



SOLICITATION TYPE:	Request for Proposals (RFP)
DESCRIPTION:	Webmaster
RFP NUMBER:	RFP# 12-R011
ISSUE DATE:	Thursday, July 12, 2012
PROPOSAL DUE DATE & TIME:	Friday, August 10, 2012, 3:00PM ET
PROPOSAL DELIVERY LOCATION:	Lucas Metropolitan Housing Authority (LMHA) 435 Nebraska Avenue Toledo, OH 43604
DIRECT INQUIRIES TO:	Terri Mayle Director of Finance (419) 259-9447 tmayle@lucasmha.org
SECTION 3 INQUIRIES:	Jamillah Reynolds Section 3 Compliance Coordinator (419) 259-9419 jreynolds@lucasmha.org

Note: All inquiries must be received via email, no later 12:00 A.M. Eastern Time, August 9, 2012. All Proposals are subject to the Conditions, Instructions, Requirements and the Specifications attached hereto. These documents are available at web address: www.lucasmha.org.

All proposers shall be required to meet the Affirmative Action requirements and Equal Employment Opportunity requirements as described in Executive Order #11246. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of their age, race, color, religion, creed, sex, military status, ancestry, disability, handicap or national origin.

The responsibility for submitting a response to this RFP at the Lucas Metropolitan Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent.

RFP
REQUEST FOR PROPOSALS
#12-R011

Webmaster



Prepared by: Lucas Metropolitan Housing Authority
435 Nebraska Avenue, Toledo, OH 43604
P.O. Box 477, Toledo, OH 43697-0477

Linnie B. Willis
Executive Director

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REQUIREMENTS & SPECIFICATIONS

Project Overview:

The Lucas Metropolitan Housing Authority (LMHA) is seeking a firm to function as Webmaster in the development, design, programming, hosting, security and maintaining content of the www.lucasmha.org website.

Scope of Services:

The current capabilities required and services to be performed by the selected firm include, but are not limited to the following:

- Website development, design, modification and administration services
- Content Management and updating
- Utilization of the newest, most efficient available web technologies
- Web hosting
- Helpdesk and technical support for the website
- Monitoring and tracking website traffic
- Ongoing Website Maintenance

Goals for the web site are:

- ✓ Improve the information architecture that supports easy navigation of the site to key LMHA services, encouraging interested parties to return.
- ✓ Improve the timeliness of content published to the website.
- ✓ Expand the information the LMHA offers to residents/clients/employees/stakeholders on the website
- ✓ Enable updating the look and feel of the website on an as-needed basis.
- ✓ Redesign the website with a new look and feel supporting the on-going branding efforts of the LMHA and reflecting the diverse make up and vision of the residents and clients of LMHA.

GENERAL INFORMATION

Introduction

Lucas Metropolitan Housing Authority is a metropolitan housing authority organized and existing under the Ohio Revised Code Section 3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulation under Title 24 of the Code of Federal Regulation.

LMHA is governed by a five (5) person Board of Commissioners, appointed pursuant to the above - cited statute. The Executive Director controls the daily operations.

The mission of LMHA is “to provide low to moderate income residents of Lucas County access to decent, safe, affordable housing and to advocate on behalf of our clients on community issues and services that affect their ability to secure and maintain housing”.

LMHA is committed to a goal of thirty-five percent of all contract funds being awarded to Minority Business Enterprises (MBE). The firms submitting proposals are encouraged to include MBE participation to the maximum extent possible.

The Competitive Negotiation Process will be used to select the contract award, beginning with the highest ranked firm. LMHA reserves the right to negotiate a contract with the individual(s), firm(s), or organization(s) who provides the greatest benefit to LMHA.

