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SAN ANTONIO, TEXAS 78204

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Procurement Department

REQUEST FOR PROPOSALS

For

TEMPORARY and CONTRACT PERSONNEL SERVICES

For

HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS AND AFFILIATED ENTITIES

RFP#: 1803-962-69-4777

Prepared by:

Department of Procurement
of
The San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204

President and CEO David Nisivoccia

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Section A

Background Information and Evaluation

I. Background Information: The San Antonio Housing Authority d/b/a San Antonio Housing Authority (“SAHA”) is a public housing agency created by resolution of the City of San Antonio in 1938 pursuant to the Texas Housing Authorities Law (now Chapter 392 of the Texas Local Government Code) and federal law. SAHA is a unit of government and its functions are essential governmental functions. The property of SAHA is used for essential public and governmental purposes and is exempt from all taxes, including sales tax on all its purchases of supplies and services.

SAHA enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers. SAHA maintains contractual arrangements with United States Department of Housing and Urban Development (HUD) to manage and operate its low rent public housing program and administers the Section 8 Housing Assistance Payments Programs. SAHA programs are federally funded along with development and modernization grants and rental income.

Its primary activity is the ownership and management of over 6,300 public housing units. It also administers rental assistance for almost 12,000 privately owned rental units through the Section 8 program. 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 HUD.

SAHA has created a number of affiliated public facility corporations (“PFCs”) pursuant to Chapter 303 of the Texas Local Government Code (the Public Facility Corporation Act). In some instances, these PFCs own projects. In other cases, PFCs or other related entities serve as partners in partnerships that have been awarded low-income housing tax credits. SAHA’s affiliated entities own and operate over 3,000 units of affordable housing.

SAHA staff also manages the San Antonio Housing Finance Corporation (“Finance Corporation”), which is primarily a conduit issuer of bonds for contractors of affordable housing projects. The Finance Corporation was created pursuant to Chapter 394 of the Texas Local Government Code (the Texas Housing Finance Corporations Act). When used herein, “SAHA” shall include its affiliated entities.

As a part of our social mission and federal mandate, SAHA is committed to providing economic, training and educational opportunities to the low income individuals in the communities we serve. All contractors are required to recruit and hire low income individuals for new positions and provide training & educational opportunities to the greatest extent feasible for these individuals.

SAHA is governed by a Board of Commissioners and managed on a day-to-day basis by its President and CEO. The SAHA Board of Commissioners, upon the advice of the President and CEO, approves all major policy and contractual decisions. The President and CEO is then charged with implementing these actions.

II. Temporary Staffing Services Opportunity:

The Housing Authority of the City of San Antonio and its affiliated entities (SAHA) is seeking proposals from qualified entities to provide temporary and contract personnel services hereinafter called "Services".

All properties or project locations are owned by SAHA or one of its affiliated entities in the City of San Antonio, Texas.

Timeline:

DATE ISSUED	May 3, 2018
NON-MANDATORY PRE-SUBMITTAL MEETING	May 15, 2018 at 10:00 A.M. SAHA Central Office 818 S. Flores St. San Antonio, TX 78204
LAST DATE FOR QUESTIONS	May 18, 2018 2:00 P.M.
PROPOSAL DUE DATE	May 31, 2018 2:00 P.M.
ANTICIPATED APPROVAL BY THE BOARD	August/September

SAHA reserves the right to modify this schedule at their discretion. Notification of changes in connection with this solicitation will be made available to all interested parties via an emailed Addendum and by posting on SAHA's website and other websites.

III. Objectives:

Selected agency(ies) shall provide the SAHA, on request by the SAHA, with qualified temporary staffing services for the classification specifications (Exhibit A) of this RFP. The agency will carefully pre-screen all temporary personnel prior to referral to the SAHA to assure that they possess all of the required skills and abilities to perform the assigned tasks. The temporary personnel provided shall meet the minimum qualifications, minimum education and experience required by the classification specification for the job to be performed. The agency will be informed of the specific duties or class title, length of assignment, and any specific skills or abilities required. SAHA will also communicate if clothing and/or protective work shoes or boots will be required. A copy of the relevant classification specification for temporary staffing services requested shall be sent by the SAHA to the agency at the time of the request.

Each agency shall conduct criminal background checks, department of motor vehicles, drug screens and employment reference checks for selected temporary personnel within a reasonable time frame prior to start date of assignment. All agencies shall adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. If the agency uses an outside company to conduct background checks, the agency shall only use registered, licensed investigators.

All agencies shall strictly adhere to all state and federal laws with respect to discrimination in employment and shall not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.

Hiring of consultants is not part of this RFP and will not be requested by SAHA.

SAHA is also seeking the services of a temporary services employment company to assist its Finance Department fill the positions specifically identified in the list of job titles in Exhibit A, as needed. This would include project based assignments, temporary needs that may arise to meet the department's ongoing or seasonal Finance or Budgeting responsibilities, and temporarily fill permanent positions that are vacant but have recruitment efforts underway. These positions are included as they have been historically difficult to fill, may require professional certifications and normally require additional experience in governmental accounting. These positions are not a guarantee of permanent employment, however, SAHA would prefer to hire good candidates for these assignments with the potential that they may qualify later for permanent positions.

IV. Desired Outcome:

SAHA anticipates award to one or more Respondents for performance of the Services for SAHA or its affiliates.

V. Evaluation: Each proposal submittal will be evaluated based upon the following information and criteria:

A. Initial Evaluation-Responsiveness: Each proposal received will first be evaluated for responsiveness (i.e., meeting the minimum requirements as stated in the RFP).

Evaluation-Responsibility: SAHA shall select a minimum of a three-person panel, using the criteria established below, to evaluate each of the proposals submitted in response to this RFP to determine the Respondent's level of responsibility. SAHA will consider capabilities or advantages that are clearly described in the proposal that may be confirmed by oral presentations, site visits, demonstrations, and references contacted by SAHA. All proposals would be evaluated as to their overall value to SAHA.

B. Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Respondent will be excluded from participation on SAHA's evaluation panel. Similarly, all persons having ownership interest in and/or contract with a Respondent will be excluded from participation on SAHA's evaluation panel.

C. Evaluation Criteria: The evaluation panel will use the following criteria to evaluate each proposal:

- 5 Excellent
- 4 Above Average
- 3 Average
- 2 Below Average
- 1 Poor
- 0 Non Responsive

1	0-5	25%	Experience: Demonstrated experience in providing services similar in scope to the requirements of the RFP.
2	0-5	20%	Capacity: Demonstrated qualifications and ability to promptly furnish quality personnel meeting the required skills and abilities to perform the assigned tasks per the Exhibit A Classifications and Specifications
3	0-5	10%	Quality Plan and Approach: Quality of overall approach and plan to ensuring availability of skilled personnel and then monitoring employee's performance during the contract period.
4	0-5	10%	Response Time: Ability of Respondent to meet required response time and promptly make available the requested personnel.
		25%	Price Proposal: Reasonableness of proposed fee schedule in relation to scope of services provided.
5	0-5	5%	Strength of the Contractor's Section Utilization 3 Plan
6	0-5	5%	Strength of the Contractor's S/W/MBE Utilization Plan
		100%	Total Points for Criteria
1		5	Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points.
a		5	Category I: As detailed in Exhibit D
b		4	Category II: As detailed in Exhibit D
c		3	Category III: As detailed in Exhibit D
d		2	Category IV: As detailed in Exhibit D

D. Competitive Range: Once a competitive range is established from the proposals submitted, SAHA reserves the right to require Respondents within the competitive range to make a presentation to the evaluation committee. Presentations, if requested, shall be a factor in the award recommendation.

VI. Minimum Qualifications: Respondents must meet the following criteria:

- A. Respondent's firm shall have a minimum of three years of demonstrated expertise in providing staffing and contract employee services.
- B. The Respondent shall be able to meet a 4 hour acknowledgement response time.

Section B
Instructions to Respondents

- I. **Point of Contact:** The point of contact for purposes of obtaining the Request for Proposal and to submit responses is:

POINT OF CONTACT	Patti Keller Purchasing Agent San Antonio Housing Authority 818 S. Flores San Antonio, TX 78204 Phone: (210) 477-6170 E-mail: patti_keller@saha.org
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The Request for Proposals can be obtained by calling 210-477-6170 or online at

www.saha.org

<http://nahro.economicengine.com>

<http://www.publicpurchase.com>

All Addenda will be posted on SAHA's website www.saha.org, <http://nahro.economicengine.com> and www.publicpurchase.com. Any changes that are issued before the proposal submission deadline shall be binding upon all prospective Respondents.

Respondents shall address all communication and correspondences pertaining to this RFP process to only the Contact person identified above. Respondents must not inquire or communicate with any other SAHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to comply with this requirement is cause for a proposal to be disqualified. During the RFP solicitation process, SAHA will not conduct any ex parte conversations which may give one prospective proposer an advantage over other prospective Respondents.

- II. **Prohibitions:** Contact with members of the SAHA Board of Commissioners, or SAHA officers and employees other than the contact person listed herein, by any prospective Proposer, after publication of the RFP and prior to the execution of a contract with the successful proposer(s) could result in disqualification of your proposal. In fairness to all prospective proposer(s) during the RFP process, if SAHA meets in person with anyone representing a potential provider of these services to discuss this RFP other than at the pre-submittal meeting, an addendum will be issued to address all questions so as to insure no Proposer has a competitive advantage over another. This does not exclude meetings required to conduct

business not related to the RFP, or possible personal presentations after written qualifications have been received and evaluated.

III. Non-Mandatory Pre-Proposal Conference: A pre-proposal conference will be held at SAHA Central Office, located at 818 South Flores, San Antonio, Texas 78204 as indicated herein. The purpose of this conference is to assist Respondents in understanding the RFP documents and required submittal documents. At this conference, SAHA will conduct an overview of the RFP documents, including Exhibits. Any questions must be submitted in writing (e-mail is acceptable) to the contact person listed herein and will be answered in an addendum.

IV. SAHA'S Reservation of Rights:

SAHA reserves the right, without liability, to:

- reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by SAHA to be in its best interests.
- award a contract pursuant to this RFP
- terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful Respondent.
- determine the days, hours and locations in which the services are performed in this RFP.
- retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent from SAHA.
- negotiate the fees proposed by all Respondents. If such negotiations are not, in the opinion of SAHA successfully concluded within a reasonable timeframe as determined by SAHA, SAHA shall retain the right to end such negotiations.
- reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to rejection of incomplete proposals and/or proposals offering alternate or non-requested services and from Respondents deemed non-responsive and non-responsible.
- prohibit any further participation by a Respondent or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective Respondent further agrees that he/she will inform SAHA in writing within five (5) days of the discovery of any item that is issued thereafter by SAHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve SAHA, but not the prospective Respondents, of any responsibility pertaining to such issue.
- award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any Exhibit or drawing, or within any addenda issued.
- to advertise for new proposals or to proceed to do the work otherwise if proposals are rejected.
- cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.

- reduce or increase estimated or actual quantities in whatever amount necessary if funding is not available, legal restrictions are placed upon the expenditure of monies for this category of service or supplies, or SAHA's requirements in good faith change after award of the contract.
 - make an award to more than one Respondents based on ratings or to make an award with or without negotiations or Best and Final Offers (BAFO)
 - establish a competitive range for responses based on the initial scores and to require presentations by the Respondents within the competitive range.
 - require additional information from all Respondents to determine level of responsibility. Such information shall be submitted in the form and time frame required by SAHA.
 - amend the terms of the contract any time prior to contract execution.
 - contact any individuals, entities, or organizations that have had a business relationship with the Respondents regardless of their inclusion in the reference section of the proposal submittal.
- V. **Timely Submissions:** Late submissions will not be accepted. Proposals received prior to the submittal deadline shall be securely kept, unopened, by SAHA. No proposal received after the designated deadline shall be considered. Respondents are cautioned that any proposal submittal that is time-stamped as being received by SAHA after the exact time set as the deadline for the receiving of proposals shall not be considered. Any such proposal inadvertently opened shall be ruled to be invalid. No responsibility will attach to SAHA or any official or employee thereof, for the pre-opening of, or the failure to open a proposal not properly addressed and identified.
- VI. **Pre-Qualification:** Respondents are not required to pre-qualify to submit a proposal. However, all Respondents will be required to submit adequate information showing that the Respondent is qualified to perform the required work.
- VII. **Review of RFP Forms, Documents, Specifications and Drawings:** It shall be each Respondent's responsibility to examine carefully and, as may be required, properly complete all documents issued pursuant to this RFP. Unless otherwise instructed, specifications and drawings (if provided) do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract and may be supplemented or revised from time to time.
- VIII. **Responses:** A total of one (1) original signed copy (marked "ORIGINAL") using the Proposal Form attached as Exhibit F, and three (3) exact copies, (marked copy) **No cost information shall be placed in the copies.** shall be placed unfolded in a sealed package with the Respondent's name and return address and addressed as follows:

RFP # XXXX-XXX-XX-XXXX
Title of Bid
{Time of Bid Opening}
The San Antonio Housing Authority
Procurement Department
818 S. Flores
San Antonio, Texas 78204

The Respondents shall bind the proposal such that SAHA can, if needed, remove the binding (i.e. "comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then return the proposal submittal to its original condition.

IX. Withdrawal of Proposals: A request for withdrawal of a proposal due to a purported error must be filed in writing by the Respondents within 48 hours after the proposal deadline. The request shall contain a full explanation of the purported error. The foregoing shall not be construed to violate the common law right of withdrawal for material error as defined in State statute. SAHA retains the right to accept or reject any and all bids to the extent permitted by law. Negligence on the part of the Respondents in preparing his/her proposal confers no right of withdrawal or modification of the proposal after such proposal has been received and opened.

X. Mistake in Proposal Submitted: After a proposal has been opened it may not be changed for the purpose of correcting an error in the pricing. This does not affect the common law right of the Respondent to withdraw a bid due to a material mistake in the bid.

