

BID DECISION EXECUTIVE SUMMARY

Property Management Services — 34 Housing Assets, 1,784 Units

Miami-Dade County — Department of Housing and Community Development

Prepared by Awarded, LLC
July 27, 2026

RFP DOCUMENT PACKAGE

DOCUMENT	FORMAT	PAGES	TYPE
Table of Contents	PDF	2	Solicitation
EVN0049658 — Property Management Services (RFP body)	PDF	30	Solicitation
EVN0049658 — Attachments A to F5R	PDF	63	Form
EVN0049658 — DRAFT Form of Agreement	PDF	24	Solicitation
TOTALS	—	119	—

Required Forms: 10 (Proposer Information Section, Submittal Form, Subcontracting Form, Foreign Countries of Concern Affidavit, Human Trafficking Affidavit, Contractor Due Diligence Affidavit, Exhibit B Byrd Anti-Lobbying, Exhibit C Suspension and Debarment, Form 1 Price Proposal Schedule, Non-Collusion Affidavit at negotiation)

Addendums: 0 issued to date. Package includes 9 Attachments (A, B, C, D, E1-E5) + 2 Exhibits + Draft Form of Agreement.

CONTENTS

1. Header Block	1
2. Bid Recommendation	1
3. Portfolio & Operational Fit	2
4. Overview	3
5. Scope of Work	3
6. Portfolio Snapshot	4
7. Compliance & Cost Drivers	5
8. Contract & Commercial Terms	7
9. Evaluation Criteria	8
10. Submission Requirements	9
11. Key Dates	11
12. Performance Standards	12
13. Client Information Required	13
14. Engagement Authorization	15

Property Management Services

Miami-Dade County — Department of Housing and Community Development

RFP Number	Solicitation PM-EVN0049658 / Event No. EVN0049658
Submission Deadline	See INFORMS. Packet filename indicates August 25, 2026 — verify in the portal.
Submission Portal	INFORMS secure mailbox — https://supplier.miamidade.gov . No hardcopy, email, or fax.
Procurement Contact	Cheryl Page, Procurement Contracting Officer — (305) 375-3835, Cheryl.Page@miamidade.gov
Pre-Proposal Conference	August 5, 2026, 11:00 AM — Lakeside Towers Clubhouse, 7555 SW 152nd Ave., Miami, FL 33193. Optional.
Questions Deadline	Not specified in RFP — submit via the INFORMS question/answer feature.

2. Bid Recommendation

RECOMMENDATION

Conditional Bid

DIFFICULTY LEVEL

High

SUBMISSION RISK

High

This contract is complex because it consolidates 34 separately funded properties across six municipalities into a single seven-year award with no partial-bid option and no fee escalator, and because eligibility turns on documentary proof rather than narrative capability: active IREM AMO and CPM accreditation, a named client with a 3,000-unit affordable portfolio, twelve months of NSPIRE results averaging at least 80 points by development name, twelve months of MOR reports, three years of REAC reports, twelve funded HAP vouchers, and a HUD-approved Budget Based Rent Increase on a 202/PRAC or 811/PRAC asset. The best-fit firm is an AMO-accredited affordable-housing operator with a Florida footprint, 3,000+ units under management, a clean federal inspection record, and an enterprise property management platform already deployed. Firms managing conventional multifamily, HOA, or single-family rentals should pass, as should any firm that cannot produce federal inspection documentation on demand. Price carries only 10 of 100 points and is evaluated subjectively rather than by lowest-price formula, so the contest is decided on the 60 points in experience and personnel. The portfolio is operationally uneven: one asset carries 384 units while fifteen carry fewer than 40, and four are scattered-site developments that cost materially more per door to staff. Public records identify Royal American Management, Inc. as the County's current managing agent, so a challenger is displacing an incumbent that already holds the inspection history the scoring rewards. Multi-award is not available; the only secondary path is pre-qualification into the County's Property Management Pool.

