




REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

TABLE OF CONTENTS		
Section	REQUEST FOR PROPOSALS Description	Page
1.0	RFP Information At-A-Glance	2
2.0	Introduction and BHA Background	3
3.0	Project Background	3
4.0	Scope of Work / Technical Specifications	3
5.0	Information to be Provided in Submittals	5
6.0	Proposal Submission	7
7.0	Proposal Evaluation	8
8.0	Contract Award	10
9.0	Insurance and License Requirements	11
10.0	Administrative Information	13

- ☒ **ATTACHMENTS:**
-  Fillable – Please **Complete Electronically when possible.**
 -  **AVOID Handwriting** to ensure legibility.
 -  Sign hard copies in **BLUE ink.**

			Return	Read-only
Attachment A	Form of Proposal		<input checked="" type="checkbox"/>	
Attachment B	Form HUD-5369C: Representations, Certifications, & Other Statements of Bidders, Public & Indian Housing Programs, Non-Construction Contract (8/93)		<input checked="" type="checkbox"/>	
Attachment C	Profile of Firm form		<input checked="" type="checkbox"/>	
Attachment D	OPTIONAL: Section 3 forms , including explanation (<i>applies to Section 3 employers ONLY</i>)		<input type="checkbox"/>	(optional)
Attachment E	Form HUD-5369B: Instructions to Offerors, Non-Construction (8/93)			<input checked="" type="checkbox"/>
Attachment F	Instructions to Proposers and Contractors			<input checked="" type="checkbox"/>
Attachment G	Sample Contract – Professional Services, Non-Construction Form (Please note that this contract is being given as a <u>sample only</u> . BHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that BHA believes is in its best interest).			<input checked="" type="checkbox"/>
Attachment G-1	Form HUD-5370C PART 1: General Conditions for Non-construction Contracts, Section 1 (with or without maintenance work) (01/2014)			<input checked="" type="checkbox"/>
Attachment H	W-9: Request for Taxpayer and Identification Number		<input checked="" type="checkbox"/>	

RFP Issued on:	Questions Due:	Submittals Due:
11/10/21, WED	11/24/21, WED, by 2:00 PM	12/10/21, FRI, by 2:00 PM

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

1.0 RFP INFORMATION AT-A-GLANCE:

OBTAIN THE RFP AND ATTACHMENTS:	<p>Click on: https://ha.internationaleprocurement.com/</p> <p>Register with the Housing Agency Marketplace system. Call (866) 526-9266 Toll Free Web Support for help with registering.</p> <p>RFP, Attachments and Addenda are posted on the Housing Agency Marketplace system</p>
HOW TO ASK QUESTIONS: <i>No Phone Calls</i>	<p>*11/24/21 WED by 2:00 PM: DEADLINE</p> <p>Any questions or requests for further information must be submitted in writing no later than the above date to the following contacts:</p> <p>To: Andi Reed, Contracts & Procurement Via email at: areed@bremertonhousing.org Via fax at: (360) 616-2909</p>
HOW TO SUBMIT A RESPONSIVE PROPOSAL:	<p>1. You must be registered on the Housing Agency Marketplace website to download the RFP, attachments and any addenda. Only those firms registered on the Housing Agency Marketplace website will be allowed to submit proposals.</p> <p>2. Submit your electronic copy of your proposal to: areed@bremertonhousing.org</p>
ENSURE:	<ul style="list-style-type: none"> ➤ The person signing the proposal must be authorized to commit the proposer and to conduct negotiations or discussions if requested or required, or both. ➤ By completing, executing, and submitting the <i>Form of Proposal, Attachment A</i>, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BHA, either in hard copy or on the noted eProcurement System," and agrees to sign BHA's contract including the contract clauses (Attachments G and G-1). (See Section 9.0) ➤ All information and Attachments required from proposers under the TABS in Section 5.0 must also be included for any major subconsultants (10% or more) or from any joint venture
PROPOSAL SUBMITTAL DEADLINE:	*12/10/21 FRI by 2:00 PM: DEADLINE:
PROPOSAL SUBMITTAL EMAIL ADDRESS:	<p>Email to areed@bremertonhousing.org</p> <p>"RFP: P21005" should be included in the Subject Line</p>

