

2640 Fountain View Drive, Houston, Texas 77057 | 713.260.0600 | Mark Thiele, **Interim President & CEO**  
**Houston Housing Authority Board of Commissioners:** LaRence Snowden, *Chair* | Kristy M. Kirkendoll, *Vice Chair*  
Dr. Max Miller, Jr. | Stephanie Ballard | Andrea Hillard Cooksey | Kris Thomas | Guillermo "Will" Hernandez

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**REQUEST FOR PROPOSAL  
RFP 20-45**

The Houston Housing Authority ("HHA") has issued this solicitation with the intent to establish a contract for Temporary Staffing Services, in accordance with the requirements and terms and conditions specified herein.

Interested parties who wish to respond to this solicitation must submit the required documents to the below individual by **11 A.M. Central Daylight Time (CDT) December 31, 2020** to:

**Houston Housing Authority  
Attn: Arzoo Kazmi  
Subject: RFP 20-45 Temporary Staffing Services - DO NOT OPEN  
2640 Fountain View Drive  
Houston, Texas 77057**

**The face of the sealed envelope/package must contain the above information, and once they are in the possession of HHA, their contents will not be publicly opened or revealed until after a contract is awarded.**

**Interested parties are highly encouraged to check HHA's website prior to the submission of their sealed response to ensure they are aware of any Amendment(s) that may affect this solicitation. They should also send an e-mail acknowledgement to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com), that they have downloaded this solicitation from HHA's website. Doing so, will allow HHA to notify interested parties of any Amendments that may affect this solicitation.**

Late submissions will be handled in accordance with Section 6 of Attachment H Instruction to Offers Non-Construction HUD Form 5369-B.

Interested parties who have questions about this solicitation, or who need additional information should send an e-mail (preferably) to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com) with "**RFP 20-45**" in the subject line by **4 P.M. CDT December 11, 2020**. As an alternative, interested parties may send a fax to the same individual at 713-260-0810. Any changes to the requirements specified herein will be issued via an Amendment.

12/1/2020  
**Date**

\_\_\_\_\_  
**Arzoo Kazmi  
Procurement Specialist,  
Houston Housing Authority**



*A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0574 or [504ADA@housingforhouston.com](mailto:504ADA@housingforhouston.com)*

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## **I. ORGANIZATION OVERVIEW**

### **1.0 PROFILE OF THE HOUSTON HOUSING AUTHORITY**

- 1.1 HHA is currently governed by the Housing Authorities Law, codified in the Texas Local Government Code. It is a unit of government and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low income families, the elderly, and the disabled, and implements various programs designed and funded by the U.S. Department of Housing and Urban Development (HUD). HHA is a Public Housing Agency.
- 1.2 The property of HHA is used for essential public and governmental purposes and its property are exempt from all taxes, including sales tax on all its purchases of supplies and services.
- 1.3 HHA enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers.
- 1.4 HHA maintains contractual arrangements with HUD to manage and operate its Low Rent Public Housing program and administers the Section 8 Housing Assistance Payments programs. HHA's programs are federally funded, and its revenues are received from federal funds, administrative fees, development grants and rental income.
- 1.5 HHA provides affordable homes and services to more than 60,000 low-income Houstonians, including over 17,000 families housed through the Housing Choice Voucher Program and another 5,500 living in 25 public housing and tax credit developments around the city. HHA also administers the nation's third largest voucher program exclusively serving homeless veterans.

**END OF SECTION I**

## II. SPECIAL TERMS AND CONDITIONS

### 2.0 OVERVIEW

- 2.1 The intent of this solicitation is to establish a fixed hourly rate contract with a Temporary Staffing Agency (ies) that can provide qualified and professional temporary staffing personnel on an “**as needed basis**” in accordance with the requirements specified herein.
- 2.2 The Temporary Staffing Agencies will have the expertise to source, screen, and provide professional temporary staffing personnel to fill vacant positions, which includes but is not limited to those in Exhibit A Scope of Work (SOW).

### 3.0 PERIOD OF PERFORMANCE

- 3.1 Any contract executed as a result of this solicitation may have an initial period of performance of one (1) year, with HHA having the option to extend the contract four (4) additional years, in one (1) year increments.

### 4.0 PROCUREMENT SCHEDULE

- 4.1 The following is the anticipated procurement schedule for this solicitation:

<u>EVENT</u>	<u>DATE</u>
<b>Date Solicitation Advertised</b>	<b>December 4, 2020</b>
<b>Deadline for the submittal of written questions to <a href="mailto:Purchasing@housingforhouston.com">Purchasing@housingforhouston.com</a></b>	<b>4 P.M. CDT December 11, 2020</b>
<b>Deadline HHA will post answers to written questions to <a href="#">Houston Housing Authority</a></b>	<b>4 P.M. CDT December 17, 2020</b>
<b>Due date for Sealed Responses</b>	<b>11 A.M. CDT December 31, 2020</b>
<b>Estimated Contract Award Date</b>	<b>February / March 2021</b>

### 5.0 REQUIREMENTS

- 5.1 See Exhibit A Scope of Work (SOW) attached herein. HHA will be provided with a proforma invoice (for audit purposes), prior to the commencement of any work.
- 5.2 Exhibit D contains questions and answers that were included in the previous Request for Proposal (RFP) HHA issued for Temporary Staffing Services.

## 6.0 **SELECTION CRITERIA**

- 6.1 Interested parties that submit the required information by the specified due date and time will have their responses evaluated by an HHA Evaluation Committee, who will utilize the Evaluation Criteria in Exhibit B to evaluate and score the responses.
- 6.2 HHA reserves the right to make multiple award(s), reject responses at its discretion, request additional information from proposers, select the successful proposer(s) at its sole discretion, and conduct negotiations to establish a contract that is advantageous and beneficial to HHA.

## 7.0 **SUBMITTALS**

- 7.1 All responses must conform to the requirements specified herein.
  - 7.1.1 HHA is not responsible for any costs that may be incurred in the development and submittal of any responses to this solicitation. All submissions, will become a part of HHA's official files, and HHA is not obligated to return them when they are in the possession of HHA.
- 7.2 **ALL ITEMS IN SECTION 7.3 MUST BE DOWNLOADED ON A FLASH DRIVE AS ONE COMPLETE ADOBE FILE, AND SUBMITTED WITH THE COMPLETED DOCUMENTS IN A SEALED ENVELOPE**
  - 7.2.1 **THE CONTENTS AND ACCURACY OF THE FLASH DRIVE SHOULD BE CHECKED BEFORE IT IS SUBMITTED TO HHA.**
- 7.3 **One (1) original (clearly marked in a three-ring binder), and (1) copy (clearly marked in a three-ring binder)** of the responses may be hand delivered, or mailed to the location specified on page 1. Each response must be tabbed, and contain the following:
  - 7.3.1 **Cover Letter (CL)**
    - 7.3.1.1 Acknowledge the receipt, review of this solicitation, and any Amendment(s) issued by HHA.
    - 7.3.1.2 The CL must be on company letterhead, manually or digitally signed by authorized official of the company (who can negotiate, and contractually bind your company), along with their title, phone number, and e-mail address.
  - 7.3.2 **Organizational Experience**
    - 7.3.2.1 Provide an overview of your firm, include the number of years in business, and identify the experience and qualifications of key personnel.
    - 7.3.2.2 Provide three (3) references who have used your Firm's services in the past, and include their contact information.

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 1 per Exhibit B Evaluation Criteria.**

### **7.3.3 Personnel Screening**

- 7.3.3.1 Indicate how your Firm will recruit personnel, and the methodology used to screen potential employees. (E.g., education level, drug testing, and criminal background.)
- 7.3.3.2 Indicate if any potential employees are bilingual, and what language(s) they speak.
- 7.3.3.3 Provide documentation detailing training and benefit programs offered to temporary employees.

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 2 per Exhibit B Evaluation Criteria.**

### **7.3.4 Project Management**

- 7.3.4.1 Provide a project management plan addressing how HHA's account will be managed during the Period of Performance.
  - Based on the above, HHA should be able to determine that your Firm's approach is comprehensive and responsive, and that it has a clear understanding of HHA's requirements per Exhibit A Scope of Work (SOW).