Contact Person: **Terri Mayle**
 Director of Finance
 (419) 259-9447
 tmayle@lucasmha.org

Vendor Disclosures

Vendor must provide disclosure of any pending or threatened court actions and/or claims against the Vendor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

Conflict of Interest

No vendor will promise, or give to any LMHA employee anything of value that could influence that employee in their decision on awarding contracts. No vendor will try to influence an employee of LMHA to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

Vendor Examination of the RFP

Vendors are expected to be familiar with the entire RFP. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP.

If a vendor discovers any mistakes or omissions in the RFP they must notify LMHA's Contact Person in writing. Clarifications and corrections will be sent to all vendors who have registered with the agency for the RFP.

Changes to RFP

LMHA may make changes to this RFP by sending changes to all vendors who attended the pre-proposal conference. These changes will be posted at www.lucasmha.org

Non-Appropriation Clause

The proposed services will be subject to termination in the subsequent fiscal years if sufficient funds are not appropriated and budgeted or are not otherwise available to continue making payments for the equipment or services.

Termination

LMHA reserves the right to terminate an agreement without prior notification for reasons it deems in the best interest of LMHA. If terminated, LMHA will notify the contractor/vendor of the termination in writing.

Holidays

LMHA recognizes the following holidays as vacation days for its employees:

New Year's Day	Columbus Day
Martin Luther King, Jr. Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve (open/operates at half-staff)
Labor Day	Christmas Day
	New Year's Eve (open/operates at half-staff)

TERMS & CONDITIONS

The RFP and the commitments made in the selected proposal will be contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

Type of Contract

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract will incorporate the requirements of the RFP, the vendor's proposal, and all other agreements that may be reached.

The vendor is normally responsible for the execution of the project/program and contract requirements.

If the vendor proposes a different type of approach, describe the contractual protection offered to ensure successful implementation of the project. If vendor proposes a multi-vendor or sub-contract approach, clearly describe the responsibilities of each party and the assurances of the performance you offer. The successful vendor's proposal, this RFP, and other applicable addenda will become part of the final contract and will merge into the contract.

Confidentiality & Security

Any vendor that has access to confidential information will be required to keep that information confidential.

SUBMITTING PROPOSALS

Preparation of Proposal

Proposals must provide a clear picture of the vendor's qualifications to provide the services required in the RFP. The vendor should respond to the RFP instructions and requirements. The proposal must include all costs that relate to the responses submitted.

All proposals become the property of LMHA to use. All proposals will be considered public information and will be open for inspection.

False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

Vendor Representative's Signature

An officer of the Respondent, who is legally authorized to enter into a contractual relationship on behalf of the Respondent, must sign the submission package, and Respondent(s) must affix the organization's corporate seal to these documents. In the absence of a corporate seal, a Notary Public must notarize the submission package signature. The signature must indicate the title or position the individual holds in the vendor's organization.

Delivery of Proposals

Bound and tabbed proposals with table of contents [one (1) original and three (3) copies, all clearly marked] are to be submitted to LMHA's Contact Person at the address listed in the RFP - **(Total of four). The completed submission package must be received by 3:00 p.m. Eastern Standard Time, on Friday, August 10, 2012.** The original and all copies of the submission package must be labeled with the Respondents name, address, telephone number, email address, due date and RFP title: **"Webmaster"**. Proposals received after the deadline will not be considered. If mailed, the vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxes or electronically mailed proposals will not be accepted.

All vendors must carefully review their final proposals. Once opened, proposals cannot be changed; however LMHA may request information or respond to inquiries for clarification purpose only.

All vendors submitting a proposal must agree to honor the terms and conditions contained herein for a period of one-hundred and eighty (180) days.

Proposal Details

The detailed proposal must include information as follows:

1. Submission Contents (Total of four - one original and three copies)
The proposal shall be paginated and divided into tabbed sections, as follows;
 - Tab A – Letter of Transmittal
 - Tab B – Organization
 - Tab C – Statement of Qualifications and Experience
 - Tab D – Supporting Materials
 - Tab E – Scope of Services
 - Tab F – References
 - Tab G – Exhibits

Acceptance and Rejection of Proposals

LMHA reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Firms may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of LMHA staff, LMHA Executive Director and LMHA's Board of Commissioners shall be final.