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

2.0 INTRODUCTION AND BACKGROUND OVERVIEW

Bremerton Housing Authority (BHA) was formed on July 17, 1940 under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). BHA is governed by a six (6) member Board of Commissioners appointed by the Mayor of the City of Bremerton. BHA is a public corporation that contracts with the US Department of Housing and Urban Development (HUD) to provide low rent public housing and Section 8 assistance payments for the communities it serves. BHA administers a broad range of federally and locally financed housing programs within the limits of the City of Bremerton. BHA owns or manages 573 units of housing and provides rental subsidies to 1,558 additional households.

3.0 PROJECT BACKGROUND:

Overview: One of BHA's FY2022 agency goals is to develop a diversity, equity and inclusion (DE&I) program. BHA created a DE&I Ambassador group which is made up of staff from each area of the agency. The DE&I group, along with our agency leadership team, hopes to work closely with a DE&I consultant to ensure DE&I efforts have a strong external impact by revisiting policies that impact clients and our services, reviewing staff recruitment processes, increasing BHA's presence at community events and organizations, and improving client/resident outreach. While this is a key component of our FY2022 goals, we understand that this work is a multi-year endeavor.

4.0 SCOPE OF WORK (SOW):

The scope of work includes assistance with the below components. For interactive sessions, BHA plans to hold separate sessions for staff and our leadership team. BHA is comfortable with performing this work virtually, and BHA is open to meeting in person if/when both the vendor and BHA determines it to be best to do so. We welcome proposals and reserve the right to recommend additional or different actions in the interest of promoting Diversity, Equity, and Inclusion (DE&I) throughout our BHA practices.

- 1) Conduct initial meetings with BHA staff and leadership to establish Consultant's approach to the work, how they will handle sensitive or confidential information, and create a safe space for dialog. Consider immediately forming affinity groups or other strategies for supporting staff that might be nervous about this work.
- 2) Design and assess the state of DE&I within BHA. This will include a comprehensive assessment of BHA's strengths, weaknesses, opportunities, and threats with respect to DE&I. Specifically, BHA sees the need to assess and/or provide:
 - a. Current level of awareness of bias and sensitivity in communication among staff; stakeholders, and customers;
 - b. Current hiring and retention policies at BHA;
 - c. Current leadership and supervisors' ability to provide an inclusive and equitable place to work;
 - d. BHA's housing and program design and delivery to those we house and serve (including program admissions policies);
 - e. Provide insight and knowledge on DE&I best practices (including best practices from the affordable housing industry);
 - f. BHA's engagement with the local community;
 - g. Recommendations on DE&I strategies for FY2023 & FY2024; and
 - h. Identification of other areas for improvement as it relates to DE&I.

Assessment results will be used as a reference when later assessing progress against goals.

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

- 3) Support BHA in executing action plans from the assessment. Collaborate with BHA leadership and staff to articulate a clear set of DE&I goals and draft an action plan with specific activities. We envision the consultant working with BHA to design clear and measurable DE&I goals for BHA, along with an action plan that would include a theory of change, timelines, and detailed descriptions for the kinds of activities that will be implemented within BHA to promote DE&I. Depending on the topic, activities may be designed as interactive workshops with staff, targeted training for BHA, and/or expert advice on recommendations to improve BHA's organizational policies and procedures.

4.1 Contract Period: BHA anticipates that it will initially award a contract for a period of approximately one (1) year with the option, at BHA's discretion, of four (4) additional one (1) year option periods (+4/1).

4.2 Timeline and Milestones: The below table sets out the timeline for the various deliverables sought, noting that proposals can suggest alternative timelines if that is deemed a better approach.

Deliverable/Milestone Tentative Timeline	Tentative Timeline
1. Conduct DE&I assessment.	
a. Collaborate with BHA to develop scope and metrics.	2 weeks after contract signing
b. Conduct assessment.	2-4 weeks after completing Milestone 1.a
c. Draft assessment report.	2 weeks after completing Milestone 1.b
2. Develop DE&I goals and action plan.	
a. Collaborate with BHA to develop specific DE&I goals.	2-4 weeks after completing Milestone 1
b. Collaborate with BHA to draft DE&I plan.	4-6 weeks after completing Milestone 2.a
3. Execute DE&I action plan.	
a. Begin leading BHA through steps outlined in the DE&I action plan.	2 weeks after completing Milestone 2.
b. Conduct metric checks on BHA's DE&I activities and projects.	Every 4-6 weeks after starting milestone 3a.

