program. Timely submission of the registration form ensures that all future correspondence will be received by the WCE.

Complete the information below and fax this sheet only to: (850) 921-5146.

The Invitation to Negotiate for Home Inspection Services related to the My Safe Florida Home Non-Profit, Low-Income Program

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

For further information on this process, you may contact Barbara Gershman at [FlaDisasterFund@VolunteerFlorida.org](mailto:FlaDisasterFund@VolunteerFlorida.org).

**Attachment B**

**Volunteer Florida Foundation**

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**FIXED FEE ASSURANCE FORM**

**The undersigned chief executive officer of the WCE** acknowledges understanding that the contracts as negotiated will

1. provide payment on a cost-reimbursement basis
2. limit compensation to a fixed-fee not exceeding \$150 per inspection;
3. represent the only source of WCE compensation under the contract; and

**The undersigned chief executive officer of the WCE** acknowledges understanding the WCE and sub-contractors are expected to have and maintain sufficient operating capital to cover the cost of the inspections for at least 60 days.

Company Name: \_\_\_\_\_

CEO Name Typed: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

CEO Formal Title \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

For further information on this process, you may contact Barbara Gershman at [FlaDisasterFund@VolunteerFlorida.org](mailto:FlaDisasterFund@VolunteerFlorida.org).