3. Portfolio & Operational Fit

Dimension	Assessment
Best-Fit Firm Profile	An AMO-accredited affordable housing operator with 3,000+ units under management, a Florida or Southeast operating base, HUD PBS8 and 202/811 PRAC compliance depth, CPM leadership, and an enterprise cloud property management platform already in production.
Margin & Cost Pressure Indicators	No stated contract value. Fee is a percentage of collected rent, fixed for seven years with no escalator, and must absorb all out-of-pocket and off-site staffing costs plus the HCD Oversight Fee. Non-standard Professional Liability and Cyber Liability coverage required. First Source Hiring requires 50% of hires through CareerSource South Florida with a \$1,500-per-employee sanction. HCD will not fund deficits, and a deficit is grounds for termination. Compliance fees and lost HAP funds are passed through. Liquidated damages equal to vacancy loss apply if a vacant unit is not ready within 15 days. A better offer may be requested during negotiations.
Competitive Landscape	Rebid of an existing managed portfolio, not a new program. Public records identify Royal American Management, Inc. as Miami-Dade County's managing agent for these assets. Sixteen of the 34 assets transferred to the County from the Miami Beach Community Development Corporation with a documented history of deferred maintenance, and the County committed roughly \$13 million to improvements. The scope reads as a correction — AI-enabled software, supervision ratios, 15-day turns, and penalty pass-through — which signals appetite for change. Local Preference, Selection Factor, and Veteran Business Enterprise Preference are all unavailable due to federal funding, which removes the usual advantage of a local firm.
Multi-Award Opportunity	None on the primary award. One contract covers all 34 Housing Assets and proposals must cover every asset. The County separately intends to pre-qualify a Property Management Pool for non-recurring projects, work-order assignments, and additional properties, and reserves the right to seek future proposals to add Pool members.

4. Overview

Miami-Dade County, through its Department of Housing and Community Development, is soliciting third-party property management for 34 County-owned housing developments totaling 1,784 units. Thirty of the assets receive federal subsidy through HUD Housing Assistance Payment contracts, with additional layers spanning HUD 202/PRAC and 811/PRAC, IRS Section 42 LIHTC, FDIC Affordable Housing, HOME, SAIL, SHIP, Surtax, GOB, and NSP. The County's stated intent is to ensure the properties provide safe, decent, sanitary, and affordable housing for low- and moderate-income families, including mixed-income developments housing Section 8 voucher holders, under a single seven-year contract with a parallel pre-qualified management pool.

5. Scope of Work

- Cloud-based, AI-enabled PM software: financials, leasing, resident operations, compliance, analytics, eSignature, open API, mobile, source-to-pay.
- Electronic waiting list with audit trail, bypass and denial documentation, and on-demand County access to the Proposer's portal.
- All leasing conducted online only; tenant screening, selection, and placement under Florida, County, and HUD rules.
- Lease preparation and execution as Managing Agent for HCD, subject to HCD and HUD approval, with Ethics Disclosure Form and smoke-free policy.
- Rent determination, recertification, and rent increases subject to County Project Manager approval.
- Rent collection into per-property General Operating Accounts at Florida Qualified Public Depositories, and security deposit administration in separate per-property accounts per 24 CFR 880.608 or one month's rent.
- Routine, preventive, and non-routine maintenance; emergency requests serviced on a 24-hour basis with repairs completed within 24 hours.
- Competitive purchasing with three written quotes and prior written County approval above \$3,000.
- Monthly income and expense reports and delinquency listings by the 10th, semi-annual reports each January 10 and July 10, operating and capital reserve budgets 90 days before each October 1, and a CPA audit within 60 days of fiscal year end.
- Evictions and lease terminations, including a contracted attorney retained for the term at no additional cost to the County.
- Hurricane preparedness plan, environmental sustainability plan, integrated pest management, and recycling at Proposer expense.
- For No Place Like Home: 24/7 gate security from the first 20 occupied units, and the 60/40 rent-to-savings split with per-occupant accounts.
- Section 3 employment and training obligations, NSPIRE compliance, and Management and Occupancy Review readiness.

6. Portfolio Snapshot

34 Housing Assets, 1,784 total units, spanning eight facility types — elevator elderly high-rise, garden-style walkup, SRO, mixed-use, townhouse, duplex, single-family, and scattered-site — across Miami, Miami Beach, Opa-locka, Perrine, Homestead, and Florida City. Bed counts are not specified in the RFP; unit counts are stated.