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 3 per Exhibit B Evaluation Criteria.**

### **7.3.5 Fees**

- 7.3.5.1 Per Exhibit C Fee Schedule, provide hourly rates for each applicable Job Title.
- 7.3.5.2 If applicable, per Exhibit C-1 Fee Schedule, provide a discounted hourly rate for temporary personnel who are used in excess of three (3) consecutive months.
- 7.3.5.3 If applicable, on a separate sheet, itemize any other fee(s) needed to meet the requirements in Exhibit A Scope of Work (SOW).

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 4 per Exhibit B Evaluation Criteria.**

### **7.3.6 Attachment A Declaration**

### **7.3.7 Attachment B Non-Collusive Affidavit**

**7.3.8 Attachment C M/WBE Participation**

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 5 per Exhibit B Evaluation Criteria.**

**7.3.9 Attachment D Section 3 Requirements & Commitment**

**Note: This information will be used by HHA's Evaluation Committee to assess a score relative to item 6 per Exhibit B Evaluation Criteria.**

**7.3.10 Attachment E Conflict of Interest (CIQ) Form**

**7.3.11 Attachment F Representations, Certifications and Other Statements Public Housing Programs (Form HUD 5369-A)**

**7.3.12 Attachment G Vendor Profile Form**

**7.3.12.1 The VPF is required, if the interested party responding to this solicitation is not on the HHA's Bidders/Vendor List, which can be viewed by going to:**

- [www.Housingforhouston.com](http://www.Housingforhouston.com)
- Doing Business with HHA
- Bidder Registration / Bidder's List

**7.4** HHA may not evaluate responses that do not comply with the submittal requirements specified herein. Responses received after the specified date and time will be considered non-responsive.

**END OF SECTION II**

### **III. GENERAL TERMS AND CONDITIONS**

#### **8.0 AMENDMENTS**

- 8.1 Any interpretation(s) affecting this solicitation will be issued in the form of an amendment by HHA prior to the specified due date on page 1. HHA will not be bound by, or responsible for any other explanations or interpretations of this solicitation other than those given in writing as set forth herein. Oral instructions, interpretations, or representations will not be binding upon HHA or representatives of HHA. **All amendments shall be binding in the same way as if originally written in this solicitation.**

#### **9.0 AVAILABILITY OF RECORDS**

- 9.1 The U. S. Department of Housing and Urban Development, the Inspector General of the United States, the HHA, and any duly authorized representatives of each shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like of the firm(s) office, that relates to any work that is performed as a result of this solicitation.

#### **10.0 BASIS FOR AWARD**

- 10.1 See Section 6.0.
- 10.2 Interested parties are responsible for ensuring they have all documents referenced and incorporated in this solicitation, and are familiar with the contents of those documents. Failure to do so shall be at the sole risk of the interested party, and no relief shall be given for errors or omissions by the interested party.

#### **11.0 CANCELLING THE SOLICITATION**

- 11.1 HHA may cancel this solicitation at any time, and when it is in its best interests to do so. (See Section 7.1.1)

#### **12.0 CONFIDENTIALITY OF SUBMITTALS**

- 12.1 As stated on page 1, responses to this solicitation will not be opened publicly. All submittals and information shall remain confidential until all negotiations are completed and a Notice of Award is issued. All submittals received by HHA shall be included as part of the official file, and any part of the submittal that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Material submitted by an Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of submittals despite anything contrary to this provision stated in the submittal.



## 13.0 **ETHICAL BEHAVIOR**

13.1 Interested Firms shall not:

13.1.1 Offer any gratuities, favors, or anything of monetary value to any official or employee of HHA for the purpose of influencing consideration of a submission; and,

13.1.2 Engage in any practice which may restrict or eliminate competition (i.e., collusion), or otherwise restrain trade.

13.1.2.1 The above is not intended to preclude joint ventures or subcontracts.

13.2 Ethical violations will cause a response to this solicitation to be rejected.

## 14.0 **FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY**

14.1 The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the successful firm(s).

14.2 The successful bidder(s) / proposer(s) will:

14.2.1 Adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975, and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.

14.2.2 Meet the requirements of:

14.2.2.1 Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

14.2.2.2 Executive Orders (EO's):

- EO 11246 relating to equal employment opportunity in connection with federally funded programs; and,
- EO's 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

## 15.0 **INFORMALITIES**

15.1 HHA reserves the right to waive any informality, and make an award that is in the best interest of HHA.

- 15.1.1 Minor informalities are matters of form rather than substance. They are insignificant mistakes that can be waived or corrected without prejudice to the other proposers/bidders and have little or no effect on price, quantity, quality, delivery, or contractual conditions. Examples include failure to: return the number of signed bids required by the bid package; sign the bid, provided that the unsigned bid is accompanied by other documents indicating the bidder's intent to be bound (e.g., a signed cover letter or a bid guarantee); complete one or more certifications; or acknowledge receipt of an amendment or addendum, provided that it is clear from the bid that the bidder received the amendment/addendum and intended to be bound by its terms, or the amendment/addendum had a negligible effect on price, quantity, quality, or delivery.

## 16.0 **INSURANCE**

- 16.1 HHA will specify the amount of insurance that will be required during the Period of Performance.

## 17.0 **MINORITY WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION**

- 17.1 Refer to Attachment C for M/WBE Participation requirements.

## 18.0 **MISTAKES IN BIDS**

### 18.1 General

- 18.1.1 While proposers/bidders will be bound by their submittals (the "firm bid rule"), circumstances may arise where correction or withdrawal of their bid or proposal is proper and may be permitted. Correction or withdrawal of a bid or proposal will be done in a manner that will protect and maintain the integrity and fairness of the competitive solicitation process.

### 18.2 Mistakes Discovered Before Solicitations Are Opened

- 18.2.1 Interested parties may withdraw or modify their submittals by written or facsimile notice prior to the opening of the solicitations.  
(Refer to Section 6 of Attachment H)

### 18.3 Review of Mistakes

- 18.3.1 After the solicitations are opened, HHA will review all submittals to ensure there are no obvious mistakes, e.g., the sum of individual bid line items does not equal the total price. If a submittal appears to have a mistake, HHA will notify the interested of any apparent mistake(s) in his/her submittal, and request verification of the total price as submitted.

### 18.4 Mistakes After Solicitations Are Opened

- 18.4.1 If this solicitation is soliciting bids, then in general, bidders will not be permitted to change a bid after bid opening. In rare cases, HHA may permit the revision of a bid if the bidder is able to present clear and convincing evidence, acceptable to HHA, of a mistake and the intended bid price.

Allowing changes to bids without appropriate evidence may compromise the integrity of the public bid process and serve to undermine public confidence in HHA's bidding process. Therefore, HHA will request as much evidence as it deems necessary. Examples of evidence may include: original work papers, bids from suppliers and subcontractors used to develop the bid, bonding or insurance evidence supporting a different bid price, etc. Failure or refusal by a bidder to provide adequate evidence shall result in the original bid remaining unchanged. Consultation with HHA's Legal Dept. will occur before authorization is given change a bid. If justified, a low bidder can be replaced with the next lowest bidder.

## 19.0 **PAYMENTS**

- 19.1 HHA will process all invoices after the work has been approved by HHA's Project Manager. Payment terms are net 30 days.
- 19.2 Irrespective of any default hereunder, HHA may at any time cancel the contract in whole or in part. Should this occur, the successful bidder/proposer shall be entitled to equitable compensation for all work completed and accepted by HHA's Project Manager prior to such termination or cancellation.

## 20.0 **PERMITS**

- 20.1 The successful proposer(s) shall obtain and pay (independent of HHA), all permits, certificates, and licenses required and necessary for the performance of the work specified herein. Furthermore, they shall post all notices required by law, and shall comply with all laws, ordinances, and regulations which may affect their performance.

## 21.0 **PROJECT MANAGER**

- 21.1 HHA may designate a Project Manager during the Period of Performance.

## 22.0 **QUESTIONS**

- 22.1 Interested parties should follow the instructions on page 1 should they have any questions about this solicitation.
- 22.2 Interested parties are prohibited from querying HHA personnel, or members of its Board of Commissioners regarding this solicitation except through written questions submitted in the manner and within the time frame indicated on page 1 of this solicitation.

## 23.0 **REMOVAL OF EMPLOYEES**

- 23.1 HHA may request the successful contractor(s) to remove immediately from the contract/project, any employee found unfit to perform their duties due to one or more of the following reasons, which includes, but is not limited to:
  - 23.1.1 Negligence, being disorderly, using abusive or offensive language, quarreling or fighting, stealing, vandalizing property; and,

- 23.1.2 Engaging in immoral or inappropriate behavior (e.g., being intoxicated, or under the influence of mind-altering substances), or pursuing criminal activity (e.g., selling, consuming, possessing or being under the influence of illegal substances).