Withdrawal of Proposal

Proposals may be withdrawn by written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

Evaluation and Award of Contract

The Competitive Negotiation Process will be used to select the agreement award, beginning with the highest ranked firm. LMHA reserves the right to negotiate an agreement with individual (s), firm (s), or organization (s) that provides the greatest benefit to LMHA. Firms in the competitive range may be required to be interviewed by the evaluation panel.

LMHA will select the respondent that is the most advantageous to LMHA based upon the evaluation criteria stated herein. LMHA reserves the right to negotiate price and other factors with any acceptable respondent.

LMHA reserves the right to waive any minor irregularity or technicalities in the proposals received. LMHA reserves the right to award without discussion (s) and may make an award to

multiple vendors. The professional services selective process will involve the ranking of professional firms by the appointed LMHA evaluation committee. Once the proposals have been evaluated, LMHA will negotiate with the Respondent (s) who fall within the competitive range.

Preliminary Proposal Review

The review process will be conducted in two parts. The preliminary review will consist of a review to be sure the proposal meets the minimum requirements (and mandatory conditions) specified in the RFP. If they do not, they will be rejected.

Initial Review

Proposals in response to the RFP must meet the following requirements:

- **The proposal must be received at the address indicated in the RFP no later than 3:00 p.m. Eastern Standard Time, on Friday, August 10, 2012.** Proposals not received at the designated address by the specified date will be rejected.
- Required number of copies submitted.
- Proposal signed by authorized vendor representative.
- Proposals that pass this initial review will be considered a valid proposal and will move on to the final review. Those that do not will be filed as rejected.

Final Review

- All valid proposals will be reviewed, evaluated, and rated by the Review Committee. The Review Committee will be composed of LMHA staff.
- The Review Committee will evaluate each proposal against the criteria in the RFP. During the review, the Committee may request additional information from the vendor. Such information requests and vendor's responses must always be in writing.
- All qualified proposals shall be reviewed by the Review Committee using a standard Proposal Review Evaluation Rating Sheet tailored specifically for this RFP. The number of evaluation points for each section varies according to the value assigned for that particular aspect of the program.

The Review Committee members may request information from sources other than the written proposal to evaluate vendor's programs. Other sources of information may include oral presentations by vendors, written responses to clarifying questions posed by the Review Committee, and vendor's history/experience in providing similar services.

Review Committee member rating sheets will be used to focus discussion. The final composite Evaluation Rating Sheet that includes the prioritized vendor's rankings will be maintained on file by LMHA. The end result of the review process is a prioritized list from best to least.

Written notification will be made to all vendors who submitted a proposal. In awarding the contract, LMHA's evaluation will include, but will not be limited to:

- Criteria for the Stage 1 review;
- Strength and stability of the vendor to provide the requested services;

- Ability to meet the project/program time lines;
- Overall responsiveness and completeness of the proposal as well as the likelihood that, in LMHA's opinion and at LMHA's discretion, the proposal best meets or exceeds LMHA's specifications;
- Scope of service being proposed;
- Customer references;
- Any other factors considered relevant by LMHA and demonstrated by the proposal or investigation by LMHA; and
- Experience with a similar project/program of comparable size and scope

Vendor finalists will be notified of their non-selection after the preferred vendor is notified. If the successful vendor fails to execute the contract, LMHA may award the contract to another vendor whose proposal met the requirements of the RFP and any addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between LMHA and the vendor.

EVALUATION CRITERIA

The selective process will involve the ranking of proposals by the appointed LMHA evaluation committee.