A. Irregular Proposal Submittal: A proposal shall be considered irregular for any one of the following reasons, any one or more of which may, at SAHA's discretion, be reason for rejection:

- If the forms furnished by SAHA are not used or are altered or if the proposed costs are not submitted as required and where provided.
- If all Exhibits required or requested to be completed do not accompany the proposal submittal.
- If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning or give the Respondents submitting the same a competitive advantage over other Respondents.
- If the Respondent adds any provisions reserving the right to accept or reject any award or to enter into a contract pursuant to an award.

XI. Disqualification of Respondents: Any one or more of the following shall be considered as sufficient for the disqualification of a prospective Respondents and the rejection of his/her proposal:

- Evidence of collusion among prospective Respondents. Participants in such collusion will receive no recognition as Respondents or

Respondents for any future work with SAHA until such participant shall have been reinstated as a qualified bidder or Respondent. The names of all participants in such collusion shall be reported to HUD and any other inquiring governmental agency.

- More than one proposal for the same work from an individual, firm, or corporation under the same or different name(s).
- Lack of competency, lack of experience and/or lack of adequate resources.
- Unsatisfactory performance record as shown by past work for SAHA or with any other local, state or federal agency, judged from the standpoint of workmanship and progress.
- Incomplete work, which in the judgment of SAHA, might hinder or prevent prompt completion of additional work, if awarded.
- Failure to pay or satisfactorily settle all bills due on former contracts still outstanding at the time of award.
- Failure to demonstrate minimum qualification requirements of SAHA.
- Failure to list, if required, all team members, subcontractors (if subcontractors are allowed by SAHA) who will be engaged by the successful Respondent(s) to participate in the Project.
- Failure of the successful Respondents to be properly licensed by the City, County and/or the State of Texas and/or to be insured by a commercial general liability policy and/or worker's compensation policy and/or business automobile liability policy, if applicable.
- Any reason to be determined in good faith, to be in the best interests of SAHA.

XII. Questions/Inquiries: A Respondent may inquire or question any of the proposal documents or any part of the information contained therein, by submitting, in writing to the contact person listed herein, at least eight (8) days prior to the proposal submission deadline, a complete and specific explanation as to what he/she is requiring clarification. SAHA reserves the right to issue a revision to the applicable RFP requirements in the form of an Addendum or may reject the Respondent's request.

XIII. Substitutions: Respondents must propose a Project that meets the requirements of the RFP documents. All verbal communications or instructions provided by any SAHA personnel shall only become official and binding when issued as an addendum by the SAHA Procurement Department.

XIV. No Liability for Costs: SAHA assumes no liability or responsibility for the costs incurred by the Respondents for any materials, efforts or expenses required in the preparation of proposals or in connection with presentations or demonstrations prior to the issuance of a Contract.

XV. Proposal Opening Results: Proposals are publicly opened and the results are generally a matter of public record. When SAHA has concluded all evaluations, has chosen a final top-rated Respondent/s, has completed the award and is ready to

issue such results, SAHA shall notify the successful Respondent/s. All proposal documents submitted by the Respondents are generally a matter of public record unless such information is deemed to be proprietary.

XVI. Award: Submissions will be evaluated on the criteria stated in Section A of this RFP. After evaluation of the responses, the Contract will be awarded to the Respondent/s representing the “Best Value” to SAHA after preferences for Section 3 business concerns are considered. The Selected Contractor/s will then enter into a contract with SAHA. The initial award will be for one (1) year with the possibility of four (4) additional one (1) year renewals at SAHA’s discretion.

XVII. Taxes. SAHA, as a governmental entity, is exempt from Texas State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.

XVIII. Insurance: If a Respondent receives an award and unless otherwise waived in the Contract, the Selected Contractor/s will be required to provide an original Certificate of Insurance confirming the minimum requirements found within Exhibit I to SAHA within 10 days of contract signature.

XIX. Exceptions. SAHA will consider any exception to the RFP that the Respondent wishes to include but the failure of SAHA to include such exceptions does not give the successful Respondent the right to refuse to execute SAHA’s contract form. It is the responsibility of each prospective Respondent to notify SAHA, in writing, on the Form of Proposal of any exceptions to the RFP terms. SAHA will consider such clauses and determine whether or not to include in the Contract.

XX. RIGHT TO PROTEST:

A. Rights: Any prospective or actual Respondent or Contractor, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. Such right only applies to deviations from laws, rules, regulations, or procedures. Disagreements with the evaluators’ judgments as to the number of points scored are not reasons for an appeal. An alleged aggrieved protestant claiming this right is hereby informed that these regulations do not provide for administrative appeal as a matter of right for that alleged aggrieved protestant.

A.1 Definition: An alleged aggrieved “protestant” is a prospective Respondent or Respondents who feels that he/she has been treated inequitably by SAHA and wishes SAHA to correct the alleged inequitable condition or situation.

A.2 Eligibility: To be eligible to file a protest with SAHA pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective Respondents (i.e. recipient of the RFP documents) when the alleged

situation occurred. SAHA has no obligation to consider a protest filed by any party that does not meet these criteria.

- A.3 Procedure:** Any actual or prospective Contractor may protest the solicitation or award of a contract for material violation of SAHA's procurement policy. Any protest against a SAHA solicitation must be received before the due date for receipt of Proposals or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered.

All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final. All appeals shall be marked and sent to the address as listed in the following example:

APPEAL OF RFP NO. (insert exact number of RFP here)
San Antonio Housing Authority
Attn: Procurement Department
818 South Flores Street
San Antonio, TX 78204

XXI. Bonding

- A. No Bonds Required**

Remainder of this page left blank intentionally.

Section C Information To Be Submitted

The response to this RFP shall be submitted in the manner described in this Section. Each category must be separated by index dividers and the index divider must extend so that each tab can be located without opening the proposal and labeled with the corresponding tab reference noted below. Failure to submit the proposal in the manner specified may result in a premature opening of, post-opening of, or failure to open and consider that proposal and may be cause for elimination of that Respondent from consideration for award.

C.1 Tab 1, Form of Proposal:

This form is attached hereto as Exhibit F to this RFP document and must be fully completed and submitted under this tab as part of the submittal on the Respondents Letterhead. The Fee Proposal Form and Cost Analysis must be completed and placed in a sealed envelope inside the ORIGINAL only. **DO NOT INCLUDE THE PROPOSED FEE SHEET or COST ANALYSIS IN THE SUBMITTALS MARKED "COPY".**

This information shall be submitted under the Tab 1 of the Proposal.

C.2 Tab 2, HUD Forms, Conflict of Interest Questionnaire and Form 1295: These Forms attached as Exhibit B to this RFP document must be fully completed, except as noted, executed where indicated, and submitted under this tab as a part of the Proposal submittal. **"NOTE"** Only the successful Respondent shall be required to submit a Form 1295 to the Texas Ethics Commission in compliance with Government Code 2252.908 and a copy of the submission along with the Certification prior to execution of the contract with SAHA.

This information shall be submitted in the form of Tab 2 to the Proposal.

C.3 Tab 3, Profile of Firm and Subcontractors Form: The Profile of Firm Form and Subcontractors Form are attached as Exhibit C to this RFP document. These forms must be fully completed, executed and submitted under this tab as a part of the submittal by the Proposer. Respondent shall also submit the Company Biography under this tab.

This information shall be included as Tab 3 of the Proposal.

C.4 Tab 4, Evaluation Factors: The Respondent must submit information relevant to each of the following evaluation factors:

A. Experience: Respondent shall provide a detailed narrative of prior experience in delivering the type, scope, and magnitude of services solicited under this RFP, specifically working with a diverse workplace. Respondent shall provide a description of the agency, including locations of offices and persons responsible for contracting services.

B. Capacity: Respondent shall provide a statement of the Respondent's qualifications as they relate to the scope of services. Respondent shall also explain the Respondent's ability to provide a dedicated point of contact resource as a job order assignment manager for staffing requests and personnel issue resolution, etc. Provide a resume describing the individual's background, ability and experience in conducting the proposed activities. Respondent shall provide an explanation of how background checks processed.

C. Quality Plan and Approach: Respondent shall describe the Respondent's approach, qualifications, and ability to perform the services and a statement of understanding of the services requested, full description and work plan outlining an approach for addressing the requirements of the RFP and how these will be achieved. Provide a description of the methods that will be used to deliver quality services. Briefly discuss any issues or problems anticipated and proposed resolutions.

D. Response Time: Respondent shall provide a statement of certification that Respondent is able to meet the required acknowledgement response time of 4 hours.

E. References: Respondent shall list at least three (3) references that are familiar with your ability to provide the required services. Include contact names, addresses, and phone numbers.

F. Pricing: Using Exhibit A, Respondent shall provide the proposed hourly billing rate for each classification specification and the percentage of mark-up. Respondent shall also provide details about its conversion rate, payrolling services and direct hire rates/prices with an explanation of the rate calculation method.

All information submitted under this Section shall be included as Tab 4 of the Proposal.

C.5 Tab 5, Section 3 Business Preference: Any Respondent claiming a Section 3 Business Preference, shall under this tab include the fully completed and executed Section 3 applicant certification form for low-income employees for whom Respondent is seeking the preference, verification of total number of full-time employees, names and addresses of low-income residents who are Respondents employees. **Note: If you qualify as a Section 3 Business Concern, your proposal will receive a preference over other respondents as specified in Exhibit D.**

This information shall be included as Tab 5 of the Proposal.

C.6 Tab 6, Small/Minority/Woman/Disadvantaged/Veteran Business Enterprise

Utilization Plan: The Respondents shall submit a plan that details how the Contractor will make a good faith effort to subcontract with S/W/MBE companies. **FAILURE TO PROVIDE THE SWMBE PLAN MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.**

This information shall be included as Tab 6 of the Proposal.

C.7 Tab 7, Section 3 Good Faith Effort Compliance Plan: Respondents are required to complete and submit the SECTION 3 PROGRAM GOOD FAITH EFFORT COMPLIANCE PLAN outlining their efforts to employ qualified Section 3 businesses or persons. The goal as stated in the Good Faith Effort Compliance Plan is thirty percent (30%) of new hires for Section 3 persons per contract. The subcontracting goal is ten percent (10%) for Section 3 Businesses for construction contracts and three percent (3%) for Section 3 Businesses for non-construction contracts. SAHA will provide a listing of qualified Section 3 Businesses upon request. **FAILURE TO PROVIDE THE SECTION 3 PROGRAM GOOD FAITH EFFORT COMPLIANCE PLAN MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.**

This information shall be included as Tab 7 of the Proposal.

C.8 Tab 8, Proposal Checklist and Certification: Respondent shall certify that the Proposal documents are complete and included in the response and to the Certification contained in Exhibit E.

This information shall be included as Tab 8 of the Proposal.

Remainder of this page left blank intentionally.

Section D Terms and Conditions

These Terms and Conditions shall be considered required terms of any Contract between the Successful Respondent and SAHA. For construction projects the Contractor must also be familiar with federal guidelines issued by HUD known as the "General Conditions of the Contract for Construction" (see form HUD 5370). These guidelines, together with any supplemental general conditions issued by HUD, outline requirements for the conduct of work and administrative requirements. The guidelines include, but are not limited to, Termination for Convenience, Default, Clean Air and Water standards, and compliance with Davis-Bacon wage rates. **"NOTE"** Davis Bacon wage rates are not applicable to this Procurement.

I. GENERAL RESPONSIBILITIES:

- A. Specifications:** The Contractor shall provide the Services in accordance with the Scope of Services, attached as Exhibit A.
- B. Regulatory/Licensing:** Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services. Obtaining licenses and permits shall be the sole responsibility of the Contractor.
- C. Timesheets:** Contractor shall keep accurate timesheets for all employees assigned to perform any project, task, or assignment in the Project.
- D. Unacceptable Employees:** If any employee of the Contractor is deemed unacceptable by SAHA, Contractor shall immediately replace such personnel with a substitute acceptable to SAHA.
- E. Uniforms/Badges:** Contractor shall provide uniforms and/or ID badges for all employees working on SAHA's properties. No employee will be allowed on SAHA's properties out of uniform and/or without an ID badge.
- F. Criminal history/Drug testing:** Contractor shall perform criminal history checks and drug screening tests on all employees performing work and if requested provide summaries of the results to SAHA. Prospective employees whose criminal history checks disclose a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used to perform work under this RFP or any resulting contract. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.
- G. Work on SAHA Property:** The Contractor shall take all necessary precautions to prevent the occurrence of any injury to persons or property during the progress of such work and shall immediately return said property to a condition equal to or better than the existing condition prior to the commencement of work at the site at no cost to SAHA.
- H. Wages:** Contractor shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State Unemployment taxes, and any similar taxes

relating to its employees used in the performance of the contract. The Contractor further agrees to comply with all Federal, State and local wage and hour laws and all licensing laws applicable to its employees or other personnel furnished under the agreement.

I. Independent Contractor: The Contractor shall be considered an independent Contractor. Nothing herein shall create any association, agency, partnership or joint venture between the parties hereto and neither shall have any authority to bind the other in any way.

II. SECTION 3 REQUIREMENTS: Contactor is required to prepare and submit monthly reports on Section 3. Contractor shall utilize Section 3 residents and businesses as defined in Exhibit D to perform the requirements under the Project to the greatest extent feasible and shall document such efforts monthly. Contractor's will be evaluated on their performance at achieving this goal and such evaluation shall be a factor in future awards.

III. SUBCONTRACTORS: Contractor may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of the SAHA. Also, any substitution of subcontractors must be approved in writing by SAHA prior to their engagement. All requirements for the "Prime" Contractor shall also apply to any and all subcontractors. It is the Contractor's responsibility to insure the compliance by the subcontractors. Regardless of subcontracting, the Contractor remains liable to SAHA for the performance under the contract. The Contractor shall assure that its subcontractors comply with all applicable HUD regulations and SAHA requirements including but not limited to Section 3 requirements, insurance, permitting, code compliance, and licensure.

IV. LIMITATIONS, INDEMNIFICATION, and INSURANCE

A. Limitation of Liability: In no event shall SAHA be liable to the successful Respondents for any indirect, incidental, consequential or exemplary damages.