24.0 **RESERVATION OF RIGHTS**

- 24.1 Depending upon the circumstance(s), HHA reserves the right to change, modify, or alter any Draft Contract associated with the solicitation.

25.0 **STANDARDS OF CONDUCT**

- 25.1 During the Period of Performance, the employees of the successful contractor(s) shall conduct themselves in a responsible and professional manner, and may be removed from the project if they display behavior that is unacceptable to HHA.

26.0 **SUBCONTRACTING**

- 26.1 Any contract issued as a result of this solicitation will not be subcontracted to third parties unless it has been previously approved by HHA in writing.

27.0 **TRAVEL AND REIMBURSEMENTS**

- 27.1 Any prices/fees mutually agreed upon shall include all necessary out-of-pocket expenses needed to perform the work specified herein. HHA will not issue any reimbursements for travel, lodging, meals, or other miscellaneous or ancillary expenses, unless it is defined in the final contract.

28.0 **VALIDITY OF RESPONSES**

- 28.1 Responses will not be unilaterally withdrawn or modified for a period of ninety (90) days after they have been received and opened by HHA.

29.0 **SUPPLEMENTS**

- 29.1 The following documents are considered part of this solicitation:

Attachment A: Declaration  
Attachment B: Non-Collusive Affidavit  
Attachment C: M/WBE Participation  
Attachment D: Section 3 Requirements and Commitment  
Attachment E: Conflict of Interest (CIQ) Form  
Attachment F: Representations, Certifications and Other Statements Public Housing Programs (Form HUD 5369-A)  
Attachment G: Vendor Profile Form  
Attachment H: Instruction to Offerors Non-Construction (Form HUD-5369-B)  
Attachment I: General Conditions for Non-Construction Contracts (Form HUD 5370-C Section 1)  
Exhibit A: Scope of Work  
Exhibit B: Evaluation Criteria  
Exhibit C: Fee Schedule  
Exhibit C-1: Discounted Hourly Fee Schedule  
Exhibit D: Supplemental Information

- 29.2 Interested parties are responsible for ensuring they have all documents referenced and incorporated in this solicitation, and are familiar with the contents of those documents. Failure to do so shall be at the sole risk of the offeror and no relief shall be given for errors or omissions by the offeror.

**END OF SECTION III**

**ATTACHMENT A**

**DECLARATION**

The undersigned declares the following:

- This response is being submitted in good faith, and without collusion or fraud
- The only person(s) interested in the aforementioned solicitation is listed below, and that this response is being submitted without connection or arrangement with any other person
- They have complied with the requirements of the aforementioned solicitation, have read all addenda (if any), and is satisfied that they fully understand the intent of the aforementioned solicitation, and the terms and conditions that will govern any award issued by HHA as a result of this solicitation
- They agree to execute an agreement with HHA based on the latter accepting the submittals required by the aforementioned solicitation

Persons Interested in this Response:

Name

Identity of Interest

1.

2.

3.

\_\_\_\_\_  
**NAME OF CONTRACTOR/OFFEROR/FIRM/INDIVIDUAL/CORPORATION**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**E-MAIL ADDRESS**

\_\_\_\_\_  
**PHONE NUMBER / FAX NUMBER**

\_\_\_\_\_  
**ADDRESS, CITY, STATE, ZIP**

\_\_\_\_\_  
**SUBMITTAL DATE**

**Note: This Form must have a manual or digital signature.**

**ATTACHMENT B**

**NON-COLLUSIVE AFFIDAVIT**

STATE OF TEXAS

COUNTY OF HARRIS

\_\_\_\_\_, being first duly sworn, deposes and says that he is

\_\_\_\_\_  
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against

THE HOUSTON HOUSING AUTHORITY

of any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
Signature of Bidder, if Bidder is an Individual

\_\_\_\_\_  
Signature of Bidder, if Bidder is a Partnership

\_\_\_\_\_  
Signature of Officer, if Bidder is a Corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
**Notary Public**

My Commission expires \_\_\_\_\_

## **ATTACHMENT C**

### **REQUIREMENTS FOR SUBCONTRACTING WITH SMALL BUSINESSES AND MINORITY BUSINESSES, WOMEN BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.**

#### **I. INSTRUCTIONS.**

Any Prime Contractor awarded a contract pursuant to this procurement must agree to comply with the subcontracting requirements set forth below. Please note that the capitalized terms used in this document are defined below in § VII.

**(1) Please read this document carefully; (2) sign the acknowledgement; and (3) complete and sign the attached “Bidder’s Proposed M/WBE Participation Form.”**

#### **II. OVERVIEW.**

Any contract resulting from this procurement must comply with: (1) the requirements in the Houston Housing Authority’s Procurement Policy (the “Policy”) and the Code of Federal Regulations (the “Code”) regarding Subcontracting with small and minority owned businesses, women business enterprises, and labor surplus area firms (the “Policy Requirements”); and (2) the Houston Housing Authority’s goal regarding Subcontracting with minority business enterprises and women business enterprises (the “HHA’s Goal”). Any person or firm that receives an award pursuant to this procurement must take affirmative steps to comply with the Policy Requirements and must use their best efforts to meet the HHA’s Goal. The Policy Requirements and the HHA’s Goal are described in detail below.

#### **III. THE POLICY REQUIREMENTS.**

Pursuant to the Policy, at § 15, and the Code, at 2 CFR § 200.321, if a Prime Contractor awarded a contract pursuant to this procurement lets Subcontracts, then the Prime Contractor must take affirmative steps to assure that, when possible, Subcontracts are let to Small Business Enterprises (“SBEs”), Minority Businesses Enterprises (“MBEs”), Women Business Enterprises (“WBEs”), and Labor Area Surplus Firms (“LASFs”). The affirmative steps a Prime Contractor who lets Subcontracts must take are:

- Placing SBEs, MBEs, and WBEs, on solicitation lists;
- Assuring that SBEs, MBEs, and WBEs, are directly solicited for bids or proposals whenever such entities are potential sources to perform Subcontracts;
- Dividing total job requirements, whenever economically feasible, into smaller tasks or quantifies to permit maximum participation by SBEs, MBEs, and WBEs, in a given project;
- Establishing delivery schedules, when the requirement permits, that encourage participation by SBEs, MBEs, and WBEs;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce; and,
- Including in Subcontracts, to the greatest extent feasible, a clause that requires Subcontractors to provide opportunities for training and employment for lower income persons who reside in the project area.



The affirmative steps listed above shall remain in effect for the duration of the Prime Contract awarded pursuant to this procurement. The HHA encourages Prime Contractors to implement these steps when acquiring the materials they need to perform their obligations under the Prime Contract.

#### IV. THE HHA'S GOAL.

##### A. Overview of the HHA's Goal and related requirements.

In addition to taking the affirmative steps outlined above in § III, a Prime Contractor who anticipates using Subcontracts to complete any work associated with this procurement must use its best efforts to satisfy the HHA's Goal regarding the participation of MBEs and WBEs in work under contracts awarded by the HHA. The HHA's Goal, as adopted by its Board of Commissioners, is that when Subcontracts are being let, at least 30% of the Prime Contract's total dollar amount is subcontracted to MBEs or WBEs, with at least 15% of the Prime Contract's total dollar amount being subcontracted to MBEs, and at least 15% being subcontracted to WBEs.

In furtherance of the HHA's Goal, a Prime Contractor awarded a contract under this procurement who intends to let Subcontracts must use its best efforts to Subcontract with MBEs and WBEs. **Specifically, a Prime Contractor letting Subcontracts must use its best efforts (1) to Subcontract at least 15% of the Prime Contract's total dollar amount to MBEs, and (2) to Subcontract at least 15% of the Prime Contract's total dollar amount to WBEs. A Prime Contractor's obligation to use its best efforts to subcontract with MBEs and WBEs in accordance with the HHA's Goal shall remain in effect for the duration of the Prime Contract, shall apply in any instance that the Prime Contractor lets Subcontracts, and shall apply equally to all Prime Contractors letting Subcontracts, regardless of whether the Prime Contractor is itself a MBE or WBE.**

- A Prime Contractor must document its use of best efforts to meet HHA's Goal. Generally, written evidence of a Prime Contractor's attempts to Subcontract with MBEs and WBEs shall suffice to document a Prime Contractor's best efforts. Written evidence may include, but is not necessarily limited to, emails, phone logs, or correspondence showing that a Prime Contractor attempted to Subcontract with MBEs and WBEs by, at a minimum, soliciting bids or quotes. Contractors may access a list of designated MBEs and WBEs at:

1. State of Texas website: <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>
2. Houston Housing Authority (HHA) website: <http://www.housingforhouston.com/doing-business-with-hha/bidder-registration--bidder's-list.aspx>

Note: The following is the path to HHA's website:

- HousingforHouston.com
- Doing Business with HHA
- Bidder's Registration / Bidder's List

In addition, upon request, HHA may assist contractors in identifying MBEs and WBEs; however, such assistance, standing alone, is not sufficient to show best efforts.