SITE	UNITS	TYPE	FUNDING	STATUS
1 Singer Plaza	100	Elderly / Disabled	Federal	Active
2 Wynwood (scattered site)	40	Townhouse / Duplex / MF	Federal	Active
3 Madison Apartments	17	Multifamily	Federal	Active
4 Fernwood Apartments	18	Disabled	Federal	Active
5 The Shelbourne House	24	Disabled	Federal	Active
6 Crespi Park I, II, III	16	MF / Mixed Income	Non-Federal	Active
7 Villa Maria	34	Elderly	Federal	Active
8 Villa Matti	36	Elderly	Federal	Active
9 Meridian Place	34	SRO (HACMB HAP)	Federal	Active
10 The Michigan I, II	27	Elderly	Federal	Active
11 The Pennsylvania	20	Multifamily	Federal	Active
12 The Allen Apartments	39	Elderly	Federal	Active
13 The Jefferson Apartments	27	Elderly	Federal	Active
14 Westchester Apartments	24	Multifamily	Non-Federal	Active
15 Ingram Terrace	40	Multifamily	Federal	Active
16 Miami Gardens Apts.	45	Multifamily	Federal	Active
17 Magnolia North	12	Mixed Use / Multifamily	Federal	Future — Coming Soon
18 Southside Residences	10	School / Housing	Federal	Active
19 Edificio Camacho	24	Elderly	Federal	Active
20 Edificio Pineiro	34	Elderly	Federal	Active
21 Little Havana I	75	Elderly	Federal	Active
22 Riverside Apts.	75	Elderly	Federal	Active
23 Coconut Grove Homes	24	Townhomes (scattered)	Federal	Active
24 Gibson Plaza	65	Elderly	Federal	Active
25 Gran Via	104	Elderly	Federal	Active
26 Senator Villas	23	Elderly	Federal	Active
27 Lakeside Towers	384	MF / Mixed Income	Non-Federal	Active
28 Park Lake Apartments	82	MF / Mixed Income	Federal	Active
29 No Place Like Home (Southern Anchor)	72	Townhomes / Homeownership	Non-Federal	Active
30 Perrine Rainbow	64	Duplex Townhomes	Federal	Active
31 Goulds Homes	48	Single Family	Federal	Active
32 Leisure Villas	30	Multifamily	Federal	Active
33 Milton Manor III	60	Multifamily	Federal	Active
34 Gateway Apartments	57	Multifamily	Non-Federal	Active
TOTAL — 34 Housing Assets	1,784	—	—	—

7. Compliance & Cost Drivers

Requirement	Detail
Prevailing wage / DIR	Not specified in RFP. No Davis-Bacon or prevailing wage provision appears in the solicitation.
Living wage ordinance	Not specified in RFP. No Living Wage provision appears in the solicitation.
Wage Theft Ordinance	Chapter 22 of the County Code applies through the Federal, State and Local Compliance article of the agreement.
First Source Hiring	Section 2-2113 of the Code. Contractor must list every vacancy with CareerSource South Florida and make good-faith efforts to fill at least 50% of employment needs through CSSF. Quarterly reporting required. Non-compliance sanction: \$1,500 per employee or the value of wages that would have been earned, whichever is less.
Section 3 (HUD Act of 1968)	Best efforts to direct training and employment to residents and low/very low-income persons. Applies to HCD-funded capital expenditures over \$200,000. HUD benchmark reporting applies.
Workers' Compensation	As required by Chapter 440, Florida Statutes.
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate. Must not exclude Products and Completed Operations, Personal and Advertising Injury, or Contractual Liability. County named as additional insured.
Automobile Liability	\$1,000,000 combined single limit per occurrence, owned, non-owned, and hired vehicles.
Professional Liability	\$1,000,000 per claim. Non-standard for property management — many PM firms carry E&O only at the brokerage level and will need an endorsement or new policy.
Cyber Liability	\$1,000,000 per occurrence, including data breach and third-party liability. Non-standard for property management and driven by the RFP's cloud software and tenant portal requirements.
Crime Insurance	\$250,000 per claim, including theft or fraud, employee dishonesty, and third-party claims.
Umbrella Liability	\$3,000,000 per occurrence / \$3,000,000 aggregate. If written as Excess, it must be follow-form to CGL, Auto, and Employer's Liability.