Evaluation criteria to be used in reviewing proposals and their respective weights are as follows:

General Evaluation Criteria Point Value (Total: 100 Points Maximum)

Max Value	FACTOR DESCRIPTION
35	No. 1: Demonstration of ability to provide the necessary knowledge, skill(s), qualification(s) and required service(s), including qualification(s) of assigned personnel.
25	No. 2: Completeness of Proposal and demonstrated grasp of performance expectations of service to be performed under the Scope of Work
30	No. 3: Itemized Proposal Budget (price) relative to project.
10	No. 4: Demonstrated commitment of respondent to workforce diversity (MBE/EEO).
Max Value 100	Total Points (Other than Section 3 Business Preference of Compliance Points)

Section 3 Business Concern Preference Point Value (Total: 15 Points Maximum)

Preference means, if at any time a contractor should bid or issue a response to a Request for Proposal (RFP) or Request for Qualifications (RFQ), and your price and qualifications or proposal are equal to any Non-Section 3 Business Concern, you will receive Preference in that contract award. Preference points shall be added to the total number of available rating points.

Reference chart below:

Max Value	SECTION 3 BUSINESS PREFERENCE PARTICIPATION FACTORS
15	Category 1: Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
10	Category 2: Business concerns that are 51% or more owned by LMHA residents other than the housing development where the work is to be performed, or whose full-time permanent workforce includes 30% of these persons as employees.
5	Category 3: HUD YouthBuild programs being carried out in the LMHA service area in which Section 3 covered assistance is expended.
3	Category 4: Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 business); or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.
Max Value 15	Section 3 Business Preference Participation <u>Bonus</u> Points

OR

Non-Section 3 Business Concerns Compliance Requirements Point Value (Total: 15 Points Maximum)

Non-Section 3 Business Concerns are required by LMHA to remain compliant with Section 3 for the life of the proposed contract. In compliance with 24 CFR 135 (Appendix, Section III., Item 3, iv), contract awards in competitive bidding processes such as a Request for Proposal (RFP), Request for Qualifications (RFQ), or Invitation for Bids (IFB) shall be made to the responsible firm whose proposal is most advantageous with respect to Section 3.

The following are contractor compliance points applied when evaluating bids/proposals received as the result of a RFP, RFQ, or IFB selection. Compliance points shall be added to the total number of available rating points.

Compliance chart below:

Max Value	SECTION 3 <u>COMPLIANCE</u> OPTION SELECTION FACTORS
15	Category 1: Direct hiring of Section 3 residents. Supporting documentation required. (Certified Payroll)
10	Category 2: Joint venture with LMHA resident-owned business.
5	Category 3: Contractor pays for skilled training for LMHA residents.
3	Category 4: Contractor makes a contribution to the LMHA Section 3 Education Fund.
Max Value 15	Section 3 Compliance Option Selection <u>Bonus</u> Points

Total Evaluation Criteria Point Value – General Evaluation Criteria AND Section 3 Bonus Points (Total: 115 Points Maximum)

PROPOSAL FORMAT

A bound and tabbed original (please note which is the original) and three (3) completed bound and tabbed copies with table of contents, inclusive of an executive summary are to be submitted to LMHA's Contact Person at the address listed in the RFP. **[For a total of four (4)].** The original and all copies of the submission package must be labeled with the Respondents name, address, telephone number, email address, due date and RFP title: **"Webmaster."**

To simplify the process for evaluating proposals, and to assure each proposal receives the same review, all proposals must be submitted in the following format. Proposals must contain all the items listed here.

Proposals must be paginated, tabbed, and correspond to the following format and lettering:

TABLE OF CONTENTS

TAB (A) - LETTER OF TRANSMITTAL

A letter of transmittal (preferably on letterhead) bearing the signature of an authorized representative of the firm and the name(s) of the individual(s) authorized to negotiate services and costs with LMHA.

TAB (B) - ORGANIZATION

Information about the company: size, structure, history and any relevant certifications as a Minority-owned or Disadvantaged Business Enterprise

TAB (C) - STAFF QUALIFICATIONS AND EXPERIENCE

1) The Offeror should describe the qualifications of staff to be assigned to the Project.