4.3 Current Contractor: BHA is not working with a consultant for DE&I services at this time.

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

5.0 INFORMATION TO BE PROVIDED IN SUBMITTALS:

5.3 Tabbed Proposal Submittal: BHA intends to retain the successful proposer pursuant to a "Best Value" basis not a "Low Bid" basis.

5.4 So BHA can efficiently evaluate all responses, proposals must be put together in the order below, divided by the numbered tab.

Tab No.	Description
---------	-------------

TAB 1: Attachments: Completed and Signed:

- A: Form of Proposal**
 - B: Form HUD-5369C (8/93), *Certifications and Representations of Offerors, Non-Construction Contract***
 - C: Profile of Firm**
 - H: W-9 Request for Taxpayer and Identification Number**
 - License Copy: For State where firm is located**
-

TAB 2: Eval Factor 1: Proposed Fees:

TAB 3: Eval Factor 2: Project Approach:

- A)** Discuss your firm's unique approach to respond to the SOW.
-

TAB 4: Eval Factor 3: Capacity and Capability to Perform the Work:

- A)** Discuss key in-house staff that will be involved in the project. Identify any sub-contractors that will be used.
-

TAB 5: Eval Factor 4: Successful Past Performance:

- A)** Submit a listing of current and past clients, including Public Housing Authorities, for which your firm has performed similar services to this RFP.
- Include the client firm or company name
 - The name of the firm's contact person
 - Client's telephone number
 - Brief description of services performed and approximate date they were performed
-

TAB 6: Equal Employment Opportunity (EEO):

- 5.4.1** Proposers shall submit under this tab a copy of its EEO Policy and any documentation it believes substantiates the proposer's practice and history of employing minorities and/or women in professional positions.
-

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

TAB 7: (Optional): Subcontractor/Joint Venture Information:

5.4.2 Proposers shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from proposers under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

→ If not applicable, please state indicate that in this section.

TAB 8: (Optional): Section 3 Business Preference Documentation:

5.4.3 For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as [Attachment D](#) and any documentation required by that form.

→ If not applicable, please state indicate that in this section.

TAB 9: (Optional): Other Information:

5.4.4 The proposer may include hereunder any other general information that they believe is appropriate to assist BHA with its evaluation.

→ If not applicable, please state indicate that in this section.

5.5 If no information is being placed under any of the tabs, please insert a statement that says, "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

5.6 Effort should be made to keep submittals concise.

5.7 The person signing the proposal must be authorized to commit the responder and to conduct negotiations or discussions if requested or required, or both.

5.8 None of the proposed services may conflict with any requirement BHA has published herein or has issued by addendum.

5.9 Omission of any of the aforementioned documents or certifications will render the proposal non-responsive.

6.0 PROPOSAL SUBMISSION:

Proposed Pricing:

➞ Please provide your Proposed Pricing under [TAB 2](#) as instructed in Section 5.0, "Information to be Provided in Submittals." Unless otherwise stated, the proposed pricing is to be **all-inclusive of related costs** that the successful proposer will incur to provide the noted services including, but not limited to, the following: employee wages and benefits; clerical support; overhead; profit; sales tax; permit costs; licensing; insurance; tools; equipment; long distance telephone calls; document copying; etc.

➞ **Housing Agency Marketplace:** Enter "\$1" as your PROPOSED PRICING.

6.3.1 BHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP. BHA reserves the right to award work on a task order basis, any amount of services or items that BHA requires.

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

6.4 Submission Conditions: Do not alter the attachments or proposal requirements in any way unless you have received written approval from BHA.

6.4.1 By accessing the [Housing Agency Marketplace](#) internet site, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that BHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

6.5 Submission Responsibilities: It is each proposer's responsibility to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by BHA, including the RFP, Attachments, and any addenda. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents.