7. Compliance & Cost Drivers (continued)

Requirement	Detail
Carrier rating	A.M. Best "A-" management and "Class VII" financial strength, or a valid Florida Certificate of Authority with Florida Guaranty Fund membership.
Insurance timing	Certificates due within 10 business days of award; 5 additional business days to correct a defective certificate. Failure within 15 business days is a default and award may be rescinded.
Staff certifications	All employees managing federally funded properties and resident files must hold an active HUD Certified Occupancy Specialist (COS) designation. Maintenance technicians must hold an active HVAC/Refrigerant certificate and/or CAMT.
Supervision ratio	One Regional Property Supervisor per 300 to 600 units.
Emergency response	Service requests received and serviced on a 24-hour basis; emergency repairs completed within 24 hours of initial report.
Security staffing	24/7 security guard at the entrance gate of No Place Like Home once the first 20 units are occupied.
Legal counsel	Contracted attorney or firm retained for the full contract duration at no additional cost to the County.
Banking	All deposit accounts must be held at a Florida Qualified Public Depository under Chapter 280, F.S.
Environmental	Environmental Sustainability Plan required and maintained through the term; Integrated Pest Management per R-1053-09 and the County Green Purchasing Guide; recycling and waste management at Proposer expense.
Hurricane	Hurricane Preparedness Plan required; pre-season, during-storm, and post-storm duties per Attachment C, activated per NOAA phases.
E-Verify	Contractor and all subcontractors must register and use E-Verify per Section 448.095, F.S., with subcontractor affidavits retained for the contract duration.

Key insight — Professional Liability at \$1,000,000 per claim and Cyber Liability at \$1,000,000 per occurrence are both non-standard for third-party property management and are the two coverages most likely to be missing from an otherwise qualified firm's existing program. Confirm obtainability and cost before committing to a fee percentage, since the Management Fee must absorb them for seven years without escalation.

8. Contract & Commercial Terms

Term	Detail
Initial term	Seven years — effective through the last day of the 84th month.
Extension options	Up to 180 additional calendar days at County election; longer only by mutual agreement with Board approval. No stated renewal option.
Estimated contract value	Not specified in RFP.
Compensation basis	Management Fee expressed as a percentage of total monthly tenant rent collected, quoted separately for each of the 34 assets on Form 1. Paid from property operating accounts.
Price hold	Fees guaranteed for the term including any extension period, with no escalator. Proposals are irrevocable until award unless withdrawn, or until 180 calendar days after opening.
Fee coverage	The Management Fee must cover all costs to perform the scope, including all out-of-pocket expenses and compensation for all off-site and corporate-office staff.
Oversight Fee	Payable by the selected Proposer to the County to cover HCD monitoring and inspection costs. Amount determined by HCD and must be built into the proposed operating budget.
Multi-award	No. One contract for all 34 Housing Assets. Proposals must cover every asset. The County separately intends to pre-qualify a Property Management Pool for work-order assignments and additional properties.
Scope adjustment	County may add properties by Work Order and supplemental agreement, or discontinue service at any property on 30 calendar days' written notice.
BAFO	The County Mayor or designee may request a better offer during negotiations; discussions may include price and conditions attendant to price.
Agreement form	Draft Form of Agreement attached to the solicitation (Rev. 3.6.26). Exceptions must be identified in the proposal with cost implications.
Termination	For convenience by the County effective on the stated notice date. For cause on an uncured Event of Default; 30-day cure at County discretion. Default on this contract may also terminate the Contractor's other County contracts.
Deficit provision	HCD will not fund or support deficits. A deficit may not degrade services or maintenance and is grounds for termination at the County's sole discretion.
Penalty pass-through	Compliance fees and lost HAP funds arising from any monitoring agent, PBCA, or NSPIRE-V finding are reimbursed to the County in proportion to each finding. Liquidated damages equal to vacancy loss if a vacant unit is not ready within 15 days.
Records and audit	Records retained three years past expiration; access for the County, Commission Auditor, Office of the Inspector General, and IPSIG. Bid records retained five years at the property.
User Access Program	Not applicable to this solicitation.
OIG audit fee	The one-quarter of one percent fee is not applicable to this solicitation.

9. Evaluation Criteria

Cost is not determinative. Price represents 10 of 100 points and is evaluated subjectively in combination with the technical proposal rather than by lowest-price formula. Sixty of the 100 points sit on demonstrated experience and named personnel.