- A Prime Contractor's duty to document its best efforts to meet HHA's Goal shall remain in effect for the duration of the Prime Contract and shall apply to all Prime Contractors awarded a contract pursuant to this procurement. HHA encourages Prime Contractors to use their best efforts to procure from MBEs and WBEs the materials necessary for the Prime Contractor to perform its obligations under the Prime Contract.

**V. CONTRACTOR'S AGREEMENT TO COMPLETE REQUIRED FORMS AND TO COOPERATE WITH THE HHA REGARDING THE POLICY REQUIREMENTS AND THE HHA GOAL.**

**All respondents to this procurement who anticipate letting subcontracts must complete and return the attached "Bidders Proposed M/WBE Participation Form" (the "Form").** Respondents should include the Form in their response to this procurement; in addition, information documenting the respondent's use of best efforts to subcontract with MBEs and WBEs should accompany the Form. If it does not anticipate letting subcontracts, a respondent must, along with its response, inform the HHA of same, and provide a brief explanation of why no subcontracts will be let. The HHA will consider as non-responsive any response that fails to include a completed Form; the HHA will, however, allow respondents an opportunity to cure a failure to include the Form with a response.

In addition to completing and submitting the Form to the HHA, any entity awarded a contract by the HHA pursuant to this procurement must provide "M/WBE Confirmation of Payment Form(s)," as necessary or as requested by the HHA. Prime Contractor must also to submit proof of payments to SBEs, MBEs, WBEs, and LASFs, as requested by the HHA, or as otherwise is required by law.

**VI. CONSEQUENCES FOR FAILING TO TAKE THE AFFIRMATIVE STEPS MANDATED BY THE POLICY REQUIREMENTS OR USING BEST EFFORTS TO MEET THE HHA'S GOALS.**

If a Prime Contractor letting subcontracts does not take the affirmative steps mandated by the Policy Requirements, use its best efforts to meet the HHA's Goal, or cooperate with the HHA with respect to the requirements set forth herein, the HHA reserves the right to refuse to award a contract to the Prime Contractor, to deem the Prime Contractor's response to a solicitation non-responsive, to terminate an existing contract with the Prime Contractor, and to bar the Prime Contractor from being awarded any future contracts by the HHA.

**VII. DEFINITIONS.**

- "Code" means the Code of Federal Regulations.
- "Form" means the "Bidders Proposed M/WBE Participation Form" included with this procurement.
- "HHA" means the Houston Housing Authority, and, for the purposes of the requirements set forth herein, the HHA's affiliates and any property management company procuring work or services for the benefit of a property owned by the HHA or its affiliates.
- "HHA's Goal" shall have the meaning set forth above in § 3.
- "LASFs" refers to Labor Area Surplus Firms. Labor Area Surplus Firms are businesses that will expend more than fifty percent of the cost of performing a contract in areas of concentrated unemployment or underemployment, as defined by the Department of Labor and promulgated at 20 CFR Part 654.

- “MBE(s)” refers to minority business enterprises. Minority business enterprises are businesses that are at least fifty-one percent owned by one or more minority group members, or, in the case of a publically owned business, a business where at least fifty-one percent of the business’s voting stock is owned by one or more minority group members and whose management and daily operations are controlled by one or more such individuals. Minority group members include, but are not necessarily limited to: (a) Black Americans; (b) Hispanic Americans; (c) Native Americans; (d) Asian-Pacific Americans; (e) Asian-Indian Americans; and (f) Hasidic Jewish Americans.
- “Policy” means the Houston Housing Authority’s Procurement Policy.
- “Policy Requirements” shall have the meaning set forth in § II above.
- “Prime Contract(s)” means the contract awarded pursuant to this procurement that is between a respondent to the solicitation and the HHA. For all purposes herein, the term is inclusive of all change orders or amendments to the initial contractor entered between the Prime Contractor and the HHA.
- “Prime Contractor(s)” means the person or entity who responds to this procurement and is awarded a contract by the HHA.
- “SBEs” refers to small business enterprises. Small business enterprises are businesses that are independently owned, not dominant in their field of operation, and not an affiliate or subsidiary of a business that is dominant in its field of operation.
- “Subcontract(s)” means the contract between the Prime Contractor and a Subcontractor entered to accomplish all or a part of the Prime Contractor’s obligations under its contract with the HHA that results from this procurement.
- “Subcontractor(s)” means a person or entity who the Prime Contractor contracts with to perform a part or all of the Prime Contractor’s obligations under the Prime Contractor’s contract with the HHA that results from this procurement.
- “WBEs” refers to women business enterprises. Women business enterprises are businesses that are at least fifty-one percent owned by a woman who is a United States citizen, or by women who are United States citizens and who control and operate the business.

## **VIII. ACKNOWLEDGEMENT.**

The undersigned has read the foregoing “Requirements for Subcontracting with Small Businesses, Minority Businesses, Women Business Enterprises, and Labor Area Surplus Firm,” and understands and accepts the requirements and obligations set forth therein. When Subcontracting any portion of the work associated with this procurement, the undersigned agrees to take the affirmative steps stated in § III above, and agrees to use its best efforts to meet the HHA’s Goal, as stated in § IV above. The undersigned understands and acknowledges that failure to comply the requirements set forth herein may result in the HHA refusing to award a contract to the undersigned or the termination of an existing contract.

---

**Name of Firm**

---

**Complete Address**

---

**Name of Individual Completing this Form**

---

**Title**

---

**Direct Phone Number / Cell Phone Number**

---

**Direct Fax Number**

---

**E-Mail Address**

---

**Date**

---

**Manual or Digital Signature**

## Bidder's Proposed M/WBE Participation Form

### Instructions

- The HHA requires bidders (Prime Contractors) who let Subcontracts to use their best efforts to Subcontract at least 30% of a Prime Contract's total dollar amount to Minority Business Enterprises ("MBEs") or Women Business Enterprises ("WBEs").
- It is the HHA's Goal that Prime Contractors letting Subcontracts award at least 15% of the Prime Contract's total amount to MBEs **and** at least 15% of the Prime Contract's total amount to WBEs.
- The requirement that Prime Contractors letting Subcontracts use their best efforts to Subcontract with MBEs and WBEs applies to all Prime Contractors, regardless of their own status as a MBE or WBE.
- Please complete and sign the form below indicating firm Subcontracting commitments from MBEs and WBEs. Use additional pages, if necessary.
- For detailed information on the HHA's MBE and WBE Subcontracting requirements, see Attachment C.

MBEs	Name of MBE Subcontractor	Certification(s)	Amount of Subcontract	Percent of Contract Total
		<b>Total</b>		

**Note: Attach additional sheets if necessary.**

WBEs	Name of WBE Subcontractor	Certification(s)	Amount of Subcontract	Percent of Contract Total
		<b>Total</b>		

**Note: Attach additional sheets if necessary.**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manual or Digital Signature

**ATTACHMENT D**  
**HOUSTON HOUSING AUTHORITY**  
**SECTION 3 REQUIREMENTS & COMMITMENT**

<b>Company Name:</b>	
<b>Name of Contact Person for Section 3 Commitment:</b>	
<b>Title:</b>	<b>Contact Number:</b>
<b>Contact Person E-Mail:</b>	
<b>Solicitation Title: Temporary Staffing Services</b>	<b>Solicitation #: RFP 20-45</b>

## **I. Background**

Section 3 of the Housing & Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (hereinafter “Section 3”) requires the Houston Housing Authority (“HHA”), to the greatest extent feasible, to provide employment opportunities to residents of HHA and other low-income individuals, within the City of Houston. These employment opportunities are provided by contracts funded by the HHA. The goal is to utilize HHA’s contracts to promote economic self-sufficiency, among low-income populations.