B. Indemnification: The Contractor shall indemnify and hold harmless SAHA and its officers, agents, representatives, and employees from and against all claims, losses, damages, actions, causes of action and/or expenses resulting from, brought for, or on account of any bodily injury or death of an employee of the Contractor, its agent, or its subcontractor of any tier received or sustained by any persons or property growing out of, occurring, or attributable to any work performed under or related to this Agreement, to the extent resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. **CONTRACTOR ACKNOWLEDGES AND AGREES THAT THIS INDEMNITY CONTROLS OVER ALL OTHER PROVISIONS IN THE AGREEMENT, SURVIVES TERMINATION OF THIS AGREEMENT.**

For clarification purposes, Contractor shall indemnify and hold harmless SAHA, their agents, Contractors and employees from and against any and all property damage claims, losses, damages, costs and expenses relating to the performance of this Agreement, including any resulting loss of use, *but only to the extent caused by the negligent acts or omissions of Contractor*, its employees, sub-subcontractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.

C. SAHA Actions: It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of SAHA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.

D. Insurance: The Contractor shall maintain in full force and effect during the entire contract term insurance in the form and in amounts found in Exhibit I.

V. LIQUIDATED DAMAGES: For each day that performance under the contract is delayed beyond the time specified for completion, the successful Respondents shall be liable for liquidated damages in the amount reflected in the contract. However, the timeframe for performance may be adjusted at SAHA's discretion in writing prior to default under the contract.

VI. WARRANTY: All items installed/provided under any contract resulting from this RFP must include a minimum of a two (2) year warranty from the Contractor for labor, materials, and installation except as specified otherwise herein. This period will begin on the date of "FINAL" acceptance by SAHA.

VI.1 The services provided under the contract shall conform to all information contained within the RFP documents as well as applicable Industry Published Technical Specifications, and if one of the above mentioned Specifications contains more stringent requirements than the other, the more stringent requirements shall apply.

VI.2 In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.

VI.3 Contractor shall assign any warranties and guarantees to SAHA and provide the Contractor's Warranty for Labor and Installation to SAHA along with all Manufacturers' Warranty documents. Contractor shall use sound professional principles and practices in accordance with accepted industry standards and in conformance with the applicable laws, regulations, and requirements set forth in the Agreement, and 3) if notified of any material errors in the Services, it shall use its best efforts to correct such errors at no additional cost to SAHA and chargeable to the Contractor for one (1) full year following completion of construction. If re-performance is impracticable and Contractor has already been compensated for the Work that has been verified as incorrect or

nonconforming, Contractor will refund the amount of compensation paid to Contractor for such nonconforming portion of the Services to include all reimbursable. The fact that SAHA has accepted or approved the Contractor's Work shall in no way relieve the Contractor of any of his responsibilities.

VII. INVOICING:

A. Invoices: Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the purchase order number, contract number (if applicable), date of service, and address of service location or delivery address. Contractor (s) must submit a separate invoice for each purchase order issued by SAHA unless prior approval is obtained from SAHA. To insure prompt and timely payment of invoices, and unless utilizing a progress payment schedule, invoices shall be sent electronically to the following address:

Accounts_Payable@saha.org

If the Contractor does not have the capability to send invoices electronically, they may be mailed to:

San Antonio Housing Authority
Finance and Accounting
P.O. Box 830428
San Antonio, TX 78283-0428

- B. Progress Payments:** If applicable, SAHA may make progress payments approximately every 30 days as the work proceeds if work meets owner's standards, as approved by the Contracting Officer. SAHA may, subject to written determination and approval of the Contracting Officer, make more frequent payments to contractors which are qualified small businesses in accordance with HUD documents.
- C. Direct Deposit:** Upon the Award of Contract, Contractor shall complete a form for direct deposit to process all payments electronically to insure prompt and efficient payment of all invoices.
- D.** Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice.

VIII. Laws and Regulations

A. General: SAHA is a governmental entity as that term is defined in the procurement statutes. SAHA and this RFP and all resulting contracts are subject to federal, state and local laws, rules, regulations and policies relating to procurement as applicable. Contractor shall comply with all local, state and federal laws concerning safety (OSHA) and environmental control (EPA and Bexar County Pollution Regulations) and any other enacted ordinance, code, law or regulation. Contractor shall be responsible for all costs incurred for compliance with any such possible ordinance, code, law or regulation. No time extensions shall be granted or financial consideration given to the Contractor for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.

B. Specific. Contractor s shall comply with all statutes, rules, regulations, executive orders affecting procurements by Housing Authorities including but not limited to:

- Executive Order 11246
- Executive Order 11063
- Copeland “Anti-Kickback” Act (18 USC 874)
- Davis Bacon and Related Acts (40 USC 276a-276a-7)
- Clean Air & Water Acts (42 USC 1857(h); 33 USC 1368)
- Contract Work Hours & Safety Standards Act (40 USC 327-330)
- Energy Policy & Conservation Act (PL 94-163, 89 STAT 871)
- Civil Rights Act of 1964, Title VI (PL 88-352)
- Civil Rights Act of 1968, Title VIII (PL 90-284 Fair Housing Act)
- Age Discrimination Act of 1975
- Anti-Drug Abuse Act of 1988 (42 USC 11901 et. Seq.)
- HUD Information Bulletin 909-
- Immigration Reform & Control Act of 1986
- Fair Labor Standards Act (29 USC 201, et. Seq.)

C. Incorporation. Each provision of law and each clause, which is required by law to be inserted in this RFP or any contract, shall be deemed to have been inserted herein, and this RFP and any resulting contract shall be read and enforced as though such provision or clause had been physically inserted herein. If, through mistake or otherwise, any such provision is not inserted or is inserted incorrectly, this agreement shall forthwith be physically amended to make such insertion or correction upon the application of either party. The aforementioned statutes, regulations and executive orders are not intended as an indication that such statute, regulation or executive order is necessary applicable nor is an omission of such statute, regulation or executive order intended to indicate that it is not applicable.

IX. Termination.

- A. Early Termination.** In the event any resulting contract is prematurely terminated due to non-performance and/or withdrawal by the Contractor, SAHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date. The contract may be terminated under the following conditions:
- a. Consent:** By mutual consent of both parties, and
 - b. Termination For Cause:** As detailed within the attached HUD Forms. SAHA may terminate any and all contracts for default at any time in whole or in part, if the Contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from SAHA, fails to correct such failures within seven (7) days or such other period as SAHA may authorize or require.
 - c. Failure to Fund.** SAHA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.
 - d. Termination for Convenience:** In the sole discretion of the Contracting Officer, SAHA may terminate any and all contracts resulting from this RFP in whole or part upon thirty days prior notice to the Contractor when it is determined to be in the best interest of SAHA.
- B. Action Upon Termination.** Upon receipt of a notice of termination issued from SAHA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by SAHA in the notice of termination.
- C. Remedies Cumulative.** The rights and remedies of SAHA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.
- D. Rights Upon Termination.** In the event the contract is terminated for any reason, or upon its expiration, SAHA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to SAHA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of the contract.

X. General Conditions

- A. Severability:** If any provision of this agreement or any portion or provision hereof applicable to any particular situation or circumstance is held invalid, the remainder of this agreement or the remainder of such provision (as the case may be), and the application thereof to other situations or circumstances shall not be affected thereby.
- B. Waiver of Breach:** A waiver of either party of any terms or conditions of this agreement in any instance shall not be deemed or construed as a waiver of such term or condition for the future, or of any subsequent breach thereof. All remedies, rights, undertakings, obligations, and agreements contained in this agreement shall be cumulative and none of them shall be in limitation of any other remedy, right, obligation or agreement of either party.
- C. Time of the Essence:** Time is of the essence as to each provision in which a timeframe for performance is provided in this RFP. Failure to meet these timeframes may be considered a material breach, and SAHA may pursue compensatory and/or liquidated damages under the contract.
- D. Examination and Retention of Contractor's Records:** SAHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under all contracts executed as a result of this RFP, 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 audits, examinations, excerpts and transcriptions.
- E. Right to data and Patent Rights:** In addition to other ownership & use rights SAHA shall have exclusive ownership of all, proprietary interest in, and the right to full and exclusive possession of all information, materials, documents, software, and all electronic data discovered or produced by Contractor and/or subcontractors pursuant to the terms of the contract, including but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the contract. Both parties agree to comply with HUD Bulletin 909-23, which is the Notice of Assistance Regarding Patent and Copyright Infringement.
- F. Force Majeure:** Neither SAHA nor Contractor shall be held responsible for delays or default caused by fire, flood, riot, acts of God or war where such cause was beyond, respectively, SAHA or Contractor's reasonable control. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

G. Notice to Proceed: Start work date will be determined by the SAHA Project Manager and Contractor's Manager. *Contractor shall not begin work until notice is received from SAHA.*

H. Communications:

H1. Form: All claims, notices, demands, requests, instructions, approvals and proposals must be submitted in writing.

H2. Notice to Contractor: Any Notices or Demands upon the Contractor shall be sufficiently given if delivered at the office of the Contractor stated on the signature page of the Contract or at such other office as he/she may from time to time designate in writing to SAHA or deposited in the United States mail in a sealed, postage-prepaid envelope or if delivered with charges prepaid to any telegraph company for transmission and addressed to the office of the Contractor indicated on the signature page of the contract or such other address as may be subsequently specified in writing to SAHA.

H3. Notice to SAHA: All notification papers required to be delivered to SAHA or its designated representative shall, unless otherwise specified in writing to the Contractor, be delivered to attn. Procurement, SAHA at 818 South Flores, San Antonio, Texas, 78204; and any notice to or demand upon SAHA shall be sufficiently given if so delivered or deposited in the United States mail in a sealed, postage-prepaid envelope or delivered with charges prepaid to any telegraph company for transmission to SAHA at the above address or to such other address as SAHA may subsequently specify in writing to the Contractor for such purpose.

H4. Receipt: Any such notice shall be deemed to have been given as of the time of actual delivery; or in the case of mailing, when the same should have been received in due course after the date of surrender to the Post Office; or in the case of telegrams, at the time of actual receipt, as the case may be.

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EXHIBIT A
Classifications and Specifications

SPECIFICATIONS FOR TEMPORARY AND CONTRACT PERSONNEL SERVICES

1.0 TEMPORARY AND CONTRACT PERSONNEL SERVICES:

- 1.1 As Needed Basis** - Services shall be purchased under the contract on an as "needed-basis", and Contractor agrees to accept and deliver qualified temporary personnel and contract services as ordered by SAHA. Contractor further agrees to maintain sufficient resources at all times and will provide written notification of any anticipated shortages of the unavailability of temporary personnel to meet the needs of SAHA.
- 1.2 Procedure for Requesting Temporary Personnel** - Designated SAHA representatives thereof, hereinafter referred to as "Designated Representative(s)", may contact the Contractor to request temporary staffing services. The Designated Representative shall be responsible for providing the Contractor with all necessary job information in order for the Contractor to place the most qualified and competent temporary personnel with the Designated Representative. Within four (4) hours, the Agency shall confirm if they have a viable candidate pool for the requested position(s) and can present resumes within 48 hours of receiving job order(s). Depending upon the category and skill level required of the temporary personnel, ask the Contractor to (1) provide resumes and other related information from which the User will select the appropriate individual(s), possibly after interviewing one or more candidates, or (2) select an individual with the appropriate skills and experience and arrange for that person to report to a designated work site on a specified date. Ideally, the Contractor will designate a qualified employee acceptable to SAHA at least two (2) working days prior to the date the temporary personnel is required to report to work. Occasionally, however, SAHA may have an urgent need due to some unforeseen emergency. Should such emergency occur, the Contractor shall designate a qualified person acceptable to SAHA within two (2) working hours prior to the time the temporary personnel is required to report to work. Should the primary Contractor be unable to provide acceptable temporary personnel in a timely manner, the SAHA may cancel its request with the Contractor.
- 1.3 Placement of Temporary Personnel.** The Contractor shall make all necessary arrangements with the Designated Representative for the Contractor's qualified candidates to report and commence work for SAHA as temporary personnel. Should the Designated Representative find that within the first four (4) hours of employment, the assigned temporary personnel fails to meet the minimum qualifications for the position or the work performance of the temporary

- personnel is unsatisfactory, the Contractor shall not charge SAHA for that person's time. Upon notification, the Contractor shall then remove the temporary personnel from the work site and, if requested by the SAHA, provide a qualified replacement person within 24 hours of removal.
- 1.4 Work Schedule** – Hours of work shall normally be eight hours per day Monday through Friday, 8:00 a.m. to 5:00 p.m. Other hours and work on state observed holidays might be arranged if agreed upon between SAHA's user department and the Contractor. SAHA's user department may request the Contractor to remove any temporary employees for cause, including but not limited to: poor or non-performance of assigned duties, theft, sexual harassment, abusive language or behavior, improper attire, in accordance with the terms and conditions of the Contract.
- 1.5 Unsatisfactory Performance** - If a temporary employee is; a) determined unsatisfactory by the SAHA user department, b) fails to report to work on time, or c) terminates employment with the Contractor while working at SAHA user department, the Contractor agrees to notify SAHA within four business hours for confirmation of the temporary employee who will report to the job on the next business day as a replacement.
- 1.6 Compliance** - In performing this Contract, the Contractor shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health Act, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, Affordable Care Act, and State Tax and Insurance Law.
- 1.7 Accommodations** - The Contractor being the legal employer of record will provide all necessary job accommodations; i.e. special equipment needs, for temporary employees with disabilities under the American Disabilities Act.
- 1.8 Unfilled Order** - Should the Contractor commit to provide the requested temporary employee at an agreed time/date, and then fails to meet the requirement, SAHA's contract administrator will solicit for employees and pricing from alternative contract vendors and reserves the right to assess an amount representing the additional cost to SAHA to utilize that alternative source.
- 1.9 Identification** – The selected temporary personnel will be issued a SAHA badge prior to reporting to work site. This shall only be used for SAHA business purposes and must be returned to SAHA's user department's supervisor upon completion of temporary assignment.

