



**Request for Quotes (RFQ)
RFQ No. 2024-001**

PROPERTY PROFILE COMPUTER SERVICE

Specific to Riverside County

Housing Authority of the County of Riverside (HACR)
5555 Arlington Avenue
Riverside, CA 92504

Request for Quotes (RFQ) No. 2024-001
Property Profile Computer Service

RFQ INFORMATION AT A GLANCE

Designated HACR Contact Person:	George Eliseo, Contracting Officer Email: gceliseo@rivco.org Phone: (951) 955-6405
How to Obtain the RFQ Documents:	Online at: www.harivco.org or via e-mail from the designated HACR contact person listed above.

CONFERENCE

▪ Pre-Proposal Conference	If Needed - Via Videoconference (TBD) [link to be provided upon request]
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DEADLINES

Deadline for: <ul style="list-style-type: none">▪ Questions▪ Requests for Interpretations (RFI's)▪ Request for Modifications	Wednesday April 3, 2024 at 5:00 PM Questions and requests for interpretation or modification must be submitted to George Eliseo via e-mail at gceliseo@rivco.org
Submission Deadline:	Wednesday, April 17, 2024 at 5:00 PM The submittal must be sent to HACR in one of the following two ways: <ul style="list-style-type: none">(1) Mailed to: Housing Authority of the County of Riverside 5555 Arlington Avenue, Riverside, CA 92504 Attention: George Eliseo(2) Emailed to: gceliseo@rivco.org

**HACR reserves the right to modify this timeline at any time.
Notice of any such modifications will be located at www.harivco.org**

1.0 BACKGROUND

The Housing Authority of the County of Riverside (HACR) is a public entity that was formed in 1942 to provide federally subsidized housing and housing assistance to low-income families within the County of Riverside. HACR is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR), Housing Authorities Law (Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.) and the HACR's procurement policy.

Currently, HACR maintains an inventory of 469 public housing units, 17 revenue bond-financed rental housing units, and 77 farm worker apartment units. HACR also administers approximately 8,522 Tenant-Based Section 8 Vouchers, 80 Project-Based Section 8 Vouchers, 93 Shelter-Plus Care Vouchers, 90 Housing Opportunities for Persons with AIDS (HOPWA) units, 473 Family Self Sufficiency (FSS) participants, and 30 Tenant-Based Rental Assistance Vouchers. HACR currently has approximately 150 employees.

HACR is now seeking proposals from qualified firms to provide a comprehensive Property Profile Computer Service.

Details regarding the RFQ, specifications, and submittal requirements are set forth in this document and any attachments or amendments to it, which can also be accessed online at www.harivco.org. Submittals made in response to this solicitation must conform to all the required specifications outlined within this document and any designated attachments or amendments, in their entirety.

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2.0 HACR'S RESERVATION OF RIGHTS & OTHER REQUIREMENTS

- 2.1 Right to Reject, Waive, or Terminate the RFQ.** HACR reserves the right to reject any or all submittals, to waive any informality in the RFQ process, or to terminate the RFQ at any time, in its sole and absolute discretion, if deemed by HACR to be in its best interests.
- 2.2 Right to Not Award.** HACR reserves the right not to award a contract pursuant to this RFQ.
- 2.3 Right to Postpone or Cancel.** HACR reserves the right to postpone or cancel the final determination of a successful submittal at its convenience.
- 2.4 Right to Incorporate Attachments and Addenda.** Each of this RFQ document's attachments, addenda and exhibits are incorporated herein by this reference.
- 2.5 Right to Determine Time and Location.** HACR reserves the right to determine the days, hours, and locations that the successful proposer shall provide the services called for in this RFQ. HACR reserves the right to modify the timelines provided. Notice of any such modifications will be located at www.harivco.org. All times provided in this RFQ, its attachments and addenda are Pacific Standard Time ("PST").
- 2.6 Right to Modify Scope.** HACR reserves the right to modify the Scope of Services at any time. Notice of any such modifications will be located at www.harivco.org.
- 2.7 Right to Determine Financial Responsibility and Viability.** HACR reserves the right to require of the proposer, information regarding its financial responsibility and viability or such other information as determined is necessary to ascertain whether a proposer is able to perform the work as described herein.
- 2.8 Right to Retain Submittals.** HACR reserves the right to retain submittals sent by all proposers in response to this RFQ, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said submittals. HACR may permit the withdrawal of submittals if requested in writing by the proposer and such request is approved in writing by HACR's Contracting Officer ("CO") in his sole and absolute discretion.
- 2.9 Right to Negotiate Fees.** HACR reserves the right to negotiate the fees proposed by the successful provider.
- 2.10 Right to Reject Any Submittal.** HACR reserves the right to reject and not consider any submittal that does not meet the requirements of this RFQ, including but not limited to incomplete submittals and/or submittals offering alternate or non-requested services.
- 2.11 No Obligation to Compensate.** HACR shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

