

## Questions and Answers from 2020 Open House Survey

- I would like to know how we can win jobs. Where are your bids posted?
  - Solicitations are awarded to firms who are the most responsive and responsible to the DHA solicitation. Offerors need to ensure that they read the entire solicitation document, including terms and conditions and provide a response to all evaluation criteria listed (do not just fill out blank pages in the solicitation document and return). DHA solicitations are posted to our eProcurement website at [www.denverhousing.org/procurement](http://www.denverhousing.org/procurement). Registration is free.
- We would like to know your preferred bid format/type. Since DHA will receive many bids, what makes your lives easiest? Also, how does the proposal selection process work inside of DHA?
  - Instructions on proposal format are included in the solicitation documents. Always make sure that all evaluation criteria are addressed.
  - Proposals are evaluated based on the criteria listed in the solicitation. The only information evaluated is what an offeror provides in their proposal.
- How do your solicitations work (for new folks and reminders)?
  - To give a little bit of guidance for DHA formal solicitations:
    - Cover Page. Explains important due dates for questions, proposals and pre-proposal meetings when applicable
    - Section B is the Fee Schedule. You will need to complete this
    - Section C is the scope of work. You will need to review this to know what we are requesting
    - Section D explains the proposal preparation instructions. It outlines exactly what you are supposed to submit with your proposal and how it is supposed to be put together
    - Section E is the evaluation criteria. This is what your proposal submission will be rated on. You need to make sure that you provide a response to each of those criteria
    - Section F is the Education and Employment plan (Section 3). This is a document that is required to be submitted with your proposal response and is being evaluated.
    - The rest of the sections are DHA terms and conditions that you need to review as well; do not ignore them.
    - DHA does not offer proposal writing or preparation assistance. However after you review the solicitation in its entirety, feel free to submit any questions that you have in writing to [procurement@denverhousing.org](mailto:procurement@denverhousing.org).
    - Here are two organizations that can provide assistance with proposal writing and preparation
      - Denver MBDA Business Center: Marjorie Williams 303-623-3105
      - Colorado PTAC: Kathryn Lobdell 303-365-4921
- How we can reach out to DHA /interact with DHA reps more? (outside of this event)
  - You are more than welcome to contact any representatives you met at the event via email or phone.
  - If you provide any services that our Housing Management department procures (see attached Buying Department list and visit <http://www.denverhousing.org/businessopportunities/BuyingDepartments/Pages/defa>

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[ult.aspx](#)), you can send a request to Michiko Sanchez to attend the monthly Manager/Maintenance Supervisors Meeting. She can be contacted at [msanche@denverhousing.org](mailto:msanche@denverhousing.org) or 720-932-3169.

- Can you be more specific on the event schedule? I attend the event in the morning wanting to talk to someone in Real Estate Development and found out they would be at the afternoon session. Unfortunately I had other commitments and was not able to attend the afternoon session.
  - On the event website (<https://cvent.me/oPaD9K>), the two sessions specified which departments would be present in the AM and PM under the “event program” tab.
- I was slightly unclear online and in posted event information about what type of work and procurement was currently being sought.
  - This information was provided in the DHA procurement plan given in the printed materials at the event.
- Most of the contracting work that was discussed is already signed up it would be better to get a forecast of what is still out there.
  - This information was provided in the DHA procurement plan given in the printed materials at the event.
- We would like to know about future opportunities.
  - Future opportunities were listed in the DHA Procurement Plan given in the printed materials at the event. You can also send an email to [procurement@denverhousing.org](mailto:procurement@denverhousing.org) to inquire about any other opportunities.
- Can you provide a digital info list after the event? Attendees, DHA staff, and GCs could opt-in to provide their contact info to everyone who registered and attended. It was great to get business cards but might be more helpful just to have a searchable list.
  - There is a list of attendees posted to the DHA website <http://www.denverhousing.org/businessopportunities/ProcurementEvents/OpenHouse/Pages/default.aspx>
- It would be nice to have more "vendors" to connect to.
  - You can connect with many vendors who want to do business outside of the event by completing searches on DHA’s eProcurement website at [www.denverhousing.org/procurement](http://www.denverhousing.org/procurement).
- Was there more information on the differences in first and second sessions?
  - On the event website (<https://cvent.me/oPaD9K>), the differences between the two sessions was explained under the “event program” tab.
- Would be cool if similar to RFPs you have a period where businesses could submit open questions about doing business with DHA that would be answered in a FAQ session.
  - We have a list of frequently asked questions on the DHA website <http://www.denverhousing.org/businessopportunities/FAQ/Pages/default.aspx>. You are also more than welcome to submit questions at any time to [procurement@denverhousing.org](mailto:procurement@denverhousing.org).
- Would like to better understand DHA's MWBE goals
  - The inclusion of certified minority, women-owned and Section 3 Businesses in our contracting process is very important to us. The procurement goals set by DHA’s Board of Commissioners are 20% for MBEs and 6% for WBEs. The Section 3 Business goals set