Criterion	Weight	Notes
Relevant experience in Federal and Non-Federal property management, qualifications, capabilities, and past performance	30%	Explicitly includes above-average NSPIRE and MOR scores. The single heaviest evidence burden in the package.
Experience and qualifications of key personnel assigned to the project	30%	Includes subcontractor key personnel. Resumes, org chart, and certifications required.
Management Plan, methodology, and approach	20%	Eleven sub-elements including sample lease, budget with fee, maintenance plan, and screening policy.
Financial capabilities	10%	Certified financial statements or tax return, BBRI documentation, bankruptcy disclosure.
Proposed price / Management Fee	10%	Evaluated subjectively in combination with the technical proposal, not by lowest-price formula.
TOTAL	100%	Maximum points per Competitive Selection Committee member.

Key insight — There are no preference points available. Local Preference, the Small Business Enterprise Selection Factor, and the Local Certified Veteran Business Enterprise Preference are all inapplicable because of federal funding. That removes the structural advantage a Miami-Dade firm would normally hold and opens the field to out-of-market operators — the County awarded its most recent major HCD contract to an Indianapolis firm. It also means a challenger competes with the incumbent on evidence alone.

Key insight — Under Resolution R-321-23, any adverse finding or substantiated allegation from the County Office of the Inspector General or Commission on Ethics and Public Trust within the past seven years — against the Proposer or any proposed subcontractor — is provided to the Committee and may trigger re-scoring and re-ranking even after evaluation closes. Screen subcontractors before naming them.

10. Submission Requirements

Component	Detail	Status
Minimum Qualification documentation	Proof of active IREM AMO and CPM accreditation	Required
Proposer Information Section (Items 1–30)	Narrative responses across experience, personnel, management plan, financials, litigation, and exceptions	Required
Form 1 — Price Proposal Schedule	Management Fee percentage for each of the 34 Housing Assets	Required
Submittal Form	INFORMS web form	Required
Subcontracting Form	INFORMS web form	Required
Foreign Countries of Concern Prohibited Affidavit	Section 287.138, F.S.	Required
Kidnapping, Custody Offenses, Human Trafficking Affidavit	Section 787.06, F.S.	Required
Contractor Due Diligence Affidavit	INFORMS web form	Required
Exhibit B — Byrd Anti-Lobbying Certification and Disclosure	Federal certification	Required
Exhibit C — Suspension and Debarment Certificate	Federal certification	Required
Lobbyist Registration Affidavit	Required only if attending oral presentations or recorded negotiation sessions	Optional
Non-Collusion Affidavit	Required of any Proposer recommended for negotiations; failure makes the Proposer ineligible for award	Required
NSPIRE inspection results	Past 12 months, identified by development name; page 1 of the General NSPIRE Inspection Report is acceptable	Required
HUD MOR reports	Past 12 months	Required
HUD REAC inspection reports	Past three years, or most recent report showing average score	Required
HAP voucher proof	12 approved HAP vouchers billed and funded in the corresponding month	Required
HUD-approved Budget Based Rent Increase	For a 202/PRAC or 811/PRAC assisted development	Required

10. Submission Requirements (continued)

Component	Detail	Status
AFHMP capability evidence	HUD-approved Affirmative Fair Housing Marketing Plan	Required
3,000-unit reference	Name, email, and phone for an entity where the Proposer actively manages a minimum 3,000-unit affordable portfolio	Required
President and Shareholder resumes	Ten years hands-on experience and an affordable portfolio of at least 1,800 units	Required
Sample residential lease agreement	Lease the Proposer intends to use	Required
Actual or proposed property budget	Income and expense report with the proposed Management Fee included	Required
Organization chart and SOPs	Key personnel, titles, and functions, including subcontractor staff	Required
Transition plan and startup schedule	Key tasks and durations, with a sample from a current contract	Required
Certified financial statements	Or most recent business income tax return if unavailable	Required
Green practices description	IPM and recycling compliance under R-1053-09	Required
Litigation and bankruptcy disclosure	Prior or pending litigation within three years; bankruptcy petitions within three years	Required
Exceptions to terms and conditions	Alternatives offered and cost implications	Optional

Formatting — No font, point size, margin, or page limit is specified in the RFP; the County states only that proposals be written in sufficient detail for meaningful evaluation and that overly elaborate proposals are not desired. Submission is exclusively through the INFORMS secure mailbox at <https://supplier.miamidade.gov>. Embedded documents and proprietary file extensions are prohibited — every document must be attached as a separate file. No portion of a proposal may be submitted by hardcopy, email, or fax.