6.6 Proposer's Responsibilities-Contact with BHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the contacts specified on [page 2](#). Proposers must not make inquiry or communicate with any other staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for BHA to consider a proposal non-responsive.

6.7 Addenda: All questions and requests for information must be received in writing to the BHA representative as directed on [page 2](#). Responses to all such inquiries will be in writing via the Q & A section on the [Housing Agency Marketplace](#) site which is automatically distributed to all registered prospective proposers. During the RFP solicitation process, BHA will not conduct any *ex parte* conversations (a substantive conversation - "substantive" meaning, when decisions pertaining to the RFP are made - between BHA and a prospective proposer when other prospective proposers are not present) that may give one prospective proposer an advantage over other prospective proposers.

7.0 PROPOSAL EVALUATION:

7.1 Evaluation Factors: The following factors will be utilized by BHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal.

No.	Evaluation Factors	Factor Type	Max Point Value
1	Proposed Fees	Objective	20
2	Project Approach	Subjective (Technical)	25
3	Capacity and Capability to Perform the Work	Subjective (Technical)	25
5	Successful Past Performance	Subjective (Technical)	20
6	Overall Quality and Appearance of Proposal and Evidence of Directions Followed	Subjective (Technical)	10
Maximum Points			100

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

- 7.1.1 Preference Evaluation Factors (if applicable):** The following factors will be utilized by BHA to evaluate each proposal submittal received.

Evaluation Factors: Optional, Additional (As per 24 CFR 135, Appendix, III. ii-B)	Factor Type	Max Point Value
S3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for S3 status as detailed within Attachment D . (NOTE: No more than a max of 15 points awarded.)	Objective	
Priority I: As detailed on page 4 of Attachment D .		15 points
Priority II: As detailed on page 4 of Attachment D .		10 points
Priority III: As detailed on page 4 of Attachment D .		5 points
Preference Points (Additional Maximum)		15 points
Total Possible Points		115

7.2 Evaluation Method:

- 7.2.1 Submittal Receipt:** All submittals received by the stated deadline will be opened by BHA's CO or his/her designee and initially be screened for eligibility.
- 7.2.2 Evaluation Committee:** BHA shall select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. The committee will be made up of BHA staff and other experienced persons, if needed.
- 7.2.3 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the BHA evaluation committee. Similarly, all persons having ownership interest in and/or contracts with a proposer will be excluded from participation on the BHA evaluation committee.
- 7.2.4 PLEASE REMEMBER:** No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of such, s/he SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. The BHA contacts noted on [page 2](#) are the only individuals at BHA that the proposers shall contact after the RFP has closed. Failure to abide by this requirement may (and most likely will) cause such proposer to be eliminated from consideration for award.
- 7.2.5 Evaluation:** The appointed evaluation committee will evaluate the responsive proposals and award points based on the Evaluation Factors. Upon completing the evaluation process, the committee will forward the completed evaluations back to the BHA Contracting Officer (CO).
- 7.2.6 Determination of Top-ranked Proposer:** The points awarded by the evaluation committee will be tallied to determine the final rankings, and then the results will be forwarded to the BHA Executive Director (ED) for approval.
- 7.2.7** BHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of BHA, that method will provide the greatest benefit to BHA.
- 7.2.8 Notice of Award:** If an award is completed, notification of the announcement of the awarded firm shall be sent to all proposers via e-mail.
- 7.2.9 Minimum Evaluation Results:** To be considered to receive a contract award, a proposer must receive a total calculated average of **at least 70 points** (of the 115 total possible points detailed within the evaluation section of this RFP).

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

8.0 CONTRACT AWARD:

8.1 Contract Award Procedure: If a contract is awarded from this RFP, the following detailed procedures will be followed:

8.1.1 It is anticipated that upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO. The CO will formulate and forward to the ED for approval a written award recommendation. The ED will review the recommendation and, if in agreement, approve contract negotiations to begin with the awarded company. At the ED's discretion, the recommendation to award may also be presented to BHA's board of commissioners for final approval.