Descriptions should include:

- Project team make-up (only include resumes of staff to be assigned to the project.)
- Assigned Project Manager (the main liaison/contact person for LMHA)
- Overall supervision to be exercised (including how subcontractors will be handled)
- Professional Licenses or credentials held by team members
- If any subcontractors are used, then all aforementioned information should be provided about each potential subcontractor.

2) Experience - List assignments within the last two (2) years that best demonstrate the proposer's competence to perform work similar to the required Scope of Services, including:

- Description of project and key participants
- Date started and completed
- A brief narrative of the project
- Contact person

TAB (D) – SUPPORTING MATERIALS

Provide materials that the proposer deems useful to further assist the Evaluation Panel in determining qualifications.

TAB (E) - SCOPE OF SERVICES

State specifically your intended practices addressing the materials in the “Scope of Services.” Please cite previous examples of providing such services and your organization’s commitment to meeting or exceeding the expectations and duties set forth.

TAB (F) - REFERENCES

Provide contact data for the project(s) listed in the “Statement of Experience and Qualifications.” Data information should include a phone number **and** an email address. Include at least three (3) organizations and contact information where you have provided similar services within the last 24 months.

TAB (G) - EXHIBITS

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually as noted below. **Any remaining attachments are for your information only and NOT to be returned.**

Exhibit (1) – HUD Form 5369-C Certifications and Representations of Offerors

(Fill in completely - This form must be completed by any/all subcontractors)

Exhibit (2) – Non-Collusive Affidavit and Disclosure Statement

Exhibit (3) – Contractor’s Certificate Concerning Equal Employment Opportunities *(Fill in completely)*

Exhibit (4) – Contractor/Vendor Qualifications Statement

Exhibit (5) – Section 3 Forms *(Complete **and** notarize)*

Certifications and Representations of Offerors

Non-Construction Contract

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

Public reporting burden for this collection of information is estimated to average 5 minutes 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.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

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

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

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

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

2. Small, Minority, Women-Owned Business Concern Representation

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

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

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

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

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

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

4. Organizational Conflicts of Interest Certification

- (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 a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of 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 HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:

AFFIDAVIT

My Commission expires _____.

SPECIAL NOTICE

MINORITY BUSINESS ENTERPRISE GOALS

LUCAS METROPOLITAN HOUSING AUTHORITY

In accordance with Executive Order 12432, all public housing authorities must establish minority business participation goals. A Minority Business Enterprise (MBE) is defined as a business enterprise that is 51 percent or more owned, controlled and actually operated by one or more persons who are classified as a part of a socially disadvantaged group. Examples of such groups include Blacks, American Indians, Alaskan Natives, Hispanics, Asians, and Pacific Islanders.

The MBE goal for public housing modernization/management/operations contracts is 35 percent of the dollar value of the total contracts awarded and purchases made.

The Board of Commissioners of the Lucas Metropolitan Housing Authority has adopted these Minority Business Enterprise participation goals, consistent with the Department of Housing and Urban Development.

The Lucas Metropolitan Housing Authority is committed, and obligated to insure that minority individuals and minority business enterprises are sufficiently represented.

The Board of Commissioners has established policy to evaluate the efforts of prime contractors to achieve the goals for minority workforce and minority business enterprise participation, to insure that positive efforts are made.

All contractors are urged to exceed the above goals. The Lucas Metropolitan Housing Authority can provide the names of MBE subcontractors upon request.