- 1.10 Training** – The Contractor shall provide each temporary employee used in the performance of work under this contract with adequate training to perform the work competently as defined in the contract specifications. The Contractor temporary employees shall be thoroughly trained in safety requirements and in the use of equipment and tools of their specified trade. The Contractor shall maintain a training record for each temporary employee's name, date of employment, and the type of training received. Such records shall be made available to SAHA's user department, if requested. The Contractor may be required to give all inexperienced temporary employees a minimum of eight hours of instruction for the specified job requirements.
- 1.11 Interpretation of Contract** – SAHA's Procurement/Legal Department will decide any and all questions, which may arise as to the interpretation of the contract relating to the work and the fulfillment of the contract on the part of the Contractor.
- 1.12 Job Order** - The Contractor shall submit a job order assignment manager's name and telephone number for a point of contact to the SAHA HR Representative(s). The HR Department shall be able to call requirements, changes, complaints, and questions to this job order assignment manager. The Contractor shall provide 10-working days' notice of any changes to the designated job order assignment manager. The Contractor job order assignment manager shall advise SAHA's HR status of the job order. To ensure the fastest response time to the procuring SAHA's user department, the Contractor shall provide a direct phone number for contact with the Contractor job order assignment manager. For emergencies after regular working hours, the Contractor shall provide a twenty-four hour answering service, such as an answering machine, pager, or message service.
- 1.13 User Requirements** - SAHA's user department will determine the amount and quality of the specified work performed which are to be paid for under this Contract.
- 1.14 Parking** – Under no circumstances shall any Contractor temporary employees or their vehicles enter any area not authorized by SAHA's user department and/or Security Department. The temporary employee and the individual SAHA's user department's supervisor must make parking arrangements after the Contractor temporary employee reports to the job assignment. All temporary parking permits must be returned to SAHA's user department's supervisor upon completion of the job assignment.

- 1.15 Criminal background checks and other verifications** – It is the responsibility of the Contractor to perform criminal background checks, department of motor vehicle reports, social security verifications, credit checks, and academic verifications on every temporary employee provided to SAHA by the Contractor prior to the assignment. The Contractor ensures and guarantees to SAHA that all personnel temporarily assigned to SAHA are clear of any past or present criminal records and all other verifications required have been completed satisfactory, prior to starting the assignment. Background checks shall be the national, local and MVR checks.
- 1.16 Drug screening** – It is the responsibility of the Contractor to perform pre-assignment drug screening on every temporary employee provided to SAHA by the Contractor. In the event that a SAHA workplace accident occurs or if SAHA deems necessary the temporary employee (s) may be required to take a drug screening examination at the Temporary Personnel Agency’s expense. Drug screening shall be 10-panel rapid test.
- 1.17 Driver’s License** – The Contractor must verify that the temporary employee(s) have a current and valid driver’s license prior and during employment and placement at SAHA, unless otherwise specified.
- 1.18 Education** – The Contractor must verify that temporary employee(s) have at a minimum, either a high school diploma or GED.
- 1.19 Temporary employee job titles** – The list of job titles contained in this Exhibit A. Job titles are subject to change and/or revisions. New job titles may be added and some deleted so that Contractor can adjust wages and bill rates to be in compliance with this Contract. SAHA will provide updated job titles and pay information as they occur.
- 1.20 Resumes** – When requested by SAHA, the Contractor will be responsible for providing a minimum of two, one- page resumes, including years of experience, to the HR department for review within 48 hours, following the initial request date for resumes, prior to sending any personnel to SAHA. The Contractor must respond within four business hours of this telephone request to acknowledge the receipt of the request to provide the availability of personnel to fill the requested said temporary personnel position.
- 1.21 User Department** - The requirement for services for temporary personnel is to be determined by the user department, through the Human Resources Department and its personnel administrator. SAHA’s user department

representative will determine the amount and quality of the specified work performed which are to be paid for under this Contract.

2.0 FINANCE DEPARTMENT POSITIONS - :

2.1 For Finance Department positions, it is SAHA's intention that it will:

2.1.1 Select a qualified person from the pool of candidates provided by the Contractor to fill Finance Department positions on a temporary basis. These temporary employees may be fulfilling different needs of the Finance Department.

2.1.2 Assist in identifying candidates to compete for permanent positions that need to be filled but may be "hard-to-fill" positions due to the nature of the available candidates pools or lack of success in filling the positions with qualified candidates.

3.0 Billing & Payments – Contractor must submit to Human Resources a separate invoice each week showing each temporary person by name, rate of pay, department assignment area, work hours and signed document by SAHA supervisor approving hours worked and all invoices shall show the contract number and other information as specified in the "Specifications" of this document. The payment of the weekly invoice is subject to approval and acceptance of Contractor's work by Housing Authority representative. The Housing Authority as per the contracted amount per each assigned Temporary Contract Personnel shall pay services performed by Contractor.

3.1 Reimbursements – When use of a personal vehicle by a temporary person is required by SAHA, to conduct SAHA business, the temporary person, will be required to submit a detailed report of mileage and/or parking fees to SAHA for review and approval. Upon approval SAHA will submit the information to the Contractor. The Contractor will be required to reimburse the temporary person for approved parking fees and mileage per the current IRS guidelines and submit a detailed invoice to SAHA for payment, without a markup.

3.2 Reports - The Contractor may be required to provide monthly or quarterly usage or utilization reports and other ad-hoc reports based on the employee information available to them.

3.3 Payrolling Services - In the event SAHA identifies and pre-selects a candidate

through its interview process and compliance procedures and routes the candidate through the Temporary Personnel Agency, the Agency may provide a discount to SAHA (listed as a line item on the Proposal Fee Sheet). This discount may apply for saving the Temporary Personnel Agency time involved in searching and sourcing for candidates. The Temporary Personnel Agency would still be required to fulfill all its contract obligations. With Payrolling Services, the Contractor is still under the obligations set forth in 1.15, 1.16 1.17 and 1.18 to include a comprehensive background check, driving record, employment verification and drug screen. Contractor would not receive a conversion fee for employees brought in under Payrolling Services.

- 3.4 Pay Rate** - Contractor must pay temporary staff provided to SAHA the same hourly wage that SAHA pays to its employees, which is based on the low end of the pay range, unless a higher rate is approved otherwise by SAHA's HR Director or the Director's designee.

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CLASSIFICATIONS

The Respondent shall include in the Proposal the cost to be charged to the Housing Authority for performance of the Temporary Contract Personnel Services as described herein. Said cost shall be provided in the format shown in the attached Proposal Fee Sheet, which reflects the hourly rates for each of the current SAHA job titles at the low end of each pay range. Said Bill Rate cost will be calculated as the SAHA rate reflected below plus the Markup percentage for temporary services and conversion fees. NOTE: SAHA does not offer benefits to temporary employees, including but not limited to paid holidays, vacations or sick leave. Bill Rate Markup shall be inclusive of all associated cost to the Contractor to include benefits, drug tests, background checks and other verifications, etc. Temporary employees are only paid for hours actually worked. Only hourly rates will apply to Bill Rate with Markup Percentage. Conversion fees will be a separate line item on Fee Sheet Form.

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Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

PAY GRADE	JOB TITLE	NE-Hourly EX-Exempt	DEPT	MINIMUM Hourly Rate	ANNUALIZED
1	Porter	NE	PH & Beacon	\$ 11.53	\$ 23,982.40
1	Custodian	NE	Gen Services	\$ 11.53	\$ 23,982.40
2	Customer Service Representative	NE	AHP & Gen Services	\$ 11.88	\$ 24,710.40
3	Administrative Specialist I	NE	Multi	\$ 12.35	\$ 25,688.00
3	Mail Clerk	NE	Gen Services	\$ 12.35	\$ 25,688.00
4	Warehouse Assistant	NE	Gen Services	\$ 12.66	\$ 26,332.80
5	Customer Care Specialist	NE	PH	\$ 13.04	\$ 27,123.20
6	Administrative Specialist II	NE	Multi	\$ 13.40	\$ 27,872.00
6	Maintenance Tech	NE	PH & Beacon	\$ 13.40	\$ 27,872.00
6	Painter/Maintenance	NE	PH & Beacon	\$ 13.40	\$ 27,872.00
7	Admin Secretary II	NE	Legal	\$ 14.47	\$ 30,097.60
7	Administrative Specialist III	NE	Multi	\$ 14.47	\$ 30,097.60
7	Carpenter - Make Ready	NE	Fd Hsng Prg	\$ 14.47	\$ 30,097.60
7	HR Assistant	NE	HR	\$ 14.47	\$ 30,097.60
7	Inspector, Housing Quality Standards	NE	AHP	\$ 14.47	\$ 30,097.60
7	Leasing Agent	NE	Beacon	\$ 14.47	\$ 30,097.60
7	Specialist I, Client Services	NE	PH	\$ 14.47	\$ 30,097.60
7	Senior Maintenance Technician	NE	PH & Beacon	\$ 14.47	\$ 30,097.60
8	Administrative Coordinator - IT	NE	IT	\$ 15.66	\$ 32,572.80
8	Coordinator, Client Support	NE	Beacon	\$ 15.66	\$ 32,572.80
8	Coordinator, Homeownership	NE	DSNR	\$ 15.66	\$ 32,572.80
8	Human Resources Administrative Coordinator	NE	HR	\$ 15.66	\$ 32,572.80
8	HVAC Mechanic/Maintenance Tech	NE	Beacon	\$ 15.66	\$ 32,572.80
8	Public Affairs Coordinator	NE	PA & Comm	\$ 15.66	\$ 32,572.80
8	Resource Specialist (Annie Casey)	NE	CDI	\$ 15.66	\$ 32,572.80
8	Resource Specialist, Jobs Plus Community	NE	CDI	\$ 15.66	\$ 32,572.80
8	Senior Leasing Agent	NE	Beacon	\$ 15.66	\$ 32,572.80
8	Specialist I, Housing Assistance-AHP	NE	AHP	\$ 15.66	\$ 32,572.80
8	Specialist, Case Mgmt (Beacon)	NE	Beacon	\$ 15.66	\$ 32,572.80
8	Specialist, Case Mgmt (E&D)	NE	PH	\$ 15.66	\$ 32,572.80
8	Specialist, Case Mgmt Grant (PH)	NE	PH	\$ 15.66	\$ 32,572.80
8	Specialist II, Client Services	NE	PH	\$ 15.66	\$ 32,572.80
8	Specialist, Property	NE	Beacon	\$ 15.66	\$ 32,572.80
9	Case Manager, Endowment Community	NE	CDI	\$ 16.93	\$ 35,214.40
9	Compliance Specialist	NE	Beacon	\$ 16.93	\$ 35,214.40
9	Executive Admin Assistant	NE	Multi	\$ 16.93	\$ 35,214.40
9	Lead Custodian	NE	Gen Svc	\$ 16.93	\$ 35,214.40
9	Purchasing Agent	NE	Procurement	\$ 16.93	\$ 35,214.40

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

PAY GRADE	JOB TITLE	NE-Hourly EX-Exempt	DEPT	MINIMUM Hourly Rate	ANNUALIZED
9	Specialist, Case Management FSS	NE	CDI	\$ 16.93	\$ 35,214.40
9	Specialist II, Housing Assistance	NE	AHP	\$ 16.93	\$ 35,214.40
9	Senior Resource Specialist, Jobs Plus (Grant Funded)	NE	CDI	\$ 16.93	\$ 35,214.40
10	Analyst, HR	NE	HR	\$ 18.22	\$ 37,897.60
10	Assistant Manager, Community	NE	PH & Beacon	\$ 18.22	\$ 37,897.60
10	Compliance Auditor	NE	Internal Audit	\$ 18.22	\$ 37,897.60
10	Coordinator, Informal Hearings-AHP	NE	AHP	\$ 18.22	\$ 37,897.60
10	Fraud Investigator	NE	Reg Oversight	\$ 18.22	\$ 37,897.60
10	Generalist I, Human Resources	NE	HR	\$ 18.22	\$ 37,897.60
10	Inspector, Quality Assurance Standards-AHP	NE	AHP	\$ 18.22	\$ 37,897.60
10	Senior Specialist, Housing Assistance	NE	AHP	\$ 18.22	\$ 37,897.60
10	Service Coordinator, ROSS GRANT	NE	CDI	\$ 18.22	\$ 37,897.60
10	Trainer-AHP	NE	AHP	\$ 18.22	\$ 37,897.60
11	Analyst, Data (AHP)	NE	AHP	\$ 19.72	\$ 41,017.60
11	Analyst, EIV/PIC	NE	PH & AHP	\$ 19.72	\$ 41,017.60
11	Analyst, Wait List	NE	AHP	\$ 19.72	\$ 41,017.60
11	Accountant, I	NE	Fin & Acct	\$ 19.72	\$ 41,017.60
11	Board Relations Manager	NE	Reg Compliance	\$ 19.72	\$ 41,017.60
11	Technical Support Specialist - IT	NE	IT	\$ 19.72	\$ 41,017.60
11	Supervisor I, Maintenance	NE	PH & Beacon	\$ 19.72	\$ 41,017.60
12	Administrator, Web & Graphic Designer	NE	PA & Comm	\$ 21.34	\$ 44,387.20
12	Analyst, Management	NE	Policy/Plan & PH	\$ 21.34	\$ 44,387.20
12	Coordinator, Jobs Plus Placement (Grant Funded)	NE	CDI	\$ 21.34	\$ 44,387.20
12	Coordinator, Section 3/SWMBE Program	NE	Procurement	\$ 21.34	\$ 44,387.20
12	Generalist II, Human Resources	NE	HR	\$ 21.34	\$ 44,387.20
12	Manager I, Community	NE	PH & Beacon	\$ 21.34	\$ 44,387.20
12	Organizer, Jobs Plus Community (Grant Funded)	NE	CDI	\$ 21.34	\$ 44,387.20
12	Specialist, Construction (DSNR)	NE	DSNR	\$ 21.34	\$ 44,387.20
12	Specialist, Operations Support	NE	AHP	\$ 21.34	\$ 44,387.20
12	Specialist, Risk	NE	Risk	\$ 21.34	\$ 44,387.20
13	Accountant II	EX	FIN & ACCT	\$ 23.05	\$ 47,944.00
13	Analyst I, Financial	EX	DSNR	\$ 23.05	\$ 47,944.00
13	Assistant Manager, Client Services	EX	AHP/PH	\$ 23.05	\$ 47,944.00
13	Assistant Manager-AHP	EX	AHP	\$ 23.05	\$ 47,944.00
13	Auditor II	EX	Internal Audit	\$ 23.05	\$ 47,944.00
13	Business Data Analyst-IT	EX	IT	\$ 23.05	\$ 47,944.00
13	Case Management Supervisor	EX	CDI	\$ 23.05	\$ 47,944.00
13	Connect Home Coordinator	EX	CDI	\$ 23.05	\$ 47,944.00
13	EIF Coordinator	EX	CDI	\$ 23.05	\$ 47,944.00