## **II. Solicitation Requirements**

Interested parties responding to a solicitation issued by the HHA are required to include in their submission, this form (Section 3 Requirements & Commitment), which describes the efforts that will be taken to engage Section 3 Participants in employment and training opportunities “to the greatest extent feasible.” While low-income individuals who are not clients of the HHA are eligible candidates for Section 3 opportunities, the HHA expects consideration to be given to individuals who are clients of HHA’s affordable housing programs (public housing & voucher-holders).

## **III. Section 3 Expectations**

Below are examples of acceptable Section 3 opportunities that will comply with HHA’s Section 3 requirements:

### **1. Preferred Options (All responses to HHA solicitations shall include at least one of these options)**

- Hire low-income participants preferably clients of HHA, and/or
- Provide paid job training/apprenticeship opportunities for low-income participants, preferably clients of HHA.

### **2. Secondary Options (Should be considered only when circumstances impact the availability of jobs/training)**

- Subcontract at least 25% of the contract amount to a Section 3 Business which is defined as 51% ownership held by a low-income individual(s), preferably a client of HHA.
- Provide evidence that the company is a Section 3 Certified firm which, demonstrated by the company’s ownership is at least 51% owned by low-income individual(s), preferably a client of HHA.
- In the event employment and training opportunities are not available, a cash contribution shall be provided to HHA’s Self-Sufficiency Fund for support of viable workforce development programs.



A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or [504ADA@housingforhouston.com](mailto:504ADA@housingforhouston.com)

#### IV. Section 3 Contract Expectations

Pursuant to Section 3 of the HUD Act of 1968, 12 U.S.C. 1701u, and its implementing regulations, 24 CFR Part 135 (“**Section 3**”), if additional job training, employment and other economic opportunities are generated by a contract administered directly or indirectly by **Houston Housing Authority** then, to the greatest extent feasible, these opportunities must be directed to low-income and very low-income persons. In addition to employment and training opportunities, Section 3 also seeks to benefit businesses owned by public housing residents and other low-income persons. The following provisions of 24 CFR 135.38 shall apply to all contracts involving Section 3 covered work with Houston Housing Authority or its property managers:

- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## V. Section 3 Commitment

Identify what efforts will be taken to comply with HHA's Section 3 Requirements to the greatest extent feasible:

**(Must select at least one option below)**

PRIMARY OPTIONS	DESCRIPTION OF EFFORTS "TO THE GREATEST EXTENT FEASIBLE"
<input type="checkbox"/> <b>PRIMARY OPTION 1</b> Hire Section 3 participants to fill employment opportunities listed in the solicitation	Title: _____ # of Positions: _____ Pay _____ Duties: _____ Qualifications: _____  Title: _____ # of Positions: _____ Pay _____ Duties: _____ Qualifications: _____
<input type="checkbox"/> <b>PRIMARY OPTION 2</b> Provide paid job training/apprenticeship opportunities to train Section 3 participants	Title: _____ # of Positions: _____ Pay _____ Duties: _____ Qualifications: _____  Title: _____ # of Positions: _____ Pay _____ Duties: _____ Qualifications: _____
SECONDARY OPTIONS	DESCRIPTION OF EFFORTS "TO THE GREATEST EXTENT FEASIBLE"
<input type="checkbox"/> <b>SECONDARY OPTION 3</b> Subcontract at least 25 % of the contract to a Section 3 Business (51% ownership held by a low-income individual(s), preferably a HHA client).	<b>Provide the name of Section 3 company(ies) awarded subcontracts (totaling at least 25% of the contract amount)</b>  Company Name _____ Contract Amount \$ _____  Company Name _____ Contract Amount \$ _____  Company Name _____ Contract Amount \$ _____



<input type="checkbox"/> <b><u>SECONDARY OPTION 4</u></b> Demonstrate that the company's ownership (at least 51%) is owned by low-income individual(s), preferably a client of HHA.	<p><b>The majority of the company (at least 51%) is owned by a low-income individual:</b></p> <p>Owner's Name: _____</p> <p>% of Ownership: _____</p> <p>Owner's Name: _____</p> <p>% of Ownership: _____</p>
<input type="checkbox"/> <b><u>SECONDARY OPTION 5</u></b> Due to unavailability of jobs/training opportunities, a cash contribution will be provided to a Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities  <p><b><u>(NOTE: IF THIS OPTION IS SELECTED, HHA RESERVES THE RIGHT TO WITHHOLD THE CONTRIBUTION AMOUNT FROM PROGRESS PAYMENTS, IF ANY, OR FROM THE TOTAL AMOUNT OWED TO THE CONTRACTOR.)</u></b></p>	<p><b>If this Secondary Option is selected, the Contractor must explain why job/training opportunities are not available:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Contracts awarded up to \$100,000 shall contribute a minimum of 5% of the total contract amount in to the Section 3 Compliance Fund, while contracts exceeding \$100,000 shall contribute a minimum of 3% of the total contract amount into the Section 3 Compliance Fund. Indicate how much will be contributed:</b></p> <p><input type="checkbox"/> <b>FOR CONTRACTS VAULUED UP TO \$100,000.00:</b> I pledge to contribute ____% of the total contract amount to comply with a minimum of 5% of the contract amount to be contributed into a Self-Sufficiency Compliance Fund maintained by HHA.</p> <p><input type="checkbox"/> <b>FOR CONTRACTS VAULUED IN EXCESS OF \$100,000.00:</b> I pledge to contribute ____% of the total contract amount to comply with a minimum of 3% of the contract amount to be contributed into a Self-Sufficiency Compliance Fund maintained by HHA.</p> <p><b>Indicate how contribution pledge(s) will be fulfilled, during the contract period:</b></p> <p><input type="checkbox"/> Monthly Payments</p> <p><input type="checkbox"/> Quarterly Payments</p>

I understand the federal regulations governing HHA's Section 3 requirements and commit to honoring the obligations listed in this Section 3 Plan, upon the execution of a contract with the HHA.

\_\_\_\_\_  
**Name of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner or Authorized Representative**

\_\_\_\_\_  
**Date**

## HOUSTON HOUSING AUTHORITY SECTION 3 COMPLIANCE REPORT

Submission Date:	Reporting Period:
_____Primary Contractor	_____Subcontractor
Company Name:	
Person completing invoice	
Project Name:	RFP #:
Amount of Contract	Amount of Current Invoice:

# participants hired					

Training Commitment	# Trained this Report Period	YTD Trained during Contract	List Individuals Employed		
			Name	Training Title	Stipend Amount Paid
# of participants engaged in training/ apprenticeship					

Contribution Commitment	Amount Pledged	Amount Paid	Pledge Balance
Amount contributed to Self-Sufficiency Fund	\$	\$	\$

Section 3 Business Concerns	Company Name	Contract Amount Provided
Indicate how at least 25% was subcontracted to Section 3 business(es)		\$
		\$
		\$

\_\_\_\_\_  
**Print Name of Person Completing Report**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature of Person Completing Report**

\_\_\_\_\_  
**Date**

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**U.S. Department of Housing  
and Urban Development**

Office of Public and Indian Housing

**Representations, Certifications,  
and Other Statements of Bidders  
Public and Indian Housing Programs**

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

[insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

#### (a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the bidder; or,  
(b) Impair the bidder's objectivity in performing the contract work.  
[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

[ ] Black Americans	[ ] Asian Pacific Americans
[ ] Hispanic Americans	[ ] Asian Indian Americans
[ ] Native Americans	[ ] Hasidic Jewish Americans

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

(1) Obtain identical certifications from the proposed subcontractors;

(2) Retain the certifications in its files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)





Houston Housing Authority

2640 Fountain View Dr. | Houston, Texas 77057 | Phone: 713.260.0500 | TTY: 713.260.0547 | www.housingforhouston.com

## VENDOR PROFILE FORM

### Instructions:

- 1) Complete both pages (2) of this form electronically.
- 2) Print
- 3) Sign on page 2.
- 4) Attach a completed W-9.
- 5) Scan all documents and email to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com). See Page 2 for other submission options.

### GENERAL BUSINESS INFORMATION

Name of Business, Organization, or Name of Person (if payment is to an individual)

Mailing Address for Payments

City

State

Zip

Telephone No.

Fax No. (mandatory)

Toll Free No.

E-Mail Address (mandatory)

How Long in Business

Federal Employment Identification No.