11. Key Dates

Milestone	Date	Flag
Solicitation packet issued	July 24, 2026	
Pre-proposal conference and site visit	August 5, 2026, 11:00 AM	Recommended, not mandatory
Site visits — Lakeside Towers, Senator Villas, Gran Via	August 5, 2026, immediately following	Own transportation
Deadline for receipt of questions	Not specified in RFP	CONFIRM IN INFORMS
Proposal due date	See INFORMS. Packet filename indicates August 25, 2026	HARD DEADLINE — VERIFY
Evaluation process	August – September 2026	
Oral presentations	At Committee option; mandatory if fiscal impact exceeds \$25M per year	
Projected award date	November 2026	
Written objection to Committee ranking	Within 5 workdays of the Coordinator Report	WAIVER RISK
Bid protest	Per Code Sections 2-8.3 / 2-8.4 and Implementing Order 3-21	
Insurance certificates	Within 10 business days of award	15 business days is default
Proposal validity	180 calendar days after opening	
Service start	Not specified in RFP	MOBILIZATION GAP UNKNOWN

Timeline risk — The solicitation does not state a proposal due date, a questions deadline, or a service start date. The due date is deferred to INFORMS and the packet filename is the only indication of August 25, 2026. Confirm all three directly with the Procurement Contracting Officer before building a work plan. The mobilization gap between award and service start is unknown, which is material on a transition of 1,784 federally subsidized units — the proposal’s transition plan should assume a short runway and lead with HUD file integrity, waiting-list transfer, and HAP payment continuity.

Timeline risk — If a proposal is submitted and an addendum is later issued, acknowledging the addendum without clicking Submit Proposal again voids the submission. Assign one owner to monitor INFORMS daily and re-submit after every addendum.

12. Performance Standards

Category	Metric	Target	Timeline	Risk
Physical inspection	NSPIRE average score	80 points minimum	Rolling 12 months	HIGH
Unit turnover	Vacant unit available for occupancy	100%	15 days	HIGH
Financial	Operating budget adherence, no deficit	No deficit permitted	Continuous	HIGH
Compliance	Monitoring, PBCA, and NSPIRE-V findings	Zero findings	Continuous	HIGH
Emergency maintenance	Emergency repairs completed	100%	24 hours from report	MEDIUM
Service requests	Receipt and servicing of resident requests	100%	24-hour basis	MEDIUM
Security	Written incident report to County Project Manager	100%	24 hours from incident	MEDIUM
Reporting	Monthly management report package	100%	By the 10th monthly	MEDIUM
Reporting	Delinquent and operating account listing	100%	By the 10th monthly	MEDIUM
Purchasing	Prior written approval and three quotes above \$3,000	100%	Per transaction	MEDIUM
Budgeting	Operating and capital reserve budgets submitted	100%	90 days before Oct 1	MEDIUM
Audit	Annual financial audit by a CPA	100%	60 days after Sept 30	MEDIUM
Staffing	Regional Property Supervisor coverage	1 per 300-600 units	Continuous	MEDIUM
Security — NPLH	24/7 guard at entrance gate	100%	From 20 units occupied	MEDIUM
Reporting	Semi-annual management report	100%	January 10 and July 10	LOW
Reporting	Executive summary on County request	100%	15 days from request	LOW
Preparedness	Hurricane duties per Attachment C	100%	Seasonal / NOAA phases	LOW

SLA risk — The four highest-burden standards are the 15-day vacant unit turn backed by liquidated damages equal to vacancy loss, the NSPIRE 80-point floor, the no-deficit provision, and the proportional pass-through of compliance fees and lost HAP funds. Together they transfer the financial consequence of operational failure to the manager while capping the manager's upside at a fixed percentage of collected rent. Staffing must be sized for turn velocity and inspection readiness, not for average occupancy — and the fee must carry a maintenance and turn crew capable of holding a 15-day standard across 34 sites in six municipalities, including four scattered-site developments.

13. Client Information Required

The following information and materials are needed from the client before Awarded can begin drafting the proposal response. Items marked as critical must be received within the first week of engagement to meet the submission deadline.