8.2 Contract Conditions: ➡ **IMPORTANT: Please review.** The following provisions are considered mandatory conditions of any contract award made by BHA pursuant to this RFP:

8.2.1 Contract Form: BHA will not execute a contract on the successful proposer's form as HUD requires several specifically worded contract clauses. BHA has incorporated those requirements in addition to BHA's insurance company coverage requirements onto its contract form. No modifications to the required HUD contract attachments may be negotiated without written approval from HUD provided by the prospective proposer making the request. (See Attachment G and G-1).

8.2.2 Amending Contract Clauses: BHA may consider: 1) additional clauses; 2) removing clauses (due to inapplicability); 3) amending an existing clause; and/or 4) including an additional attachment (*provided by the prospective proposer*) the proposer desires.

8.2.3 Request Process:

8.2.3.1 It is the responsibility of each prospective proposer to notify BHA, in writing, no later than deadline for Q & As noted on page 2 of this RFP, of any requirement included in this RFP that he/she is not willing to include in the final executed contract and abide by. BHA will consider and respond to such written correspondence. Submit requests via email to:

Andi Reed
Contracts & Procurement
areed@bremertonhousing.org

8.2.3.2 The decision of BHA not to include such requirements does not give the successful proposer the right to refuse to execute the agreement with BHA. If the prospective proposer is not willing to abide by BHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

8.2.3.3 BHA has no responsibility to conduct any negotiations after the Q & A's deadline pertaining to the contract clauses already published. **Delays or refusal to execute the agreement upon contract award is not conducive to completing the SOW waiting to be performed.**

8.2.3.4 By completing, executing, and submitting the *Form of Proposal*, [Attachment A](#), the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BHA.

8.2.4 Assignment of Personnel: BHA shall retain the right to demand and receive a change in personnel assigned to the work if BHA believes that such change is in the best interest of BHA and the completion of the contracted work.

8.2.5 Sub-Contracting: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

purported assignment of interest or delegation of duty without the prior written consent of the CO shall be void and may result in the cancellation of the contract with BHA or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO or the ED.

8.2.6 Right to Negotiate Final Fees: BHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at BHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after the evaluation panel has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO and/or ED successfully concluded within five (5) business days, BHA shall retain the right to end such negotiations and begin negotiations with the next top-rated proposer. BHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

8.2.7 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

9.0 INSURANCE & LICENSING REQUIREMENTS:

9.1 Required Insurance Coverage:

9.1.1 Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage
2. Insurance Services Office Additional Insured form

9.1.2 Minimum Limits of Insurance: Contractor shall maintain limits no less than as follows.



General Liability:

- ➔ \$1 million each occurrence for Bodily Injury, Personal injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

Note: These limits can be attained by individual policies or by combining primary and umbrella policies.

9.1.3 Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by BHA. At the option of BHA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects BHA, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to BHA guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

9.1.4 Other Insurance Provisions: The General Liability policy is to contain, or be endorsed to contain, the following provisions:

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

1. BHA, its officers, employees, and volunteers are to be covered as additional insured with respect to liability arising from services provided by the Contractor including bodily injury or equipment furnished; or arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate Endorsement to the Contractor's insurance or as a separate policy for services of this contract.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects BHA, its officers, employees, and volunteers. Any insurance or self-insurance maintained by BHA, its officers, employees or volunteers shall be in excess of the Contractor's insurance unless such claims are caused by the sole negligence, errors or omissions of BHA.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after 30 days prior written notice, by certified mail, return receipt requested, has been given to BHA.
4. Maintenance of the proper insurance for the duration of this contract is a material element of the contract. Material changes in the required coverage or cancellation shall constitute material breach of the contract by the Contractor.

9.1.5 Acceptability of Insurers: Insurance shall be placed with insurers with a current A.M. Best's rating of no less than B+:VI.

9.1.6 Verification of Coverage: Contractor shall furnish BHA with original Certificates of Insurance together with amendatory Endorsements effecting coverage required by these specifications. The Endorsements shall conform fully to the requirements. All Certificates of Insurance and Endorsements are to be received and approved by BHA in sufficient time prior to work commencing to permit the Contractor to remedy any deficiencies. BHA reserves the right to require complete, certified copies of all required insurance policies, including Endorsements affecting the coverage required by these specifications at any time.