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

PAY GRADE	JOB TITLE	NE-Hourly EX-Exempt	DEPT	MINIMUM Hourly Rate	ANNUALIZED
13	Development Coordinator	EX	CDI	\$ 23.05	\$ 47,944.00
13	Digital and Social Media Specialist	EX	PA	\$ 23.05	\$ 47,944.00
13	Elderly and Disabled Services Supervisor	EX	PH	\$ 23.05	\$ 47,944.00
13	Executive Secretary to the President and CEO	EX	Exec Office	\$ 23.05	\$ 47,944.00
13	Inspector, Construction Project	EX	Construction	\$ 23.05	\$ 47,944.00
13	Interagency Initiatives Management Analyst	EX	Pol & Plan	\$ 23.05	\$ 47,944.00
13	Intergovernmental & Community Relations Manager	EX	PA & Comm	\$ 23.05	\$ 47,944.00
13	IT/Application Support Analyst	EX	IT	\$ 23.05	\$ 47,944.00
13	Jobs Plus Developer	EX	CDI	\$ 23.05	\$ 47,944.00
13	Manager, Homeownership Real Estate	EX	DSNR	\$ 23.05	\$ 47,944.00
13	Network Support Analyst - IT	EX	IT	\$ 23.05	\$ 47,944.00
13	Senior Payroll Administrator	EX	Fin & ACCT	\$ 23.05	\$ 47,944.00
13	Service Coordinator Supervisor (HPOG)	EX	CDI	\$ 23.05	\$ 47,944.00
13	Specialist, Contract	EX	Procurement	\$ 23.05	\$ 47,944.00
13	Supervisor, HVAC Mechanic	EX	Beacon	\$ 23.05	\$ 47,944.00
13	Supervisor II, Maintenance	EX	PH & Beacon	\$ 23.05	\$ 47,944.00
13	Systems Analyst - IT	EX	IT	\$ 23.05	\$ 47,944.00
14	Analyst I, Fiscal/Cost	EX	FIN & ACCT	\$ 24.88	\$ 51,750.40
14	Assistant Manager of Budget & Financial Resources	EX	AHP	\$ 24.88	\$ 51,750.40
14	ELITE Systems Super-User	EX	PH	\$ 24.88	\$ 51,750.40
14	Manager, Jobs Plus Program	EX	CDI	\$ 24.88	\$ 51,750.40
14	Manager II, Community	EX	PH & Beacon	\$ 24.88	\$ 51,750.40
14	Manager I, Project - Res	EX	DSNR	\$ 24.88	\$ 51,750.40
14	Senior Management Analyst-Non Profit Housing	EX	Beacon	\$ 24.88	\$ 51,750.40
14	Sustainability Liaison	EX	Construction	\$ 24.88	\$ 51,750.40
15	Analyst, GIS & MTW Program Analyst	EX	Pol & Plan	\$ 26.81	\$ 55,764.80
15	Capital Programs Analyst	EX	Asset Mgmt	\$ 26.81	\$ 55,764.80
15	Manager I, Construction Project	EX	Construction	\$ 26.81	\$ 55,764.80
15	Maintenance Superintendent	EX	Construction	\$ 26.81	\$ 55,764.80
15	Network Administrator - IT	EX	IT	\$ 26.81	\$ 55,764.80
15	Senior HR Generalist	EX	HR	\$ 26.81	\$ 55,764.80
15	Systems Administrator - IT	EX	IT	\$ 26.81	\$ 55,764.80
16	Business Applications Developer - IT	EX	IT	\$ 28.94	\$ 60,195.20
16	Manager, Federal Housing Admissions and Terminations	EX	AHP	\$ 28.94	\$ 60,195.20
16	Manager, Asset	EX	Asset	\$ 28.94	\$ 60,195.20
16	Manager III, Community	EX	PH & Beacon	\$ 28.94	\$ 60,195.20
16	Manager, Communications	EX	PA & Comm	\$ 28.94	\$ 60,195.20
16	Manager, Assisted Housing	EX	AHP	\$ 28.94	\$ 60,195.20
16	Manager, Budgets and Financial Resources	EX	AHP	\$ 28.94	\$ 60,195.20

HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS (210-477-6059)

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

PAY GRADE	JOB TITLE	NE-Hourly EX-Exempt	DEPT	MINIMUM Hourly Rate	ANNUALIZED
16	Manager, Client Services AHP	EX	AHP	\$ 28.94	\$ 60,195.20
16	Manager, Data Integrity and Financial Analyst	EX	AHP	\$ 28.94	\$ 60,195.20
16	Manager, Family Support Services	EX	CDI	\$ 28.94	\$ 60,195.20
16	Manager, General Services	EX	Gen Services	\$ 28.94	\$ 60,195.20
16	Manager, HRIS	EX	HR	\$ 28.94	\$ 60,195.20
16	Manager, Inspections AHP	EX	AHP	\$ 28.94	\$ 60,195.20
16	Manager, Operations Support and Financial Resources	EX	AHP	\$ 28.94	\$ 60,195.20
16	Supervisor, Accounting	EX	Fin & Acct	\$ 28.94	\$ 60,195.20
17	Analyst II, Financial	EX	Fin & Acct	\$31.30	\$ 65,104.00
17	Manager II, Project - F&CS	EX	Construction	\$31.30	\$ 65,104.00
17	Manager, Choice Neighborhood Program Initiatives	EX	DSNR	\$31.30	\$ 65,104.00
17	Manager, Compliance	EX	Regulatory	\$31.30	\$ 65,104.00
17	Manager II , Construction Project	EX	Construction	\$31.30	\$ 65,104.00
17	Manager, Regulatory Compliance	EX	Beacon	\$31.30	\$ 65,104.00
17	Manager IV, Community	EX	PH & Beacon	\$31.30	\$ 65,104.00
18	JDE Administrator/Developer - IT	EX	IT	\$ 33.77	\$ 70,241.60
18	Manager, Budget	EX	Fin & Acct	\$ 33.77	\$ 70,241.60
18	Manager, Development Services	EX	DSNR	\$ 33.77	\$ 70,241.60
18	Manager of Software Development - IT	EX	IT	\$ 33.77	\$ 70,241.60
18	Senior Manager, Development Planning	EX	DSNR	\$ 33.77	\$ 70,241.60
18	Senior Manager, Risk	EX	Risk	\$ 33.77	\$ 70,241.60
18	Systems Manager - IT	EX	IT	\$ 33.77	\$ 70,241.60
19	Assistant Director of Assisted Housing Programs	EX	AHP	\$ 36.56	\$ 76,044.80
19	Assistant Director of CDI & Jobs Plus Admin	EX	CDI	\$ 36.56	\$ 76,044.80
19	Assistant Director of Housing	EX	Beacon	\$ 36.56	\$ 76,044.80
19	Assistant Director of Housing Programs	EX	PH	\$ 36.56	\$ 76,044.80
19	Assistant Director of Procurement	EX	Procurement	\$ 36.56	\$ 76,044.80
19	Assistant Director of Public Housing	EX	PH	\$ 36.56	\$ 76,044.80
19	Assistant Director of Real Estate and Home Ownership	EX	DSNR	\$ 36.56	\$ 76,044.80
19	Assistant Director of Choice	EX	DSNR	\$ 36.56	\$ 76,044.80
19	Controller (Finance Reporting Manager)	EX	Fin & Acct	\$ 36.56	\$ 76,044.80

EXHIBIT B
HUD Forms and
Conflict of Interest Questionnaire
Form 1295 Certificate of Interested Parties

*(Form 1295 is to be completed online by the **Selected Respondent** and submitted to the Texas Ethics Commission pursuant to Government Code 2252.908 and a copy returned to SAHA with the Certification prior to contract execution. A copy of the 1295 Form is included herein for information purposes only).*

NOTE: DO NOT complete the form 1295 prior to being selected and awarded a contract.

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.

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.

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 there of 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

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.

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

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.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

EXHIBIT C
Profile of Firm Form
Subcontractor Listing
Company Biography



Procurement Department

PROFILE OF FIRM FORM (Page 1 of 2)

(1) Prime ___ Joint Venture/Partner ___ Sub-contractor ___ (This form shall be completed by and for each).

(2) Legal Name of Firm: _____

dba if applicable: _____

Telephone: _____ Fax: _____

Street Address, City, State, Zip: _____

(3) Identify Principals/Partners in Firm

Table with 3 columns: Name, Title, % of Ownership

(4) Please indicate the operating structure of your company.

- Publicly Held Corporation, Privately Held Corporation, Government Agency, Non-Profit Organization, Partnership, Sole Proprietorship

(5) Proposer's Diversity Statement: You must check all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Minority- (MBE), or Woman-Owned (WBE) Business Enterprises qualify by virtue of 51% or more ownership and active management by one or more of the following:

- African American, Native American, Hispanic American, Asian/Pacific American, Hasidic Jew, Asian/Indian American

- Woman-Owned (MBE), Woman-Owned (Caucasian), Disabled Veteran, Caucasian American (Male), Other (Specify)

(6) Is the business 51% or more owned by a public housing resident? ___ Yes ___ No. If yes, provide name and address of the public housing facility:

Facility Name: _____

Facility Address: _____ City: _____

(7) SWMBE Certification Number: _____

Certification Agency: _____

(NOTE: A CERTIFICATION/NUMBER IS NOT REQUIRED – ENTER IF AVAILABLE)

(8) Federal Tax ID Number: _____

(9) City of San Antonio Business License No.: _____

(10) State of Texas License Type and No.: _____

PROFILE OF FIRM FORM (Page 2 of 2)

(11) Has your firm or any member of your firm been a party to litigation with a public entity? If yes, when, with whom and state the circumstances and any resolution.

(12) Has your firm or any member of your firm ever sued or been sued by the San Antonio Housing Authority or its affiliated entities? If yes, when and state the circumstances and any resolution of the lawsuit.

(13) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance? If yes, when and state the circumstances and any resolution of the matter.

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No

Initials _____

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof conduct business with any country or organizations listed as a Designated Foreign Terrorist Organization on the list maintained by the Texas Comptroller of Public Accounts. Yes No

Initials _____

(16) Verification Statement: The undersigned Offerer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the SAHA discovers that any information entered herein is false, that shall entitle the SAHA to not consider nor make award or to cancel any award with the undersigned party.

Initials _____

(17) In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.

Initials _____

Signature **Date** **Printed Name** **Company**

Note: A completed Profile of Firm Form must be submitted for each subcontractor.

Proposed Subcontractors					
Item	Company Name	Address	Phone	Specialty	S/W/M/V BE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
I understand and agree that if awarded a contract as a result of this solicitation that the use of the above subcontractors is subject to the approval of SAHA and becomes a part of the contract. I further understand that any change in subcontractors also requires the pre-approval of SAHA.			_____ (Signature) _____ (Printed Name & Title)		

Note: A completed Profile of Firm Form must be submitted for each subcontractor and placed under Tab 3.

Company Biography

Company Name: _____

Headquarters Location: _____

Field Office Locations: _____

Business Specialty or Focus: _____

Number of Full Time Staff: _____

Founding Date and Brief History: _____

Name of Parent Company: _____

Texas Projects and/or Clients: _____
(past & current)

Previous Housing Authority Experience: YES NO

List the Authorities: _____

EXHIBIT D
Section 3 & SWMBE Guidelines and Forms

SAN ANTONIO HOUSING AUTHORITY

SECTION 3 PROGRAM

CONTRACTOR COMPLIANCE GUIDE

BACKGROUND

The San Antonio Housing Authority (SAHA) adopted a formal Section 3 program, policy, and procedures on June 2, 2011 (Resolution 5164) to provide the framework for its compliance with Section 3 of the Housing and Urban Development (HUD) Act of 1968 which applies to all employment and economic projects funded in whole or in part by HUD.

Therefore, all prime contractors participating on a HUD-assisted project shall comply with all applicable sections of the SAHA Section 3 Program.

The objective of the SAHA Section 3 Program is to ensure to the greatest extent feasible that employment and other economic-related opportunities are directed to low- and very-low income individuals and businesses owned by such individuals.

SECTION 3 GUIDANCE

1. The SAHA Section 3 Program adopted on June 2, 2011 is hereby incorporated by reference as part of this Interim Section 3 Guidance. Notice is hereby given that it is the responsibility of bidder/proposer or contractor to ensure understanding and compliance with all applicable sections of the Section 3 Program. Bidders/proposers and/or prime contractors are directed to the SAHA website for more information on the Section 3 Program.
2. The Section 3 Program requirements apply to all HUD-assisted projects covered by Section 3 and are therefore applicable to SAHA bidders/proposers and recipients of contracts and subcontracts.
3. In order to achieve the Section 3 Program objectives, numerical goals for training/employment and subcontracting opportunities for Section 3 residents and Business Concerns have been established. The Section 3 goals (below) apply to the entire Section 3 covered project and represent minimum numerical goals set forth in the Section 3 Program. In the absence of evidence to the contrary, a contractor that meets the minimum numerical goals will be considered to have complied with the Section 3 Program requirements. SAHA reserves the right to increase project-specific goals as may be deemed appropriate by the SAHA representatives. Contractors are advised to read each solicitation carefully to determine the applicable goals for compliance. In the event the solicitation changes the goals listed below, Contractor must follow the stricter goals.

Employment: Thirty percent (30%) of new hires per contract should be Section 3 residents.

Contracting: Subcontract ten percent (10%) of the total value of a construction contract with Section 3 Business Concerns.

Professional Services: Subcontract three percent (3%) with Section 3 Business Concerns on non-construction contracts (professional services).

3. In order to ensure the greatest impact on employment, contracting and economic opportunities, SAHA contractors and subcontractors shall direct their efforts to Section 3 residents and Business Concerns on a “preference” tiered basis as follows:

Training/Employment

- a) Category 1: Residents of the housing development or developments for which the Section 3 covered assistance is expended.
- b) Category 2: Residents of the other housing developments managed by the housing authority that is expending the Section 3 covered assistance.
- c) Category 3: Participants in HUD Youthbuild programs being carried out in the metropolitan area in which the Section 3 covered assistance is expended.
- d) Other Section 3 residents.