Business SIC Code

President/General Manager

Type of  
Ownership:

Corporation

Sole Proprietorship

Partnership

Joint Proprietorship

Limited Partnership

Number of Employees: Regular (Full Time) \_\_\_\_\_

Part-Time \_\_\_\_\_

### Account Contacts

Account Rep: \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Invoice Matters: \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### Status (check all that apply)

If Minority,  
What Status

Black American

Hispanic American

Native American

Asian Indian American

Asian Pacific American

Hasidic Jew

MBE Certified

Small Business

Women-Owned Business

**Note: A completed W-9 must accompany this Form when you submit it to HHA.**





**Houston Housing Authority**

2640 Fountain View Dr. | Houston, Texas 77057 | Phone: 713.260.0500 | TTY: 713.260.0547 | [www.housingforhouston.com](http://www.housingforhouston.com)

**Please use this space to list the product(s) or service(s) your company offers.  
Please attach additional pages if necessary.**

**SIGN BELOW**

\_\_\_\_\_  
Signature of Authorized Representative of Vendor

\_\_\_\_\_  
Date

The applicable terms and conditions that are referenced on HHA's purchase orders can be found at:

<http://www.housingforhouston.com/doing-business-with-hha/forms.aspx> .

HHA prefers that vendors return this form via email to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com). However, you may also return the form via the following methods:

**Delivery**

Houston Housing Authority  
Procurement Department  
2640 Fountain View Dr., Suite 408  
Houston, TX 77057

**Fax**

(713) 260-0810

If you have questions, you may contact the Procurement Department at [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com).



# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

## **7. Contract Award**

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

## **8. Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

## **9. Offer Submission**

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

# General Conditions for Non-Construction Contracts

## Section I – (With or without Maintenance Work)

### U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 3/31/2020)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

**Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:**

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$105,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$150,000 - use Section II; and**
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$150,000 – use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$150,000

#### 1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

#### 2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

#### 3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

#### 4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
  - (i) appeals under the clause titled Disputes;
  - (ii) litigation or settlement of claims arising from the performance of this contract; or,
  - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

## 5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

## 6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

## 7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section III, Labor Standards Provisions, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

## 8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

## 9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

## 10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

## 11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

## 12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

### 13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

### 15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.



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## 16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

## 18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

## 19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

## 20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

## 21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

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apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## **22. Procurement of Recovered Materials**

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

## **Exhibit A**

### **Scope of Work (SOW)**

The Successful Proposer(s) shall be required to provide all the necessary personnel, supervision, equipment, tools, supplies, materials, transportation, and any other ancillary item(s), resource(s), or service(s) needed to perform the following tasks which includes, but is not limited to:

1. Providing qualified and experience personnel to work between the hours of 8:00PM to 5:00PM Monday through Friday, with a one (1) hour lunch period. The hours are not to exceed eight (8) hours per person for a normal work day.
  - 1.1. Ensuring all applicants pass criminal background and drug screening.
  - 1.2. Interviewing all potential applicants.
2. Assigning a dedicated account representative and provided adequate staffing to respond to need for services within twenty four (24) hours.
  - 2.1. Furnishing replacements for any persons deemed unacceptable by HHA.
3. Providing the following qualified personnel:

#### **Senior Executive Administrative Assistant**

Under general supervision performs work of moderate difficulty serving as administrative assistant to the head of a major Authority Department. A Senior Executive Administrative Assistant performs a variety of complex administrative tasks requiring the making of responsible decisions in accordance with established policies. Considerable judgment and independent action in establishing or adapting work procedures to new situations is also required. Work requires the exercise of a high level of direction and the application of administrative and business management skill. Immediate supervision may be exercised over the work of one or more subordinates.

This position may also require preparing correspondence, doing research, report preparation, screening phone calls, and making travel and facility arrangements for Executive personnel. Must be proficient in word processing applications in a Windows environment. Bachelor degree required. At least five (5) years of administrative office experience with an executive level or an equivalent combination of education and experience. 60 wpm minimum typing speed preferred.

### **General Office Clerk**

Under immediate supervision performs work of routine difficulty in assigned clerical duties. Work involves occasional use of a typewriter or computer, other office equipment, filing, inserting or folding materials, verifying data, completion of routine forms, maintaining records, and work at a counter. Duties will be assigned in accordance with the procedures of the particular using office of the Authority. Direct supervision is required. High School diploma or equivalent.

### **Departmental Administrative Assistant**

Under general supervision, performs work of moderate difficulty in carrying out administrative and general office duties in addition to performing varied secretarial tasks for a particular supervisor or group of supervisors. Candidate in this class may work under immediate or general supervision depending of the nature of the assignment. The work is usually checked by another step in a clerical process or by an immediate supervisor. Work generally requires knowledge of the Authority's administrative process and specific knowledge of assigned department functions. Requires knowledge of computer applications and software in a Windows environment.

Develops documents, purchasing requisitions, completion of payroll forms, prepare agendas and spreadsheets. Maintains databases. Generates correspondence and provides support to department direct by coordinating appointment and schedule. Answers the telephone, greet and directs visitors, opens and distributes mail. Provides routine answers and departmental operations, policies and practices. High school graduate or GED required. Secretarial training in a licensed business school or other accredited institution and two (2) years of related secretarial experience. 40 wpm minimum typing speed preferred.

### **Receptionist**

Under general supervision performs work of moderate difficulty in the operation of a departmental telephone call director and general receptionist duties. This is moderately varied clerical work involving the operation of a telephone call directory in a large department. This position requires greeting and directing visitors, coordinates flow of traffic in and out of the agency, provides informational and assistance to the general public by answering simple questions or supplying directions or other pertinent information.

Read and correctly route incoming departmental mail, uses general office equipment, and miscellaneous typing and filing. High school diploma or GED equivalent. Previous customer service experience required.

### **Customer Service Representative - Call Center**

Provide high quality customer service in the Authority's Call Center by receiving incoming calls, answer questions, solving problems and providing program information to callers. High School diploma or equivalent required. Two (2) years of college-level education preferred. Two (2) years of experience in a high volume call center environment, or equivalent combination of education and experience (one year of relevant experience is equivalent to one year of relevant higher education and vice versa) Bilingual (Spanish or Vietnamese) preferred.

### **Social Services Caseworker**

A Bachelor's degree in Sociology, Psychology or related field is required. Five years of related case management experience with low-income individuals may be substituted for the degree requirement. Willingness to learn pertinent HUD regulations and public housing management, and comprehensive knowledge of DHAP policies and procedures. Good interpersonal skills, written and oral communication skills. Ability to provide motivational factors to clients through individual or group counseling.

Ability to develop and maintain representative, community groups, educational institutes, resident councils, clients and employees. Comprehensive knowledge of social work and resources available through community agencies. Skill in working independently under considerable pressure without close supervision while maintaining effective and accurate performance.

### **Technical Support Analyst II**

Under immediate supervision performs a variety of entry level technical work in the installation, de-installation, maintenance, repair of micro computer and peripheral equipment, and installation and upgrade of computer software. Operating, monitoring, and servicing multiple communications devices involving both voice and data networks is also required. This position requires a strong customer service orientation, and ability to work with project team members. This position requires climbing, bending, stooping, walking, and standing for long periods of time, as well as the ability to lift up to fifty (50) pounds.

Possession of a valid driver's license and vehicle is required, as work may require traveling to other Authority facilities. General knowledge is required of microcomputer systems and peripherals, including printers, hardware configurations, software requirements, operating systems, memory management and compatibility requirements. Bachelor's degree in Information Technology, Computer Science, Engineering or related field from an accredited college or university required. Minimum of five (5) years work experience or an equivalent combination of education and experience. A+ Certification or Microsoft certifications preferred. Must have supported 100+ users in the past.

### **Housing Choice Voucher Housing Specialist**

The duties of the position include a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of Housing Choice Voucher program operations. A person in this position may perform admissions, re-certifications, interim adjustments, rent increases and deal with both participant and landlord problems. High school diploma or equivalent required. Two years of college course work required, Bachelor's degree preferred. Three years of experience in public housing, case management, or apartment management required, Housing Choice Voucher experience preferred; or an equivalent combination of college course work and higher education (one year of relevant experience is equivalent to one year of relevant higher education and vice versa).