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by the Department of Housing and Urban Development (HUD) are 10% of construction contracts and 3% of non-construction contracts awarded. Minority, woman, small and Section 3 business owners can identify their status when registering their company with our E-Procurement system. Once a DHA contract is awarded they are required to submit a notarized Business Status Affidavit Form to verify their status. The definition of a Small Business Enterprise (SBE), Minority-Owned Business Enterprise (MBE) and Women's Business Enterprise (WBE) are as follows:

**Small Business Enterprise:** A small business enterprise is defined as a business, which is independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used unless the Authority determines that their use is inappropriate.

**Minority Business Enterprise:** A minority-owned business enterprise is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Americans.

**Women Business Enterprises:** A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

The definitions of a Section 3 Business are as follows:

**Category 1 Section 3 Business:** A business that is fifty-one percent (51%) or more owned by Section 3 residents (see below resident definition).

**Category 2 Section 3 Business:** A business whose permanent, full-time employees include persons, at least thirty percent (30%) of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents (see below resident definition).

**Category 3 Section 3 Business:** A business that provides evidence of a commitment to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in Section 3 Business Categories (1) and (2) above.

**Definition of Section 3 Residents:**

**Categories –** A Section 3 resident is a low or very low income individual who:

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Category One - is a DHA resident and lives in close proximity to the construction site.

Category Two – is a resident of other housing developments managed by DHA.

Category Three – are participants in HUD Youthbuild Program located in Metro Denver.

Category Four – is a resident of the City and County of Denver.

For 2019, the following diverse supplier goals were met:

MBE: 20.99%

WBE: 13.70%

SBE: 19.91%

Section 3 Business Construction: 46.02%

Section 3 Business Non-Construction: 12.67%

- Do you include Certified LGBT business enterprises in your “minority owned” category?
  - For DHA, a minority-owned business enterprise is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Americans.
- We would like to know more specifics related to the pending RFP or IFQ.
  - We cannot give additional information about a procurement prior to release to ensure fair and open competition. RFP’s are publicly advertised on the DHA eProcurement website ([www.denverhousing.org/procurement](http://www.denverhousing.org/procurement)) and at that time you will be able to review the full scope of work. If you are interested on receiving an IFQ, send your interest to [procurement@denverhousing.org](mailto:procurement@denverhousing.org)
- How do you solicit contracts from the DHA?
  - Register on E-Procurement at [www.denverhousing.org/procurement](http://www.denverhousing.org/procurement). When a solicitation is issued that you are interested in, provide a proposal response.
  - If you provide any services that our Housing Management department procures (see attached Buying Department list and visit <http://www.denverhousing.org/businessopportunities/BuyingDepartments/Pages/default.aspx>), you can send a request to Michiko Sanchez to attend the monthly Manager/Maintenance Supervisors Meeting. She can be contacted at [msanche@denverhousing.org](mailto:msanche@denverhousing.org) or 720-932-3169. You can solicit smaller jobs at these meetings.
- How can we get on the list for projects that are paid with a credit card vs going to bid?
  - Register on E-Procurement at [www.denverhousing.org/procurement](http://www.denverhousing.org/procurement) and indicate that you accept credit card.
- How does DHA procure professional services?
  - Professional services are procured via small purchases (quote/IFQ) or formal purchases (RFP) depending on dollar amount. Please register on E-Procurement at [www.denverhousing.org/procurement](http://www.denverhousing.org/procurement) to ensure that you receive solicitation notices.
- What is each department is responsible for? We would like a more in depth purview.

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- This information was provided in the printed materials at the event (Buying Departments) and can also be found here <http://www.denverhousing.org/businessopportunities/BuyingDepartments/Pages/default.aspx>
- We have responded in the past to numerous solicitations but have never been awarded a contract nor have been able to get a debrief.
  - You have to send an email to [procurement@denverhousing.org](mailto:procurement@denverhousing.org) to request a debriefing for any solicitation that you were not awarded within 10 days (you should have received a letter with this information). If more than 10 days have passed you can always request to see the awarded proposal through the Open Records process. The form can be found here <http://www.denverhousing.org/aboutus/policies/Pages/default.aspx>