Contractor / Vendor Qualification Statement

(Page 1 of 2)

(1) Prime ____ Sub-contractor ____ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

(4) Please attached a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

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

☐ Caucasian American (Male) _____% ☐ Public-Held Corporation _____% ☐ Government Agency _____% ☐ Non-Profit Organization _____%

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

☐ Resident-Owned* _____% ☐ African American _____% ☐ **Native American _____% ☐ Hispanic American _____% ☐ Asian/Pacific American _____% ☐ Hasidic Jew _____% ☐ Asian/Indian American _____%

☐ Woman-Owned (MBE) _____% ☐ Woman-Owned (Caucasian) _____% ☐ Disabled Veteran _____% ☐ Other (Specify): _____%

WMBE Certification Number: _____

Certified by (Agency): _____

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

Signature

Date

Printed Name

Company

Contractor / Vendor Qualification Statement
(Page 2 of 2)

(8) Federal Tax ID No.: _____

(9) [APPROPRIATE JURISDICTION] Business License No.: _____

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

(11) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____

(12) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(13) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(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 _____, or any local government agency within or without the State of _____? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(17) Verification Statement: The undersigned proposer 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 HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Company



Lucas Metropolitan Housing Authority
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SECTION 3 SOLICITATION INSTRUCTIONS

Overview

Lucas Metropolitan Housing Authority's Section 3 policy requires that when the Section 3 regulation is triggered by a need for new hires (whether individual employees, contractors or sub-contractors), every effort within the contractor's disposal must be made to the greatest extent feasible to offer all available employment and contracting opportunities to its residents based on resident categories. Only when the regulation is triggered by a contractor and they are unable to offer employment or contracting, the contractor may offer employment related training to the Authority residents.

Instructions:

All general contractors, primes and subcontractors **MUST** complete either form 1008, 1009, or 1010. Subcontractors **MUST** submit their completed forms to the general contractor or prime.

SECTION 3 BUSINESS CONCERNS:

Section 3 Business Concerns requesting preference **MUST** submit the Section 3 Business Concern Preference Form (1008), with the bid, offer, or proposal.

NON-SECTION 3 BUSINESS CONCERNS:

Non-Section 3 Business who triggers the Section 3 Regulation by doing subcontracting or hiring **MUST** submit the Section 3 Business Concern Compliance Option Form (1009), with the bid, offer, or proposal.

NOT TRIGGERING THE SECTION 3 REGULATION:

Not triggering the Section 3 regulation means that your business does not anticipate the following:

- ☐ I do not anticipate any new hires on this contract and/or
- ☐ I do not anticipate any new contracting by my firm on this contract.

Businesses who do not anticipate triggering the Section 3 regulation **MUST** submit the Section 3 Non-Triggered Option Form (1010).

Any solicitation response that do not include forms 1008, 1009, or 1010 (completed, signed, and notarized) will be considered non-responsive and not eligible for award.



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**Section 3 Business Concern
Preference Option Form**

I am certifying as a Section 3 Business Concern and requesting Preference accordingly. *I have selected ONE of the following preference options that best defines my business:*

OPTION #	OPTION DESCRIPTION	INITIAL
ROB PREFERENCE 1	A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity. ATTACH COPY OF ROB CERTIFICATION LETTER ISSUED BY LMHA.	
30% + WORKFORCE PREFERENCE 2	A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractors employees: Check all methods you will employ to secure Section 3 Residents/Persons ☐ Distribute Flyers door-to-door to ALL local public housing authorities ☐ Run multiple advertisements in the local paper announcing the hiring opportunities ☐ Post signs at the entrance to the job site that it is a Section 3 covered project ☐ Notify residents and local community organizations including shelters and churches ☐ Defer to any list of Employment Readiness trained residents provided by the Authority ☐ Other: _____ I anticipate my total number of employees for this contract to be ____ and ____ will be qualified Section 3.	
25% SUBCONTRACTING PREFERENCE 3	A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business: ☐ Provide a list of intended subcontract Section 3 business(es) with subcontract amount ☐ Provide certification & all supporting documentation for each planned subcontract Section 3 Business	

I certify that the information provided is true and accurate and agree to provide upon request, documents verifying Section 3 compliance.