### **Accountant**

Under general supervision performs work of considerable difficulty in accounting duties. This is beginning level work in professional accounting work in the maintenance and review of fiscal records. Employees in this class maintain fiscal records applying generally accepted accounting principles and methods. Work requires independent judgment on technical accounting problems but account classification and/or auditing standards are determined by departmental regulations or statutory requirements. Supervision may be exercised over subordinate accounting and clerical employees. Some knowledge of governmental accounting principles, practices, and procedures is required. Maintains ledgers, reviews bank reports, fund transfers and develops monthly, quarterly or annual financial statements. Provides reports or assistance to department managers to facilitate understanding of financial data, productivity measures, costs, etc. Bachelor degree in Finance, Accounting or related field.

### **Executive Administrative Assistant - Legal Department**

Under general supervision performs work of moderate difficulty in secretarial and clerical duties of a legal nature. This is responsible legal secretarial work involving performance of a number of varied secretarial tasks and may require the ability to take and effectively transcribe meeting notes utilizing appropriate transcription equipment. Work requires the exercise of judgment in the application of prescribed procedures and methods to routine matters. Work also requires some knowledge of legal terminology, stand legal forms and procedures. Candidate in this class work under close or general supervision depending on the nature of the assignment. The work is checked by another step in clerical process or by an immediate supervisor. Good knowledge of legal forms, documents, terminology, standard office machines and equipment, grammar and spelling is required. Associates degree required, bachelor degree preferred. At least four (4) years of administrative office experience with an executive level or an equivalent combination of education and experience. 60 wpm minimum typing speed preferred. Must be able to maintain highest level of confidentiality and ethics.

## **Exhibit B**

### **Evaluation Criteria**

<b>Item</b>	<b>Criteria</b>	<b>Possible Points</b>
1	<b>Organizational Experience</b> Experience, qualifications, and capability of the Firm to provide HHA with qualified personnel who can display the skill-sets to perform the work specified in Exhibit A (SOW).  (See Section 7.3.2 of the solicitation.)	25
2	<b>Personnel Screening</b> The methodology(ies) your Firm uses to screen, train, and recruit temporary personnel.  (See Section 7.3.3 of the solicitation.)	20
3	<b>Project Management</b> The ability of your Firm to manage complaints, and HHA's account during the term of the contract.  (See Section 7.3.4 of the solicitation.)	20
4	<b>Fees</b> The fixed hourly rate(s) your firm will charge HHA during the term of the contract.  (See Section 7.3.5 of the solicitation.)	25
5	<b>M/WBE Participation</b>  (See Section 7.3.8 of the solicitation.)	5
6	<b>Section 3 Participation</b>  (See Section 7.3.9 of the solicitation.)	5
<b>Total Maximum Points</b>		<b>100</b>

## Exhibit C

### Fee Schedule

The Firm identified below agrees to provide HHA with Temporary Staffing Services on an “as needed basis” in accordance with Exhibit A Scope of Work (SOW) at the following rates:

Item	Staffing Job Titles	Can You Provide Temporary Personnel to Fill this Position? (Yes / No)	Hourly Rates
1	Sr. Executive Admin. Assistant	_____	\$ _____
2	Executive Admin. Assistant Legal Department	_____	\$ _____
3	Departmental Administrative Assistant	_____	\$ _____
4	Receptionist	_____	\$ _____
5	General Office Clerk	_____	\$ _____
6	Customer Service Representative Call Center	_____	\$ _____
7	Social Services Caseworker	_____	\$ _____
8	Technical Support Analyst II	_____	\$ _____
9	Housing Choice Voucher Specialist	_____	\$ _____
10	Accountant	_____	\$ _____

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date



**Exhibit C-1**

**Discounted Hourly Fee Schedule**

The Firm identified below agrees to provide HHA with Temporary Staffing Services on an “as needed basis” in accordance with Exhibit A Scope of Work (SOW) at the following rates, if temporary personnel are retained for a period of three (3) consecutive months or longer by HHA.

<b>Item</b>	<b>Staffing Job Titles</b>	<b>Can You Provide Temporary Personnel to Fill this Position? (Yes / No)</b>	<b>Hourly Rate if Temporary Personnel are used in Excess of Three (3) Consecutive Months</b>
<b>1</b>	<b>Sr. Executive Admin. Assistant</b>	_____	\$_____
<b>2</b>	<b>Executive Admin. Assistant Legal Department</b>	_____	\$_____
<b>3</b>	<b>Departmental Administrative Assistant</b>	_____	\$_____
<b>4</b>	<b>Receptionist</b>	_____	\$_____
<b>5</b>	<b>General Office Clerk</b>	_____	\$_____
<b>6</b>	<b>Customer Service Representative Call Center</b>	_____	\$_____
<b>7</b>	<b>Social Services Caseworker</b>	_____	\$_____
<b>8</b>	<b>Technical Support Analyst II</b>	_____	\$_____
<b>9</b>	<b>Housing Choice Voucher Specialist</b>	_____	\$_____
<b>10</b>	<b>Accountant</b>	_____	\$_____

\_\_\_\_\_  
**Name of Individual**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name of Firm**

\_\_\_\_\_  
**Date**

## **Exhibit D**

### **Supplemental Information**

This document contains relevant Questions and Answers that were included in the previous Request for Proposal (RFP) HHA issued for Temporary Staffing Services.

**Question 1:** On average, how many temporary employees do you have at one time?

**Answer 1:** At least ten (10).

**Question 2:** How many vendors are engaged in your program today? How many do you foresee after the bid is complete?

**Answer 2:** Two. As indicated in Section 6.2 of the solicitation: *“HHA reserves the right to make multiple award(s)...”*

**Question 3:** What is your current hourly rates by position?

**Answer 3:** This information is not made available during an open competitive solicitation.

**Question 4:** Will you be transitioning current temporary employees if new vendors are chosen?

**Answer 4:** No.

**Question 5:** What was your spend in temporary labor in 2016?

**Answer 5:** See Answer 3.

**Question 6:** What are your current background screening requirements? Will the cost be passed through to your company at no additional mark-up?

**Answer 6:** HHA’s current background screening requirements include:

- Criminal
- Education
- Work history

**Answer 6A:** All costs associated with the above referenced background checks, and 5 panel drug tests must be included in the Hourly Rates specified in Exhibit C Fee Schedule. The executed contract(s) will not have a separate Fee Schedule for charges associated with background screening requirements.

**Question 7:** Are there performance guarantees that vendors must meet?

**Answer 7:** See Exhibit A Scope of Work (SOW).

**Question 8:** What are your challenges today?

**Answer 8:** Recruiting Housing Choice Voucher Specialists.

**Question 9:** Why are you going out to bid at this time?

**Answer 9:** To protect the best interests of HHA.

**Question 10:** Can you break-out your spend on temporary labor by position?

**Answer 10:** See Answer 3.

**Question 11:** What is your payment method i.e. check, ACH, credit card?

**Answer 11:** ACH or check

**Question 12:** What are your payment terms?

**Answer 12:** Net 30.

**Question 13:** What are your drug testing requirements i.e. 5 or 10 panel tests? Will the cost be passed through to your company at no additional mark-up?

**Answer 13:** HHA will require 10 panel tests. See Answer 6A regarding costs.

**Question 14:** Is there an incumbent firm providing the same service?

**Answer 14:** Yes, there are three (3) incumbents.

**Question 14.1:** If yes, whom, what is the dollar amount in the last completed fiscal year, and what is the purpose of the re-bid?

**Answer 14.1:** See Answers 3, and 9 respectively.

**Question 14.2:** What is the historical level of effort, that is, what positions has the HAA used, how many applicants and clients do they serve, and is this information available for the last two completed fiscal years?

**Answer 14.2:** See Answer 3. For bidding purposes, please consider the Staffing Job Titles in Exhibit C as the most frequently used temporary staffing personnel HHA may use during the Period of Performance.

**Question 15:** Will HAA accept proposals from primes with subcontractor firms; the subcontractor firms will help fulfill the mission of the prime but not be under direct contract with the HHA?

**Answer 15:** Yes.

**Question 15.1:** If HHA's response to the above Question is *yes*, will HAA evaluate the subcontractor references required in RFP Section 7.3.2.2, and subsequently evaluated under Exhibit B, Item 1? Will evaluators take into consideration the subcontractor firms' experience, qualifications, and capabilities as part of the evaluation scoring, as well as MBE/WBE certifications?

**Answer 15.1:** Yes.

**Questions 16:** Have federal, state, and/or local entities appropriated funding and authorized the use of the funds for this initiative?

**Answer 16:** Yes.

**Question 17:** Please confirm that **ONLY** the *copy* should be in a 3-ring bound notebook (the original does not have to be), and that each response (both original and copy) must be tabbed.