9.1.7 Sub-Contractors: Use of sub-contractors must be approved by BHA. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit BHA to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to the requirements stated above.

9.1.8 Notwithstanding this provision, the Contractor shall indemnify BHA for any claims resulting from the performance or non-performance of the Contractor's sub-contractors and/or their failure to be properly insured.

9.2 Licensing Requirements: Copies of the following licenses shall be provided under [TAB 1](#).

- ☒ **State Business License:** License showing ability to do business in the state in which the firm is located.

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

10.0 ADMINISTRATIVE INFORMATION

10.1 BHA'S Reservation of Rights:

- 10.1.1** While HUD Handbook No. 7460.8 REV 2 is not law, it is intended to and will serve as guidance for BHA's procurement activities as required for federally assisted projects.
- 10.1.2** BHA reserves the right 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 BHA to be in its best interests.
- 10.1.3** BHA reserves the right not to award any contracts pursuant to this RFP.
- 10.1.4** BHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer(s).
- 10.1.5** BHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 10.1.6** BHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the BHA CO.
- 10.1.7** BHA reserves the right to negotiate the fees proposed by the proposer entity.
- 10.1.8** BHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 10.1.9** BHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 10.1.10** BHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Proposer agrees that s/he will inform BHA in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by BHA that s/he believes should be addressed. Failure to abide by this timeframe shall relieve BHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 10.1.11** BHA reserves the right to review and inspect the awarded contractor's activities throughout the contract term and interview staff in accordance with HUD regulations when applicable.

- 10.2 Equal Opportunity Employment:** BHA will not discriminate on the basis of race, color, gender, sexual preference, religion, age, disability, national origin, marital or familial status, or any other legally protected status.

- 10.3 Minority-owned, Women-owned, and Disadvantaged Business Enterprises (M/W/DBE):** BHA strongly encourages responses from Minority and Women's Business Enterprises or partnerships made up of M/W/DBEs as it is BHA's goal to increase that contract base. A respondent who is a M/W/DBE or who has plans to use an M/W/DBE as a sub-contractor or partner in the response and that subcontractor or partner has *not* been certified as a M/W/DBE, the subcontractor or partner shall submit a certified application for such M/W/DBE to the appropriate local or state agency.

- 10.4 Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "S3") requires BHA to the greatest extent feasible to provide employment opportunities to S3 residents. S3 residents include residents of BHA communities and other

REQUEST FOR PROPOSALS (RFP) NO 21005
Consultant for Diversity, Equity and Inclusion
for the
Bremerton Housing Authority (BHA)

low-income residents of Bremerton. Proposers wishing to claim a S3 preference should refer to [Attachment D](#) for instructions.

- 10.5 Basic Eligibility:** The successful respondent must not be debarred, suspended, or otherwise ineligible to contract with BHA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Non-procurement Programs" or HUD's "Limited Denial of Participation" list.
- 10.6 Payment Requirements:** Respondents should be aware that BHA will only make payments on the contract issued under this RFP after the work being billed has been completed and will pay reimbursable expenses (if applicable to the particular contract) to the respondent only upon receipt of an invoice for the reimbursable expenses. *No advance payments will be made* to the selected respondent, who must have the capacity to meet all project expenses in advance of payments by BHA.
- 10.7 Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to BHA must be submitted to BHA in both hard copy and a digital format that meets BHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the awarded firm and their sub-contractor(s) shall become the exclusive property of BHA.
- 10.8 Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, BHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting similar or related services as described in this RFP. BHA may award contracts to other vendors such as designers, consultants, or contractors.
- 10.9 Funding Availability:** By responding to this RFP, the respondent acknowledges that, for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.

10.10 Acronyms:

A.M. Best	Alfred M. Best (<i>founder</i>) Insurance Rating Guide
BHA	Housing Authority of the City of Bremerton
CMS	Contract Management Services
CO	Contract Officer
DE&I	Diversity, Equity and Inclusion
ED	Executive Director
HUD	(U.S. Department of) Housing and Urban Development
PM	Project Manager
RFP	Request for Proposal
SOW	Scope of Work