- 2.12 Right to Prohibit.** HACR shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any submittal that does not conform to any of the requirements detailed herein. By accessing and downloading this document, each proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that the proposer will inform the CO in writing within five (5) business days of the discovery of any item listed herein or of any item that is issued thereafter by HACR that the proposer feels needs to be addressed. Failure to abide by this time frame shall relieve HACR, but not the proposer, of any responsibility pertaining to such issue.
- 2.13 No Guarantee of Amount of Work.** HACR does not guarantee any minimum or maximum amount of work as a result of this award, as the ensuing contract will be a requirements contract, in that HACR will typically retain one provider, and the right to order from that provider any amount of services it requires.
- 2.14 Public Disclosure of Submittal Documents.** To the extent applicable, documents submitted in connection with this RFQ may be subject to disclosure pursuant to the California Public Records Act (California Government Code Section 6250 et seq.)
- 2.15 Hold Price - Non-Escalation.** By submitting a quote which is a firm-fixed fee unless noted otherwise, each quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the service.
- 2.16 Invalid Or Alternate Quotes.** Failure to complete and submit all required information, or to add any additional requirements not acceptable to HACR, may invalidate the quote submitted. Furthermore, HACR shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this RFQ.
- 2.17 No Shipping Costs.** Each quote submitted shall include completion and/or delivery of the specified services at the listed site or location, as required, free of additional shipping costs, unless previously approved in writing by the CO.
- 2.18 Licensing And Insurance Requirements.** Prior to award (but not as part of this quote) the successful quoter must provide all required state and local licenses, and a certificate of insurance (COI) if necessary, to perform the work or services of the type required, in the State of California, County of Riverside.

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3.0 TECHNICAL SPECIFICATIONS

The selected provider's software/service shall have the ability to display:

1. Property Profile / Property Detail Report shall include the following information and/or have the ability to access, view and print the following information:
 - a. Address Search
 - b. Owner Name search
 - c. APN search
 - d. Vacant Land Search
 - e. Comparable Sales
 - f. Recent Nearby Sales
 - g. Principal Contact Information
 - h. Legal Description and Vesting Information
 - i. Legal Description, Vesting Information and Transaction History
 - j. Transaction History
 - k. Foreclosure Activity
 - l. Lien Information
 - m. Document Images (Sale Documents, Mortgage Documents, Modifications, Lien Records, Deeds of Trust, Notice of Default)
 - n. Neighborhood Demographic Information
 - o. School Information
 - p. Street Maps
 - q. Aerial Maps
 - r. Parcel Maps (Assessor Maps)
 - s. Flood Maps
 - t. Comparable Sales and Foreclosure Activity Plotted on a Map
 - u. Display on a map: estimated value, owner name, lot area, building/dwelling area, bed/bath, etc.
2. Provide eight (8) separate username/accounts.
3. All services to be provided for one firm, fixed monthly price.

4.0 QUOTE FOR SERVICES

HACR will choose one (1) successful provider to provide the service. Each quoter shall submit his/her quote on this form only, which shall be completed and returned to HACR.

ANNUAL FEE	DATABASE FEE (if any)	ADMIN FEE (if any)	TOTAL SERVICE PRICE (PER YEAR FOR 8 USERS)
COSTS FOR OTHER SERVICES NOT INCLUDED: (if any)		Type: \$_____ per _____	

COMPLETED BY:

_____ Signature	_____ Title
_____ Print Name	_____ Date
_____ Company Name	_____ Address (Street; City; State; Zip)
_____ Email Address	_____ CSLB License No. (if needed)

The undersigned quoter hereby quotes the listed amounts to complete the required work or provide the service. Contract will be awarded to the lowest responsive and responsible quoter.

Submission Deadline and Method: Must be submitted to and received by HACR no later than: **5:00PM on Wednesday, April 17th, 2024.**

Via email to gceliseo@rivco.org or mailed/delivered to the address below:

Housing Authority of the County of Riverside
5555 Arlington Avenue, Riverside, CA 92504
Attention: George Eliseo

Submittals received after the published deadline will not be accepted.