Company Name: _____ Company Address: _____

Name: _____ Title: _____

Type of Business (Check One): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other

Location of work: _____

Signature: _____ Date: _____

Notary Signature and Seal: _____



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**Non-Section 3 Business Concerns
Compliance Option Form**

Non-Section 3 Business Concerns are businesses who trigger the Section 3 Regulation by doing subcontracting or hiring. **Non-Section 3 Business Concerns must select ONE of the following compliance options:**

OPTION #	OPTION DESCRIPTION	INITIAL
COMMITMENT TO HIRING 1	I commit to hiring and maintaining throughout the life of any contract awarded as part of this solicitation (Including and changes or modifications). Only if no Category 1 Residents can be secured, the contractor may hire from Category II or Category III in that order. Sufficient justification will be required as to why no Category I Resident(s) could be hired. _____ New Hires are required for this contract as authorized by LMHA. Check all methods you will employ to secure Section 3 Residents/Persons: ☐ Distribute Flyers door-to-door to ALL public housing apartments ☐ Run multiple advertisements in the local paper announcing the hiring opportunities ☐ Post signs at the entrance to the job site that it is a Section 3 covered project ☐ Notify residents and local community organizations including shelters and churches ☐ Defer to any list of Employment Readiness trained residents provided by the authority ☐ Other: _____	
COMMITMENT TO TRAIN 2	I will commit to funding, from my contract, a qualified Section 3 training in place of Employment or Contracting in the amount of 3% or more of my total contract award as required by the authority's policy. That training will be commenced within ten (10) days of my contract start. My training will be: ☐ Employment Readiness Related Training - 40 hours Classroom for up to _____ residents ☐ Employment Skills w/Readiness-Classroom Only 80 - hours Classroom for up to _____ residents ☐ Employment Skills w/Readiness-Classroom and Job Site for a minimum of _____ residents ☐ Other: _____ <i>(Contractor understands that if Job Site training is completed by having the trainee complete work comparable to HUD defined employment categories, then the trainees must be paid Davis-Bacon wages and covered under their workers' compensation insurance)</i>	
COMMITMENT TO EDUCATION FUND 3	I will provide a single payment to the Lucas Metro Housing Authority equal to three (3%) percent \$ _____ of my total contract award \$ _____ to assist the authority in facilitating employment related training. That payment will be payable from the first payment issued on the contract. The funds may be a part of the mobilization funding requested by me/my firm if any. I further agree that if there are any increases to the value of my contract, I will make additional payments to this fund that will maintain the listed percentage level at all times including any final incentives or additional payments. The authority will be fully responsible for soliciting, managing and paying for the selected training services under this part and I will have fully met my obligation to comply with the Section 3 regulation. If for entire Contract Value please explain. Small contractors or service vendors receiving single payments or undeterminable payment cycles based on services on request, the LMHA will arrange for any payment into the fund based on the terms of each agreement independently.	

I certify that the information provided is true and accurate and agree to provide upon request, documents verifying Section 3 compliance.

Name: _____ Title: _____

Company Name: _____

Signature: _____ Date: _____

Notary Signature and Seal: _____



Lucas Metropolitan Housing Authority

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NON-TRIGGER SECTION 3 REGULATION AFFADAVIT

If Contractor **does not** anticipate triggering the Section 3 regulation, check the appropriate box according.

Not triggering the Section 3 regulation means that your business does not anticipate the following:

- ☐ I do not anticipate any new hires on this contract and/or
- ☐ I do not anticipate any new contracting by my firm on this contract.

I certify that the information provided is true and accurate and agree to provide upon request, documents verifying Section 3 compliance.

Company Name: _____ Company Address: _____

Name: _____ Title: _____

Type of Business (Check One): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other

Location of Work Being Performed: _____

Signature: _____ Date: _____

Notary Signature and Seal: _____ Date: _____