Contracting Opportunities

- a) Category 1: Business Concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended, or whose full-time permanent workforce includes 30 percent of those persons as employees.
- b) Category 2: Business Concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3 covered assistance, or whose full-time permanent workforce includes 30 percent of those persons as employees.
- c) Category 3: HUD Youthbuild programs being carried out in the metropolitan area (or non-metropolitan county) in which the Section 3 covered assistance is expended.
- d) Category 4: Business concerns that are 51 percent or more owned by Section 3 residents or whose permanent, full-time workforce includes no less than 30 percent Section 3 residents, or that subcontract in excess of 25 percent of the total amount of subcontracts to Category 1 or 2 business concerns identified above.

4. To more effectively apply the Section 3 preferences, the following incentives shall be applicable to Section 3 HUD-assisted projects:

Solicitations Under \$50,000

On solicitations under \$50,000 and where two or more certified Section 3 Business Concerns are available to compete, SAHA will institute a “first source” solicitation initiative whereby two of the three solicited firms must be Section 3 Business Concerns.

Solicitations Greater than \$50,000

On Requests for Proposals the following incentives will be instituted:

- 1) A twenty percent (20%) preference will be instituted for Category 1 Section 3 Business Concerns bidding as prime contractors.
- 2) A fifteen percent (15%) preference will be instituted for Category 2 Section 3 Business Concerns bidding as prime contractors.
- 3) A ten percent (10%) preference will be instituted for Category 3 Section 3 Business Concerns bidding as prime contractors.
- 4) A five percent (5%) preference will be instituted for Category 4 Section 3 Business Concerns bidding as prime contractors.
- 5) A five percent (5%) preference will be provided to SAHA prime contractors that have achieved both the resident hires and business concern contracting goals in their immediate past contract performance within the last year.
- 6) A five percent (5%) preference will be provided to SAHA prime contractors participating in a SAHA approved Joint Venture or Mentor-Protégé program with an eligible Section 3 Business Concern.
- 7) A five percent (5%) preference will be provided to prime contractors that have formal apprenticeship programs approved by DOL and commit to training no less than ten (10) eligible Section 3 residents through such programs annually that provide no less than 250 hours of formal training.

On Invitations for Bids the following preference will be instituted:

- 1). Contractors who are certified as Section 3 Business Concerns and whose prices are within the independent cost estimate of the project and are both responsive and responsible, shall receive a preference according to the following table, where x is the amount by which the Section 3 Business Concern may be above the lowest responsive bid.

x=lesser of:
<p>When the lowest responsive bid is less than \$100,000 10% of that bid or \$9,000.</p>
<p>When the lowest responsive bid is:</p> <p>At least \$100,000, but less than \$200,000 9% of that bid, or \$16,000.</p> <p>At least \$200,000, but less than \$300,000 8% of that bid, or \$21,000.</p> <p>At least \$300,000, but less than \$400,000 7% of that bid, or \$24,000.</p>

At least \$400,000, but less than \$500,000 6% of that bid, or \$25,000.
At least \$500,000, but less than \$1 million 5% of that bid, or \$40,000.
At least \$1 million, but less than \$2 million 4% of that bid, or \$60,000.
At least \$2 million, but less than \$4 million 3% of that bid, or \$80,000.
At least \$4 million, but less than \$7 million 2% of that bid, or \$105,000.
\$7 million or more 1½% of the lowest responsive bid, with no dollar limit.

2) Where two or more Section 3 business concerns are both responsive and responsible, the Section 3 business concern with the lowest price shall receive the contract award.

A successful contractor's usage of the above preferences shall be capped annually at \$1 million dollars in the aggregate. Once a contractor has been awarded annually \$1 million dollars in contracts as a result of a preference, the contractor is no longer eligible for the above preferences for the remainder of the calendar year.

5. Bidders/proposers must either achieve the Section 3 Program employment and subcontracting goals identified above (under number 3) or demonstrate acceptable good faith efforts to achieve the numerical goals in the proposal/bid. SAHA representatives shall review and deem acceptable, in their sole determination, a bidder or proposer's good faith efforts prior to the award of the contract. Please be advised that a contractor Section 3 performance will be considered and evaluated on future SAHA contracts and will be a factor in the selection and/or contract award.
6. To ensure that the SAHA Section 3 Program benefits individuals and businesses that are eligible Section 3 residents and Business Concerns, all Section 3 resident and Business Concerns must be deemed eligible through documentation of a "Section 3 Eligibility Form" for each eligible individual or business. Notice is hereby given that it is the responsibility of the prime contractor to ensure that all participating and eligible Section 3 residents and/or Business Concerns (vendors, suppliers or subcontractors) submit the necessary information for proper SAHA status review and credit.
7. All SAHA prime contractors must submit a Section 3 program compliance report on a monthly basis in the form and content as requested by SAHA staff. This report shall document Section 3 resident and Business Concern training, employment, and subcontracting monthly performance against goals and opportunities.
8. Failure or refusal by a SAHA bidder/proposer or contractor to satisfy or comply with the Section 3 Program requirements, either during the bid/proposal process or during the term of the SAHA agreement, shall constitute a material breach of contract whereupon the contract, at the option of SAHA, may be cancelled, terminated, or suspended in whole or in part; and, the contractor debarred from further contracts with SAHA as a non-responsible contractor. SAHA may at its discretion also declare bids/proposals not complying with the Section 3 Program requirements in whole or in part nonresponsive and eliminate them from consideration of a contract award.

INTERIM PRIME CONTRACTOR COMPLIANCE REQUIREMENTS

Prime contractors participating on SAHA Section 3 HUD-assisted projects are specifically required to address and satisfy the Section 3 Program requirements described below *prior* to the award of the contract. The Section 3 Program requirements shall be applicable throughout the duration of the contract and to any amendment and renewal.

1. In the absence of evidence to the contrary, a prime contractor that meets the minimum Section 3 Program numerical goals set forth in the solicitation will be considered to have complied with the Section 3 Program requirements. A prime contractor who meets this goal must submit with the bid/proposal a “*Good Faith Effort Compliance Plan*” (**Attachment A**) by simply completing Sections A and B which present the project and contractor information and goal commitment information respectfully.
2. In evaluating compliance, a prime contractor that *has not* met the numerical goals set forth in the solicitation has the burden of fully demonstrating its efforts to achieve the Section 3 goals through the submittal and approval of a “*Good Faith Effort Compliance Plan*” (**Attachment A**) to include completion of Sections A, B and C which must be included with the bid/proposal. SAHA representatives shall review and determine in their sole discretion whether a bidder or proposer’s (contractor) good faith effort compliance plan achieves the Section 3 Program goals and objectives. A responsive good faith effort compliance plan shall address all questions in Sections A, B and C and describe the concrete efforts that were taken and will be taken to reach numerical goals in hiring/employment, training, and contracting. The final agreed-upon plan shall become part of the SAHA contract.
3. SAHA reserves the right to disregard bids/proposals as non-responsive bids and proposals which fail to demonstrate a good faith effort towards compliance with the Section 3 Program requirements.
4. As required under the Section 3 Program’s contractual clause, prime contractors specifically agree to include the Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agree to take appropriate action, as provided in an applicable provision of the subcontract or in the Section 3 Clause, upon a finding that a subcontractor is in violation of the regulations in 24 CFR Part 135. A prime contractor shall not subcontract with any subcontractor where the bidder/proposer has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
5. Prime contractors shall submit a properly completed and executed “Section 3 Eligibility Form” for all participating Section 3 residents and/or Section 3 Business Concerns (**Attachment B**). It is the responsibility of the prime contractor to ensure that eligible Section 3 residents and Business Concerns submit all necessary information for SAHA review and credit, to include an eligible Section 3 prime contractor, if applicable.

6. Prime contractors requesting a Section 3 Program preference based upon employment or ownership interest shall submit a properly completed and executed Section 3 Eligibility Forms for all employees and owners who qualify, and provide any supporting documentation that may subsequently be required by SAHA. Prime contractors and subcontractors must employ any Section 3 residents full-time for not less than one month prior to the submittal of the bid/proposal in order for the prime contractor to receive credit for employing the Section 3 resident for a preference.
7. Notwithstanding the fact that a prime contractor may have the capability to complete a total project with its own workforce and without the use of subcontractors, all SAHA prime contractors on a HUD-assisted project shall be required to achieve the Section 3 Program numerical goals or demonstrate a good faith effort to achieve those goals within the industry. Should the need arise to hire or subcontract during the term of a contract, the hiring and/or subcontracting goals shall still be applicable and the training component remains in force.
8. All changes to the original list of subcontractors submitted with the bid or proposal shall be submitted for review and approval in accordance with SAHA's procedures when adding, changing, or deleting subcontractors/sub-consultants. Prime contractors are required to make a good faith effort to replace any Section 3 Business Concern with another eligible Section 3 Business Concern. SAHA may deny such requests when it finds that a prime contractor fails to provide acceptable justification or when the effect of such change would dilute a preference received on a HUD-assisted contract.
9. All prime contractors participating on a HUD-assisted project shall submit a Section 3 Performance Report no later than the third business day of the following month detailing Section 3 employment and contracting activity not only for themselves but also all subcontractors on the project. The report is to also detail training and other economic opportunity activities by the prime contractor and subcontractors.

SAN ANTONIO HOUSING AUTHORITY SECTION 3 PROGRAM UTILIZATION PLAN

INSTRUCTION SHEET

Please read these instructions carefully before completing the required *Section 3 Utilization Plan* document. These instructions are designed to assist bidders/proposers document Section 3 Program compliance. or present a detailed explanation why, despite their best efforts the minimum numerical goals were not met. These numerical goals are **minimum** targets that must be reached in order for SAHA to consider a recipient in compliance.

Questions regarding completion of the *Section 3 Utilization Plan* document should be directed to: Section 3 Coordinator, at 210 -477 -6165 or section3@saha.org.

- Bidders/proposers are required to make sincere efforts to achieve the Section 3 Program numerical goals as specified in solicitation documents. A bidders/proposers approved Section 3 Utilization Plan will be monitored throughout the duration of the SAHA contractual term.
- Contractor shall submit a *Section 3 Utilization Plan* at the time of bid/proposal submittal in order to be considered responsive.
- This *Section 3 Utilization Plan* is subject to SAHA's review and approval. SAHA may at its sole discretion approve or disapprove the plan. SAHA's determination is administratively appealable to the CEO and to the Board of Commissioners pursuant to SAHA's Section 3 Program, Policy & Procedures.
- All bidders/proposers are to complete the following:

- _____ **Section A**, Bidder/Proposer Information
- _____ **Section B**, Contractor Commitments - New Hires
- _____ **Section C**, Contractor Commitments - Subcontractors
- _____ **Section D**, Contractor Commitments – Other Economic Opportunities
- _____ **Section E**, Good Faith Efforts
- _____ **Section F**, Section 3 Compliance Certification

Optional:

- _____ Certification for Section 3 Business Concerns
- _____ Section 3 Individual Verification Form (S3-6003b REV 2/2016)

- SAHA requires all Section 3 residents and/or Business Concerns to certify or submit evidence to SAHA, contractor, or subcontractor, that the person or business is Section 3 eligible. SAHA has developed a Certification Process for this purpose. It is the responsibility of the Contractor to submit these forms to the SAHA Section 3 Coordinator at section3@saha.org.

SECTION 3 PROGRAM UTILIZATION PLAN

Project Title: _____

SECTION A – BIDDER/PROPOSER INFORMATION

Name of Firm: _____

Contact Person: _____ Telephone: _____

Email: _____

Is your firm a "Section 3 Business Concern": Yes _____ No _____
If "Yes"; complete the Certification for Section 3 Business Form and attach the Required Documentation.

SECTION B – CONTRACTOR COMMITMENTS – NEW HIRES (If more space is needed, please provide an attachment).

Hiring Goal: A minimum of Thirty percent (30%) of the aggregate number of new hires shall be Section 3 residents

B.1 Explain how you intend to recruit a minimum of 30% of Section 3 residents for **full-time new hires**, and what actions you will use to require subcontractors to do the same. **Note:** Section 3 individuals must work a minimum of 32 hours per week or 135 hours per month to be considered full-time employees.

B.2 Complete the table below to identify the bidder's/proposer's employee positions required for the execution of this project.

Job Category*	Number of Positions to be Filled with Section 3 Residents	Anticipated wages per hour
Professionals		
Technicians		
Office/Clerical		
Officers/Managers		
Sales		
Craft Workers (Skilled)		
Operatives (Semi-Skilled)		
Laborers (Unskilled)		
Service Workers		
Other List & describe		

B.3 The contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements. Indicate the estimated percentage of Section 3 new hires for this project: _____

SECTION C – CONTRACTOR COMMITMENTS – SUBCONTRACTORS (If more space is needed, please provide an attachment).

Contracting Goal: A minimum of ten percent (10%) of all covered **construction** contracts shall be awarded to Section 3 business concerns C. Three percent (3%) of all covered **non-construction** contracts shall be awarded to Section 3 business concerns

C.1 Describe how bids from Section 3 businesses will be solicited for subcontracting.

C.2 Complete the table below to identify the subcontractors/suppliers that will be utilized for the execution of this project.

Subcontractor/Supplier Listing

Subcontractor or Supplier/ Name and Address and phone number	Scope of Work/Product	\$ Value	Certified Section 3 Business Concern (Y/N)

(Make Additional Copies as Necessary)

C.3 The Prime Contractor will subcontract with a total of _____ Section 3 Business Concerns totaling _____% of the Contract Value. **NOTE:** *The contractual opportunity goal is a percentage of the total gross dollar value of the proposed contract awarded to a Section 3 eligible Business Concern. SAHA will only credit participation by Section 3 Business Concerns that submit documentation acceptable to SAHA certifying their Section 3 status.*

**SECTION D – CONTRACTOR COMMITMENTS – OTHER ECONOMIC OPPORTUNITIES
(If more space is needed, please provide an attachment).**

B.3 The undersigned bidder/proposer will satisfy the Section 3 *other economic opportunity* goal:
Yes _____ No _____

Please outline your plan to provide other economic opportunities to Section 3 residents. Examples of plans may include training agreements, internship programs, mentorship programs etc.