**Answer 17:** Both copies must be in separate three-ring binders. The outside of the three-ring binder with the copy, should be marked "copy". Yes, each response must be tabbed.

**Question 17.1** Does HHA require the tab level to be at the #.#.# level or something else? Is the following acceptable:

- 1 Cover Letter
- 2 Organizational Experience
- 3 Personnel Screening
- 4 Project Management
- 5 Fees
- Attachments

**Answer 17.1:** Yes.

**Question 17.2:** Does HAA require a tab for every attached Form A-G?

**Answer 17.2:** Yes.

**Question 18:** 7.3.5.1 and 7.3.5.2 requires that respondents provide hourly rates, and discount, respectively. Does HAA wish the corresponding Exhibits C and C-1 to be inserted in these sections, or something else? If something else, what?

**Answer 18:** Yes. The requested items per Section 7.3 should be inserted in three-ring binders in the sequence as they are listed in the solicitation.

**Question 19:** Attachment D includes, as the last page, *Section 3 Compliance Report*. Do proposers return this page as part of the offer? If so, which fields must be completed?

**Answer 19:** No.

**Question 20:** HUD-5369-B, Section 1, requires that the offeror sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Please clarify if every single page of the proposal submission needs to be signed; if not which proposal pages require signature (if signature not already required in the proposal). What is a cover sheet? What is “each continuation sheet on which it makes an entry.”?

**Answer 20:** Follow the guidance provided in Section 7.0 Submittal Requirements.

**Question 21:** HUD-5369-B, Section 1, requires submissions to include “evidence of the agent’s authority, unless that evidence has been previously furnished to the HAA.” Please prescribe “evidence.”

**Answer 21:** See Answer 20.

**Question 22:** Exhibit A Scope of Work, requires that the successful proposer provide qualified and experience personnel to work between the hours of 8:00 PM to 5:00 PM Monday through Friday, with a one (1) hour lunch period. Are these hours correct (please note “PM.”)?

**Answer 22:** The work hours should read: “8:00 A.M. to 5:00 P.M. Monday through Friday, which does not apply on HHA-designated holidays.”

**Question 23:** Exhibit B, Item 6, provides 5 points for “Section 3 Participation.” Please confirm if these points are related to Attachment D. Is the maximum 5 points for the vendor proposing the *preferred options*? If not, please elaborate how these 5 points are scored.

**Answer 23:** Yes.

**Question 24:** Regarding the definition of MBEs and SBEs, and the maximum of 5 points for participation, is the preference limited to Texas-certified MBEs and SBEs?

**Answer 24:** No.

**Question 24.1:** Are out-of-state MBEs and SBEs permitted and allowable under HHA’s goals and can the prime receive the maximum 5 points?

**Question 24.2:** Are out-of-state MBEs and SBEs evaluatable under HHA’s goals and can the prime receive the maximum 5 points?

**Answer 24.1 and 24.2:** Yes.

**Question 25:** On Form CIQ, if we have no relationship with local government entity or its’ officers or family of officers do I just leave form blank, sign and date it? Or do I assume we will have a relationship with HHA and complete section 1 with our firm name?

**Answer 25:** If there is no conflict of interest, on the bottom of the Form, indicate “not applicable”. Include the name of the Firm, and affix a manual signature with a date.

**Question 26:** In reference to Section 3 Requirements and Commitment, am I allowed to generalize responses to Primary Option 1? The reason I ask is that all positions requested by HHA will be open to low income and/or HHA clients and they will be given first priority as long as they are qualified for the position they seek. If I need to clarify my question please let me know.

**Answer 26:** Yes, but your response should be based on the categories listed in Section 2.2.

**Question 27:** Is there any existing vendor for this project who is currently providing the similar services? If yes, could you please let us know the current incumbent name?

**Answer 27:** See Answer 3.

**Question 28:** What would be total value for this project?

**Answer 28:** See Answer 3.

**Question 29:** Will this project awarded to a single vendor or multiple vendors?

**Answer 29:** See Answer 2.

**Question 30:** What was your previous budget for temporary staffing?

**Answer 30:** See Answer 3.

**Question 31:** on Page 6, Section 7.3.4 Project Management - Are there any areas specifically you want to address in the Project Management Plan or do you have an outline for the Project Management Plan that you would like us to use?

**Answer 31:** The intent of this Section is for HHA to determine how your Firm will “manage” HHA’s account. As indicated in the solicitation, this information will be used by HHA’s Evaluation Committee to assess a score relative to item 3 per Exhibit B Evaluation Criteria.

**Question 32:** Attachment D - Section 3 - Is there a target percentage contractor needs to hit to be in compliance for this particular section? Also, if we select "Primary Option 1", what do I need to fill out in the next section DESCRIPTION OF EFFORTS “TO THE GREATEST EXTENT FEASIBLE”

**Answer 32:** Please read Section II, Solicitation Requirements of Attachment D. In the spaces provided in the column labeled: “Description of Efforts To The Greatest Extent Feasible”, indicate the Title, Duties, etc. of Section 3 Participants that will be used to fill employment opportunities listed in the solicitation. You may add additional sheets if necessary.

**Question 33:** Attachment E -FORM CIQ- If we do not have a relationship with anyone in Government, are required to fill anything out.

**Answer 33:** See Answer 25.

**Question 34:** Exhibit A Section 1, 1.1 - do you have a preferred Criminal Background Check and drug screen you would require? Do you require a specific time table for turnaround on Backgrounds and drug screens?

**Answer 34:** See Answer 6A. 48 hours is the turnaround time on background and drug screens.

**Question 35:** Exhibit C - can we provide a rate range here depending on experience?

**Answer 35:** No.

**Question 36:** Exhibit C-1 - You have requested a discount for contracts lasting longer than 90 days. However, as part of the Affordable Care Act, if a contractor selects benefits from our company, we are required to pay 50% of premiums as well as the ACA fee. How will HHA cover these costs associated with the ACA?

**Answer 36:** The successful proposer(s) is responsible for all costs related to the ACA.

**Question 37:** You have asked for a dedicated resource and response time within 24 hours of receipt of job requirements. Are you asking for a resume to be delivered within 24 hours or an acknowledgement of receipt of job order?

**Answer 37:** HHA is requesting an acknowledgement.

**Question 38:** What is the total budget for this contract over the past 12 months?

**Answer 38:** See Answer 3.

**Question 39:** What is the anticipated budget for this contract over the 12 months following its award?

**Answer 39:** See Answer 3.

**Question 40:** Please provide the bid tabulations for the previous award of the Temporary Services contract.

**Answer 40:** See Answer 3.

**Question 41:** Regarding the documentation detailing training and benefit programs: What kind of training and benefits are you referring to? Can we use a subcontract that specializes in this type of training?

**Answer 41:** As part of your Personnel Screening process (per Section 7.3.3), indicate what training and benefit program(s) your Firm offers to temporary personnel. Subcontractors can be used for specialized training.

**Question 42:** If our proposal is approved, would we be paid upfront or would we send a monthly invoice to be paid? I ask this since we are creating the accounting aspect of the management plan.

**Answer 42:** You will need to send a weekly or monthly invoice for processing. Also, see Answer 12.

**Question 43:** If the staffing agency chooses Primary Option 2 we provide job training only as an apprenticeship opportunity?

**Answer 43:** Yes.

**Question 44:** Due to the fact that we are an Illinois based LLC, will our WBE certification be accepted for this bid?

**Answer 44:** Yes.

**Question 45:** Do you have to utilize a subcontractor?

**Answer 45:** No.

**Question 46:** How many agencies will be selected for the RFP?

**Answer 46:** See the second part of Answer 2.

**Question 47:** What positions are requested most?

**Answer 47:** See Answer 8.

**Question 48:** What was the previous bid rates?

**Answer 48:** See Answer 3.

**Question 49:** On Form C-1 Discounts. Please clarify what is meant by 3 months. Is that 3 months consecutively or 3 months based up a 40-hour work week?

**Answer 49:** 40 hours per week.

**Question 50:** How can we complete Section 3?

**Answer 50:** See the instructions on Attachment D.

**Question 51:** Should page 25 be included in response?

**Answer 51:** No. The successful proposer(s) may be required to complete, and submit this Form to HHA during the Period of Performance.



**Question 52:** Page 13 of 25 attachment A Declaration, what is meant by identity of interest?

**Answer 52:** The title of each person whose name appears next to each number on the Form.