#	ITEM	PURPOSE	PRIORITY
1	Active IREM AMO and CPM certificates	Minimum qualification gate — non-responsive without it	CRITICAL
2	NSPIRE inspection results, past 12 months by development name	30-point experience criterion and stated 80-point floor	CRITICAL
3	HUD MOR reports, past 12 months, and REAC reports, past 3 years	30-point experience criterion	CRITICAL
4	Reference contact for a 3,000-unit affordable portfolio under active management	Stated eligibility requirement with name, email, and phone	CRITICAL
5	President and Shareholder resumes evidencing 10 years and 1,800 units	Stated preference in the 30-point personnel criterion	CRITICAL
6	INFORMS supplier registration confirmation	Submission is impossible without portal access	CRITICAL
7	Proof of 12 approved HAP vouchers billed and funded in the correct month	Stated submission requirement	HIGH
8	HUD-approved BBRI for a 202/PRAC or 811/PRAC development	Financial capabilities criterion	HIGH
9	Property management software platform name, modules, and SaaS documentation	Scope 2.4.1 is written narrowly; a generic answer reads as non-responsive	HIGH
10	Certified financial statements or most recent business tax return	Financial capabilities criterion	HIGH
11	Insurance certificates and broker contact, including Professional Liability and Cyber	Two non-standard coverages must be confirmed obtainable before bid	HIGH
12	Comparable contracts, past 3 years, with client, value, term, contact, and results	Item 6 of the Proposer Information Section	HIGH
13	List of all prior and current Miami-Dade County contracts	Item 7 — County past performance is weighed under Code 2-8.1(g)	HIGH
14	Proposed Management Fee percentage by asset with supporting operating model	Form 1 requires 34 separate percentages	HIGH

13. Client Information Required (continued)

#	ITEM	PURPOSE	PRIORITY
15	Sample residential lease agreement	Item 14(h)	MEDIUM
16	Actual or proposed property budget with income and expense report	Item 14(f), must include the Management Fee	MEDIUM
17	Organization chart, key personnel resumes, and SOPs	Items 10, 11, 18	MEDIUM
18	Transition plan and startup schedule, with a sample from a current contract	Item 17	MEDIUM
19	AFHMP capability evidence	Item 22	MEDIUM
20	Safety, security, screening, and eviction procedures	Items 14(g), 14(i), 14(e)	MEDIUM
21	Green practices, IPM, and recycling description	Item 23	MEDIUM
22	Litigation, bankruptcy, and discrimination-lawsuit disclosures	Items 27, 29 and Resolution R-828-19	MEDIUM
23	Subcontractor names, addresses, scope, and key personnel	Item 12	MEDIUM
24	Redlines or exceptions to the Draft Form of Agreement	Item 30 — must state cost implications	MEDIUM

Engagement note — Two gates must be cleared before drafting begins. First, INFORMS supplier registration must be active — no proposal can be submitted without it and no addendum notice will reach an unregistered firm. Second, the AMO and CPM accreditations must be current on the day of submission, not merely held historically; a lapsed accreditation makes the proposal non-responsive regardless of technical merit. Pre-proposal conference attendance is recommended but not mandatory; attendance at the August 5 site visits at Lakeside Towers, Senator Villas, and Gran Via is nonetheless advised, since the County states that no allowance will be made for lack of knowledge of site conditions and the fee is fixed for seven years.

14. Engagement Authorization

This document is a preliminary assessment prepared for the firm's internal bid/no-bid decision. It summarizes the solicitation as issued and does not constitute legal advice, a compliance determination, or a guarantee of award. All dates, requirements, and terms should be verified against the official solicitation in INFORMS and against any addenda issued after the date of this document.

Awarded, LLC is prepared to provide RFP response consulting for this solicitation, including compliance matrix development, narrative drafting, forms management, pricing schedule assembly, and submission management through the INFORMS portal.

ENGAGEMENT TERMS

Item	Detail
Service	RFP response consulting — proposal development, compliance matrix, narrative drafting, and submission management
Target RFP	PM-EVN0049658 — Property Management Services — Miami-Dade County Department of Housing and Community Development
Deposit Required	\$2,000.00 USD due upon execution
Deposit Application	Applied toward total project fees; a separate Statement of Work will follow
Payment Method	ACH, wire, or check payable to Awarded, LLC

By signing below, the undersigned authorizes Awarded, LLC to commence engagement activities for the above-referenced RFP and agrees to remit the \$2,000.00 deposit within five (5) business days of execution.

AUTHORIZED BY CLIENT

Signature

Date

Printed Name

Title

Company

Email

Awarded, LLC | RFP Consulting & Opportunity Analysis for Property Management Firms
awardedrfp.com | info@awardedrfp.com