SECTION E – GOOD FAITH EFFORTS

NOTE: Fill this section only, if Plan as submitted fails to meet the employment and contractual opportunity goals as stated herein or as amended in the solicitation.

D.1 If no contracting, hiring or other economic opportunities are anticipated, briefly explain why.

SECTION F: SECTION 3 UTILIZATION PLAN CERTIFICATION

I CERTIFY THAT I HAVE REVIEWED AND FULLY UNDERSTAND SAHA'S SECTION 3 PROGRAM AND THE SECTION 3 CLAUSE INCORPORATED BY REFERENCE INTO THIS DOCUMENT. I HEREBY AFFIRM THAT THE INFORMATION SUBMITTED HEREIN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I HEREBY CERTIFY THAT THE ABOVE TABLES IDENTIFY THE NUMBER OF SECTION 3 BUSINESS CONCERNS THE COMPANY WILL UTILIZE AND THE NUMBER OF SECTION 3 RESIDENTS THE COMPANY PROPOSES TO EMPLOY.

I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE SAHA CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL:

SIGNATURE: _____ DATE: _____

San Antonio Housing Authority

Section 3 Individual New Hire Verification Form

NEW HIRES MUST COMPLETE THIS FORM. The Section 3 Program requires that recipients of certain HUD financial assistance, to the greatest extent feasible provide employment, training or education opportunities for low- and very-low income persons in connection with projects and activities in their neighborhood. Completion of this form helps your new employer and SAHA monitor compliance to the Section 3 program and may help in obtaining future business with the Housing Authority. Your information is kept CONFIDENTIAL and will not affect any federal subsidies you currently receive, if any.

CONTACT INFORMATION					
First Name:	Last:	M.I.:	Suffix:		
Residence Address:			City:		
State:	Zip:	County:		Phone:	
Email Address (required):				DOB:	
Date of Hire:		Company Name:			
Job Title:		Type of job:		Full-Time (32+ hours per week)	Part-Time

INCOME DISCLOSURE (CHECK ONE OPTION BELOW)
--

In order to be eligible as a Section 3 individual, your household income must meet the income criteria by household size. Individuals are eligible for Section 3 status if their household income is at or below 80% of Area Median Income in Bexar County during the current calendar year or be a resident of public housing or Section 8.

Option 1: I choose to disclose this information

Choose the number of individuals in your household in the chart below to determine your HUD income limit. The dollar amount below the number you indicate is your HUD income limit.

FY 2018 80% Area Median Income Limits (by Household Size)

Number of persons in household	1	2	3	4	5	6	7	8
80% of Area Median Income (FY 2018 HUD Income Limits)	\$37,450	\$42,800	\$48,150	\$53,450	\$57,750	\$62,050	\$66,300	\$70,600

YOU MUST ANSWER THE FOLLOWING QUESTIONS IF YOU ARE CLAIMING SECTION 3 ELIGIBILITY:

Is your household income at or below the HUD income limit for the current year? **Yes** **No**

If your answer is YES and you reside in Bexar County, you are a Section 3 individual, regardless of public housing status.

Are you a resident of public housing or Section 8? **Yes** **No**

If your answer is YES, you are a Section 3 individual regardless of your income.

Option 2: I choose NOT to disclose this information OR I do not qualify as a Section 3 eligible individual.

CERTIFICATION

By signing, I authorize my employer to release relevant information to the San Antonio Housing Authority (SAHA) for contract compliance purposes. I further affirm that the information on this form is to the best of my knowledge and belief true, correct, and complete.

Signature _____

DATE: _____

M/WBE UTILIZATION STATEMENT
SAN ANTONIO HOUSING AUTHORITY
M/WBE PROGRAM OFFICE

Please read these instructions carefully before completing the required Minority/Women Business Enterprise (M/WBE) Utilization Statement. These instructions are designed to assist prime contractors/consultants document M/WBE program compliance or in preparing the required detailed and complete good faith effort information.

Contractors/Consultants are required to submit detailed documentation when the contract specified M/WBE participation ranges or goals are not met. The SAHA M/WBE Program Manager will review and consider a bidder's or proposer's good faith efforts in assisting SAHA to meet its M/WBE policy and program objectives.

A. Bidders/Proposers are required to make sincere efforts in attempting to achieve the applicable SAHA M/WBE participation ranges or goals. The approved M/WBE participation ranges or goals will be monitored throughout the duration of the project;

B. All bidders/proposers are to complete Section A, Project Identification and Section B, Project M/WBE Utilization, if applicable. Should there be subcontracting/sub consulting opportunities, yet the bidder/proposer *not* achieve the project's applicable M/WBE participation range or goal, the bidder/proposer must complete all other sections of the Statement.

C. This Statement should be prepared by the company's project M/WBE Coordinator or designee. The Statement must be signed and dated by an authorized company official. The Coordinator or designee should have a working knowledge as to the project's subcontracting or sub-consulting and supplier activities (actual and anticipated). This individual shall be a key figure in directing the prime contractor's M/WBE activities.

D. The M/WBE Utilization Statement demonstrating a contractor's good faith efforts is subject to the SAHA M/WBE Program Coordinator's review and approval.

E. SAHA requires all M/WBE firms to be certified as such by an entity acceptable to SAHA for project M/WBE credit.

F. SAHA reserves the right to approve all additions or deletions of subcontractors, subconsultants, and/or major vendors. In the event that an M/WBE subcontractor, subconsultant, and/or major vendor is replaced, the contractor must make a good faith effort to involve and utilize another M/WBE subcontractor, sub consultant, and/or major vendor.

Should you have any questions or need additional information, please contact:

Charles Bode
818 S Flores
Asst. Director of Procurement
charles_bode@saha.org
210-477-6165

FOR SAHA PROCUREMENT DEPARTMENT USE ONLY

Reviewed by: _____

Date: _____

Signature of SAHA Official: _____

Recommendation: Approval: _____ Denial: _____

subject to the SAHA M/WBE Program Manager's review and approval.

M/WBE UTILIZATION STATEMENT
 SAN ANTONIO HOUSING AUTHORITY
 M/WBE PROGRAM OFFICE

SECTION A: PROJECT IDENTIFICATION

Project Number _____ Project Title _____

Contract Amount _____ Company Name _____

Project Participation Range/Goal: M/WBE ____ %

Contract Anticipated Participation Range: M/WBE ____ %

The M/WBE participation range/goal is expressed as a percentage of the total dollar amount of the prime contract awarded to M/WBEs. The goal is applicable for those areas, which the prime contractor has subcontracted, sub-consulted, and/or major supplies necessary in the performance of the contract.

SECTION B: SUBCONTRACTOR/SUB CONSULTANT/VENDOR UTILIZATION

1. List all actual *and* anticipated subcontracts, subconsultants, and/or major material purchases, include *both* M/WBE and non-M/WBE, to be utilized on the project (*use additional sheets if necessary*).

TRADE AREA	ESTIMATED AMOUNT (\$)	SUB/SUPPLIER	SUB/SUPPLIER	
			M/WBE	Yes (✓) No

2. MBE utilization in total dollars: _____ WBE utilization in total dollars: _____

3. Overall MBE utilization percentage (%): _____

4. Overall WBE utilization percentage (%): _____

5. Overall M/WBE utilization percentage (%): _____

6. Anticipated M/WBE utilization on this contract will occur:

Throughout ___ Beginning 1/3 ___ Middle 1/3 ___ Final 1/3 ___

Please Note: SAHA will credit only those M/WBEs that have been certified by an entity acceptable to SAHA. All changes, additions, or deletions occurring during the life of this contract relative to use of the listed subcontractors, sub-consultants and/or

major suppliers, M/WBE or otherwise, must be submitted to SAHA for review and approval.

If Bidder/Proposer is unable to meet the M/WBE participation range/goal, please proceed to complete Section C and submit documentation demonstrating contractual good faith efforts.

SECTION C: GOOD FAITH EFFORT

The following items are minimally considered as good faith efforts and demonstrate specific initiatives made in attempting to achieve SAHA's M/W/BE participation ranges. The bidder/proposer is not limited to these particular areas and may include other efforts deemed appropriate. Please feel free to elaborate on any question below.

Required Questions	Yes	No
1. If applicable, was your company represented at the pre-bid conference?		
2. Did your company request and obtain a copy of the certified M/WBE firms?		
3. Were M/WBE firms solicited for contract participation?		
4. Provide listing of solicited M/WBEs with whom contact was made? Please identify name of company, contact person, date, phone number and briefly describe nature of solicitation. (Include as an Attachment)		
5. Was direct contact made with SAHA's M/WBE Program Office? If yes, please identify date/person contacted and assistance sought. (Include as an Attachment)		
6. Identify all M/WBE support agencies/associations contacted for M/WBE assistance or solicitation (Minority Chamber's of Commerce, purchasing councils, contractor groups, etc.). (Please attach copies of solicitation letters of assistance and/or describe, as an Attachment to this section, the personal contact made)		
7. Were bid opportunities related to this project advertised in minority/women newspapers and trade journals? (If yes, please include a copy of the advertisement or detail the name of the publication(s), date of advertisement and describe the solicitation)		
8. Were copies of plans and specification furnished to any M/WBEs?		
9. Were subcontractors, subconsultants, and/or suppliers (if applicable) required to provide insurance or be bonded? (If yes, please detail any assistance that was provided or if they were referred, to whom)		
10. List, as an Attachment, all M/WBE bids received but rejected. Identify company name, contact person, telephone number, date, trade area, and the reason for rejecting the bid/proposal.		
11. Discuss any other effort(s) aimed at involving M/WBEs (Include as an Attachment): (a) Identify any specific efforts to divide work, in accordance with normal industry practices, to allow maximum M/WBE participation.		

(b) Discuss joint ventures initiatives, requesting second-tier M/WBE subcontracting, etc., if any.		
(c) List all other good faith efforts employed, please elaborate.		

The undersigned acknowledges and states that all information submitted as part of this Good Faith Effort Statement is true and correct to the best of his/her knowledge. I further agree that this document shall be attached thereto and become a binding part of the SAHA contract.

Print Name

Title Date

Signature

Telephone Number

EXHIBIT E
Proposal Checklist and Certification

**Proposal Checklist and Certification
(Exhibit E)**

(This Form must be fully completed and placed under Tab No. 8 of the "hard copy" tabbed proposal submission.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer's Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(One (1) Original Signature Copy and three (3) exact copies of proposal less pricing information)</i>
_____	Tab 1 Form of Proposal (Exhibit F)
_____	Tab 2 HUD Forms & Conflict of Interest Questionnaire(Exhibit B)
_____	Tab 3 Profile of Firm Subcontractor Form and Company biography
_____	Tab 4 Evaluation Factors
_____	Tab 5 Section 3 Business Preference
_____	Tab 6 S/W/MBE Business Utilization Plan
_____	Tab 7 Section 3 Good Faith Effort Compliance Plan
_____	Tab 8 Proposal Checklist and Certification

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES___ or NO___. If "YES," pursuant to the documentation justifying such submitted under Tab No 8, which category are you claiming?

- _____ Category I
- _____ Category II
- _____ Category III
- _____ Category IV

Bidder's Certification

By signing below, Bidder certifies that the following statements are true and correct:

1. He/she has full authority to bind Bidder and that no member Bidder's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency,
2. Items for which Bids were provided herein will be delivered as specified in the Bid,
3. In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.,
4. Bidder agrees that this bid shall remain open and valid for at least a period of 90 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Bidder,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Bid,
6. Bidder, nor the firm, corporation, partnership, or institution represented by the Bidder, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Bidder has not received compensation for participation in the preparation of the specifications for this IFB,
8. **Non-Collusive Affidavit:** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other Bidder, to fix overhead, profit or cost element of said bid price, or that of any other Bidder or to secure any advantage against SAHA or any person interested in the proposed contract; and that all statements in said bid are true.
9. **Child Support:** Pursuant to Section 231.006 (d) of the Texas Family Code, regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
10. **Lobbying Prohibition:** The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and 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; or the modification of any Federal contract, grant, loan, or cooperative agreement.
11. **Non-Boycott of Israel:** SAHA may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting these General Conditions and any associated contract, the CONTRACTOR certifies that it does not Boycott Israel, and agrees that during the term of this contract will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.
12. **SB 252:** Prohibits a government entity from awarding a contract to a company identified as Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts. By signature hereon bidder certifies that it is not affiliated in any manner with the businesses on this list.

_____ Signature	_____ Date
_____ Printed Name	_____ Company
_____ E-mail address if available	
_____ Phone	_____ Fax

EXHIBIT F
Form of Proposal

Form of Proposal
(To be on Contractor's Letterhead)

San Antonio Housing Authority
818 S. Flores
San Antonio, Texas 78204

Attention: Patti Keller, Purchasing Agent

RE: Temporary and Contract Personnel Services No. 1803-962-69-4777

Gentlemen:

The undersigned Respondent, having read and examined the RFP and associated documents for Temporary and Contract Personnel Services and having visited and /or familiarized myself with the solicitation requirements and after thoroughly considering the factors which will affect the execution of any assigned project and the cost thereof, does hereby submit their qualifications. All statements and commitments stated herein are firm and shall not be subject to withdrawal provided this Proposal is accepted within one hundred eighty (180) days after the official opening of proposals.

The undersigned hereby declares that the following list states any and all variations from and exceptions to the requirements of the proposal requirements and that, otherwise, it is the intent of this Proposal that the Project will be performed in strict accordance with the subsequent Contract Documents.

(If no exceptions are taken, indicate so by entering "None").

(Continue on separate page, if necessary, and attach hereto)

The undersigned Respondent herein proposes to execute the Project for the pricing/fee structure in the attached table.

PERFORMANCE

If this Proposal is accepted, the undersigned Respondent agrees to start and to complete the Services in accordance with the schedules set forth in the subsequent Contract.

