



**THE HOUSING AUTHORITY OF ELGIN
INVITATION FOR QUOTES
FOR
PORTABILITY CLEANUP**

INTRODUCTION

The Housing Authority of Elgin, Illinois (HAE) is a public housing agency established under the United States Housing Act of 1937/310 ILCS 10 Housing Authority Act. Its mission is to provide quality affordable housing for low- to moderate-income families, and to make public housing in Elgin a “housing of choice.” HAE consist of 5 board members appointed by the Mayor and 9 employees. HAE administers approximately 1146 Housing Choice Vouchers under the Section 8 program.

The Housing Authority of Elgin is looking at qualified contractor to submit quotes for the completion of our portability vouchers reconciliation and clean-up.

SCOPE OF WORK

Specifications include:

The qualified contractor will complete clean-up for all port in and port out vouchers and its billing. Details below:

- **Verify, balance, reconcile and ensure that each port in /out participants’ ledger and file is current based on the Housing Authorities responsibility established in HUD’s Housing Choice Voucher Program Guidebook chapter “Moves and Portability”.**
- **Ensure that all port in/out participants are free from PIC errors.**
- **Verify accuracy of Ports accounts receivable and payable balances; correct and write-off as necessary.**
- **PIC clean-up attached to any port**
- **Update any and all 52665’s in system**
- **EOP any port that is no longer on the program and make inactive in system**

HAE currently has a total of 24 Port-outs and 11 Port-in that will require some reconciling. Most reconciling is needed on approximately 100-125 AR tenant balances (HAP, UAP, repayments) requiring verification/reconciliation and or write-offs for the period of 2017-current.

COST

Please provide us with the cost for completion of this task. A payment schedule must be submitted with quote.

QUOTE/PROPOSAL STRUCTURE

- Professional qualifications of the firm/company and evidence of the ability to perform the work, as indicated by staff profiles, client lists and references

- Promptness to perform and complete the work. Submit timeline for completion of work.
- Fixed Fee Price Schedule

In the proposal, the firm should supply the following information:

- Demonstrated Understanding of the Services to be provided and Technical Approach. Specifically demonstrate understanding of the HCV Guidebook Moves and Portability.
- Demonstrate verifiable experience with Elite Software
- Qualifications/Experience of the firm and individual(s) performing the services
- Demonstrated Experience/Professional References

IFQ REVIEW

All quotes must be received electronically by January 20, 2020 by 3:00 p.m. CST at aceballos@haelgin.org or by fax at 847.742.1496.

CANCELLATION OF THE IFQ

The HAE reserves the right to cancel this IFQ at any time, for any reason, and without liability of cancellation is deemed to be in the best interest of the HAE. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its bid.