If written notice of the acceptance of this proposal is mailed, facsimiled, or delivered to the undersigned within one hundred eighty (180) days after the date of opening of proposals, or anytime thereafter before this proposal is withdrawn by the Respondent, the undersigned will, within ten (10) days after the date of mailing, facsimileing, or delivering of such notice, execute

and deliver a Contract in the form provided by SAHA, complete with acceptable Performance and Payment Bonds, if applicable.

Dated this _____ day of _____, 20_____.

Offeror _____

By _____

Title _____

ATTEST: _____

Business Address of Offeror _____

State of Incorporation _____

Address of Principal Office _____

Email: _____

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

Pay Grade	Job Title	NE=Hourly EX=Exempt	Dept.	Min. Hourly Rate	Markup %
1	Porter	NE	PH & Beacon	\$ 11.53	
1	Custodian	NE	Gen Services	\$ 11.53	
2	Customer Service Representative	NE	AHP & Gen Services	\$ 11.88	
3	Administrative Specialist I	NE	Multi	\$ 12.35	
3	Mail Clerk	NE	Gen Services	\$ 12.35	
4	Warehouse Assistant	NE	Gen Services	\$ 12.66	
5	Customer Care Specialist	NE	PH	\$ 13.04	
6	Administrative Specialist II	NE	Multi	\$ 13.40	
6	Maintenance Tech	NE	PH & Beacon	\$ 13.40	
6	Painter/Maintenance	NE	PH & Beacon	\$ 13.40	
7	Admin Secretary II	NE	Legal	\$ 14.47	
7	Administrative Specialist III	NE	Multi	\$ 14.47	
7	Carpenter - Make Ready	NE	Fd Hsng Prg	\$ 14.47	
7	HR Assistant	NE	HR	\$ 14.47	
7	Inspector, Housing Quality Standards	NE	AHP	\$ 14.47	
7	Leasing Agent	NE	Beacon	\$ 14.47	
7	Specialist I, Client Services	NE	PH	\$ 14.47	
7	Senior Maintenance Technician	NE	PH & Beacon	\$ 14.47	
8	Administrative Coordinator - IT	NE	IT	\$ 15.66	
8	Coordinator, Client Support	NE	Beacon	\$ 15.66	
8	Coordinator, Homeownership	NE	DSNR	\$ 15.66	
8	Human Resources Administrative Coordinator	NE	HR	\$ 15.66	
8	HVAC Mechanic/Maintenance Tech	NE	Beacon	\$ 15.66	
8	Public Affairs Coordinator	NE	PA & Comm	\$ 15.66	
8	Resource Specialist (Annie Casey)	NE	CDI	\$ 15.66	
8	Resource Specialist, Jobs Plus Community	NE	CDI	\$ 15.66	
8	Senior Leasing Agent	NE	Beacon	\$ 15.66	
8	Specialist I, Housing Assistance-AHP	NE	AHP	\$ 15.66	
8	Specialist, Case Mgmt (Beacon)	NE	Beacon	\$ 15.66	
8	Specialist, Case Mgmt (E&D)	NE	PH	\$ 15.66	
8	Specialist, Case Mgmt Grant (PH)	NE	PH	\$ 15.66	
8	Specialist II, Client Services	NE	PH	\$ 15.66	
8	Specialist, Property	NE	Beacon	\$ 15.66	
9	Case Manager, Endowment Community	NE	CDI	\$ 16.93	

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

Pay Grade	Job Title	NE=Hourly EX=Exempt	Dept.	Min. Hourly Rate	Markup %
9	Compliance Specialist	NE	Beacon	\$ 16.93	
9	Executive Admin Assistant	NE	Multi	\$ 16.93	
9	Lead Custodian	NE	Gen Srvc	\$ 16.93	
9	Purchasing Agent	NE	Procurement	\$ 16.93	
9	Specialist, Case Management FSS	NE	CDI	\$ 16.93	
9	Specialist II, Housing Assistance	NE	AHP	\$ 16.93	
9	Senior Resource Specialist, Jobs Plus (Grant Funded)	NE	CDI	\$ 16.93	
10	Analyst, HR	NE	HR	\$ 18.22	
10	Assistant Manager, Community	NE	PH & Beacon	\$ 18.22	
10	Compliance Auditor	NE	Internal Audit	\$ 18.22	
10	Coordinator, Informal Hearings-AHP	NE	AHP	\$ 18.22	
10	Fraud Investigator	NE	Reg Oversight	\$ 18.22	
10	Generalist I, Human Resources	NE	HR	\$ 18.22	
10	Inspector, Quality Assurance Standards-AHP	NE	AHP	\$ 18.22	
10	Senior Specialist, Housing Assistance	NE	AHP	\$ 18.22	
10	Service Coordinator, ROSS GRANT	NE	CDI	\$ 18.22	
10	Trainer-AHP	NE	AHP	\$ 18.22	
11	Analyst, Data (AHP)	NE	AHP	\$ 19.72	
11	Analyst, EIV/PIC	NE	PH & AHP	\$ 19.72	
11	Analyst, Wait List	NE	AHP	\$ 19.72	
11	Accountant, I	NE	Fin & Acct	\$ 19.72	
11	Board Relations Manager	NE	Reg Compliance	\$ 19.72	
11	Technical Support Specialist - IT	NE	IT	\$ 19.72	
11	Supervisor I, Maintenance	NE	PH & Beacon	\$ 19.72	
12	Administrator, Web & Graphic Designer	NE	PA & Comm	\$ 21.34	
12	Analyst, Management	NE	Policy/Plan & PH	\$ 21.34	
12	Coordinator, Jobs Plus Placement (Grant Funded)	NE	CDI	\$ 21.34	
12	Coordinator, Section 3/SWMBE Program	NE	Procurement	\$ 21.34	
12	Generalist II, Human Resources	NE	HR	\$ 21.34	
12	Manager I, Community	NE	PH & Beacon	\$ 21.34	
12	Organizer, Jobs Plus Community (Grant Funded)	NE	CDI	\$ 21.34	
12	Specialist, Construction (DSNR)	NE	DSNR	\$ 21.34	
12	Specialist, Operations Support	NE	AHP	\$ 21.34	

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

Pay Grade	Job Title	NE=Hourly EX=Exempt	Dept.	Min. Hourly Rate	Markup %
12	Specialist, Risk	NE	Risk	\$ 21.34	
13	Accountant II	EX	FIN & ACCT	\$ 23.05	
13	Analyst I, Financial	EX	DSNR	\$ 23.05	
13	Assistant Manager, Client Services	EX	AHP/PH	\$ 23.05	
13	Assistant Manager-AHP	EX	AHP	\$ 23.05	
13	Auditor II	EX	Internal Audit	\$ 23.05	
13	Business Data Analyst-IT	EX	IT	\$ 23.05	
13	Case Management Supervisor	EX	CDI	\$ 23.05	
13	Connect Home Coordinator	EX	CDI	\$ 23.05	
13	EIF Coordinator	EX	CDI	\$ 23.05	
13	Development Coordinator	EX	CDI	\$ 23.05	
13	Digital and Social Media Specialist	EX	PA	\$ 23.05	
13	Elderly and Disabled Services Supervisor	EX	PH	\$ 23.05	
13	Executive Secretary to the President and CEO	EX	Exec Office	\$ 23.05	
13	Inspector, Construction Project	EX	Construction	\$ 23.05	
13	Interagency Initiatives Management Analyst	EX	Pol & Plan	\$ 23.05	
13	Intergovernmental & Community Relations Manager	EX	PA & Comm	\$ 23.05	
13	IT/Application Support Analyst	EX	IT	\$ 23.05	
13	Jobs Plus Developer	EX	CDI	\$ 23.05	
13	Manager, Homeownership Real Estate	EX	DSNR	\$ 23.05	
13	Network Support Analyst - IT	EX	IT	\$ 23.05	
13	Senior Payroll Administrator	EX	Fin & ACCT	\$ 23.05	
13	Service Coordinator Supervisor (HPOG)	EX	CDI	\$ 23.05	
13	Specialist, Contract	EX	Procurement	\$ 23.05	
13	Supervisor, HVAC Mechanic	EX	Beacon	\$ 23.05	
13	Supervisor II, Maintenance	EX	PH & Beacon	\$ 23.05	
13	Systems Analyst - IT	EX	IT	\$ 23.05	
14	Analyst I, Fiscal/Cost	EX	FIN & ACCT	\$ 24.88	
14	Assistant Manager of Budget & Financial Resources	EX	AHP	\$ 24.88	
14	ELITE Systems Super-User	EX	PH	\$ 24.88	
14	Manager, Jobs Plus Program	EX	CDI	\$ 24.88	
14	Manager II, Community	EX	PH & Beacon	\$ 24.88	
14	Manager I, Project - Res	EX	DSNR	\$ 24.88	

HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS (210-477-6059)

Request for Proposals No. 1803-962-69-4777 Temporary and Contract Personnel Services

Pay Grade	Job Title	NE=Hourly EX=Exempt	Dept.	Min. Hourly Rate	Markup %
14	Senior Management Analyst-Non Profit Housing	EX	Beacon	\$ 24.88	
14	Sustainability Liaison	EX	Construction	\$ 24.88	
15	Analyst, GIS & MTW Program Analyst	EX	Pol & Plan	\$ 26.81	
15	Capital Programs Analyst	EX	Asset Mgmt	\$ 26.81	
15	Manager I, Construction Project	EX	Construction	\$ 26.81	
15	Maintenance Superintendent	EX	Construction	\$ 26.81	
15	Network Administrator - IT	EX	IT	\$ 26.81	
15	Senior HR Generalist	EX	HR	\$ 26.81	
15	Systems Administrator - IT	EX	IT	\$ 26.81	
16	Business Applications Developer - IT	EX	IT	\$ 28.94	
16	Manager, Federal Housing Admissions and Terminations	EX	AHP	\$ 28.94	
16	Manager, Asset	EX	Asset	\$ 28.94	
16	Manager III, Community	EX	PH & Beacon	\$ 28.94	
16	Manager, Communications	EX	PA & Comm	\$ 28.94	
16	Manager, Assisted Housing	EX	AHP	\$ 28.94	
16	Manager, Budgets and Financial Resources	EX	AHP	\$ 28.94	
16	Manager, Client Services AHP	EX	AHP	\$ 28.94	
16	Manager, Data Integrity and Financial Analyst	EX	AHP	\$ 28.94	
16	Manager, Family Support Services	EX	CDI	\$ 28.94	
16	Manager, General Services	EX	Gen Services	\$ 28.94	
16	Manager, HRIS	EX	HR	\$ 28.94	
16	Manager, Inspections AHP	EX	AHP	\$ 28.94	
16	Manager, Operations Support and Financial Resources	EX	AHP	\$ 28.94	
16	Supervisor, Accounting	EX	Fin & Acct	\$ 28.94	
17	Analyst II, Financial	EX	Fin & Acct	\$ 31.30	
17	Manager II, Project - F&CS	EX	Construction	\$ 31.30	
17	Manager, Choice Neighborhood Program Initiatives	EX	DSNR	\$ 31.30	
17	Manager, Compliance	EX	Regulatory	\$ 31.30	
17	Manager II , Construction Project	EX	Construction	\$ 31.30	
17	Manager, Regulatory Compliance	EX	Beacon	\$ 31.30	
17	Manager IV, Community	EX	PH & Beacon	\$ 31.30	
18	JDE Administrator/Developer -IT	EX	IT	\$ 33.77	

Pay Grade	Job Title	NE=Hourly EX=Exempt	Dept.	Min. Hourly Rate	Markup %
18	Manager, Budget	EX	Fin & Acct	\$ 33.77	
18	Manager, Development Services	EX	DSNR	\$ 33.77	
18	Manager of Software Development - IT	EX	IT	\$ 33.77	
18	Senior Manager, Development Planning	EX	DSNR	\$ 33.77	
18	Senior Manager, Risk	EX	Risk	\$ 33.77	
18	Systems Manager - IT	EX	IT	\$ 33.77	
19	Assistant Director of Assisted Housing Programs	EX	AHP	\$ 36.56	
19	Assistant Director of CDI & Jobs Plus Admin	EX	CDI	\$ 36.56	
19	Assistant Director of Housing	EX	Beacon	\$ 36.56	
19	Assistant Director of Housing Programs	EX	PH	\$ 36.56	
19	Assistant Director of Procurement	EX	Procurement	\$ 36.56	
19	Assistant Director of Public Housing	EX	PH	\$ 36.56	
19	Assistant Director of Real Estate and Home Ownership	EX	DSNR	\$ 36.56	
19	Assistant Director of Choice	EX	DSNR	\$ 36.56	
19	Controller (Finance Reporting Manager)	EX	Fin & Acct	\$ 36.56	

1. Cost - Pay Rate is determined per the specifications in this solicitation. Current SAHA Salary Rate + Contractor's Markup rate = Pay Rate to Contractor.

A.) Conversion Fee: \$ _____

B.) Time Required to Convert at NO CHARGE to SAHA (Hours): _____

C.) Payrolling Services: _____ % Discount to SAHA.

D.) Cost for Direct Hire Personnel Percentage of Annual Salary: _____ %

NOTE: The Current SAHA Salary Rate used is generally at the beginning of the position's pay range.

Cost Analysis

HUD regulations require a cost analysis prior to an award of contract. Please supply the information requested below as to how the fees on the proposal fee sheet were calculated.

DIRECT COSTS:

Direct Labor (Personnel) \$ or % _____

Equipment \$ or % _____

Supplies & Materials \$ or % _____

Travel and Per Diem \$ or % _____

Subcontractors or Consultants \$ or % _____

Fuel and oil \$ or % _____

Other: \$ or % _____

(Computer time, copying, long distance phone calls, etc)

INDIRECT COSTS:

Overhead \$ or % _____

General & Administrative Expenses \$ or % _____

PROFIT OR FEE \$ or % _____

EXHIBIT I Insurance Requirements

Contractor is required to have in place during the term of the contract the following minimum insurance requirements. Contractor will be required to provide an original Certificate of Insurance to SAHA within 10 days of contract signature:

Professional Liability	Required Limits
SAHA and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle(s) to do work on SAHA properties.	\$500,000 combined Single limit, Per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two persons. <u>A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.</u> SAHA and its affiliates must be a Certificate Holder.	Statutory Employer's Liability is \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate