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# **Request For Proposals (RFP) Public Relations Consulting Services**

*for*

**Opportunity Home San Antonio** *and*  
Affiliated Entities

Date Issued

**February 8, 2023**

RFP #

**2209-5338**

NIGP Code #

**918-26**

Closes

**March 1, 2023 at 2 p.m.**

**Prepared by**

Opportunity Home San Antonio  
Department of Procurement

**President and CEO**

Ed Hinojosa Jr.

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## **Section A**

### **Background, Project, and Evaluation Information**

#### **I. Opportunity Home Background:**

Founded in 1937, and formerly known as the San Antonio Housing Authority (SAHA), Opportunity Home San Antonio (“Organization”) has committed more than 85 years to build and maintain affordable housing for the residents of San Antonio.

Opportunity Home is one of 39 public housing authorities throughout the nation with the Moving-to-Work (MTW) designation, which provides agencies with the flexibility to design and test innovative approaches to enhance the organization’s programs.

Opportunity Home provides housing assistance to more than 65,000 children, adults, and seniors through its Public Housing, Housing Choice Voucher, and Mixed-Income housing programs. As a compassionate organization, we understand safe and quality affordable housing is the foundation to success, and we have the privilege of managing nearly 70 public housing communities, 46 mixed-income apartment complexes, known as Beacon Communities, and administering nearly 14,000 rental vouchers throughout San Antonio.

Opportunity Home is one of the largest housing authorities in the state of Texas and has an existing team of experienced staff and consultants assembled to facilitate the redevelopment of its properties. Opportunity Home is committed to creating dynamic communities where people thrive and spurs economic growth through the awarding of local contractors with housing development projects, obtaining real estate, and administering rental subsidies with private property owners.

Opportunity Home is managed by a President and CEO with an innovative executive team and with the guidance of seven Board of Commissioners appointed by the Mayor of San Antonio. The Opportunity Home 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.

Opportunity Home is a unit of government and its functions are essential governmental functions. The property of Opportunity Home 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.

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

Opportunity Home 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. Opportunity Home's affiliated entities own and operate more than 3,000 units of affordable housing.

Opportunity Home staff also manages the San Antonio Housing Finance Corporation (Finance Corporation), which is primarily a conduit issuer of bonds for consultants 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, Opportunity Home shall include its affiliated entities.

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

## II. Project Information:

The Housing Authority of the City of San Antonio, Texas, d/b/a Opportunity Home San Antonio (formerly d/b/a San Antonio Housing Authority (SAHA)) and its affiliated entities hereby invite qualified independent contractors to submit proposals to provide public relations consulting services. This service is required to increase public awareness of Opportunity Home's programs, activities and initiatives.

## III. Timeline:

DATE ISSUED	February 8, 2023
NON-MANDATORY PRE-SUBMITTAL MEETING	None Scheduled
LAST DATE FOR QUESTIONS	February 16, 2023 at 2:00 p.m.
PROPOSAL DUE DATE	March 1, 2023 at 2:00 p.m.
PROPOSAL SUBMISSION	The proposal shall be submitted through Opportunity Home's E-Procurement Portal <a href="https://homesa.bonfirehub.com/portal/?tab=login">https://homesa.bonfirehub.com/portal/?tab=login</a>

Opportunity Home 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.

**IV. Objective:**

Opportunity Home San Antonio seeks to select and contract with a qualified and experienced public affairs/community relations/media relations firm which demonstrates the ability to supplement in-house public relations activities by means of public relations consulting services. The firm shall meet the standards and qualifications to perform the scope of services described in Attachment A.

**V. Desired Outcome:**

The Contractor shall provide public relations consulting services for the successful development and implementation of strategies and tools that increase public awareness of Opportunity Home's programs, activities and initiatives.

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

- A. Respondent's Qualifications and Experience:** The Respondent's industry experience, references, past performance, and other relevant experience. Respondent shall also be measured on its ability to deliver the Services in accordance with the Scope described in Attachment A and to maintain the availability of skilled individuals as required.
- B. Key Personnel's Experience, Performance, and Capacity:** Background and level of experience of key individuals that the Respondent intends to assign to perform the Services as indicated in their resumes.
- C. Multicultural Campaign and Spanish-Language Expertise**
- D. Project Management**
- E. Price Proposal:** The overall cost of the Services including all rates associated with the Respondent's team for services, daily expense rates, development, and training costs.
- F. Section 3 Program Utilization Plan**
- G. SWMBE Utilization Statement**

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

NO.	POINTS	CRITERION DESCRIPTION
1	20	<b>Qualifications and Experience:</b> Comprehensive experiences and record of successful performance of same or similar services.
2	15	<b>Key Personnel's Experience, Performance, and Capacity:</b> As described in Section C.
3	15	<b>Multicultural Campaign and Spanish-Language Expertise</b>

4	15	<b>Project Management:</b> Respondent's Project manager's qualification and expertise in public relations consulting to include experience with public entities, especially Housing Authorities. Respondent's ability to meet the Minimum Requirements and timely deliver the indicated Services.
5	25	<b>Price Proposal</b>
6	5	<b>Strength of the Respondent's Section 3 Program Utilization Plan</b>
7	5	<b>Strength of the Respondent's S/W/MBE Utilization Statement</b>
	<b>100</b>	<b>Total Points for Criteria</b>
No.	MAX. POINTS	<b>HUD SECTION 3 PROGRAM</b>
1	5	<b>Section 3 Preference:</b> A firm may qualify for Section 3 Business Concern status for up to an additional five (5) points.
a	5	<b>Category I:</b> As detailed in Attachment D.
b	4	<b>Category II:</b> As detailed in Attachment D.
c	3	<b>Category III:</b> As detailed in Attachment D.
d	2	<b>Category IV:</b> As detailed in Attachment D.

#### VIII. Interview and Presentation:

Opportunity Home reserves the right to initially evaluate responses to the RFP to determine those Respondents who are qualified and competitively responsive. These short-listed Respondents may be asked to make a presentation and/or be interviewed by the evaluation committee so that Respondent's Proposal Submittal may be clarified. Respondents shall provide product and service overviews and demonstrations as applicable for discussion and clarifications. For those firms short-listed and where presentations and/or interviews are conducted, Opportunity Home will evaluate and score interviewed respondents based on the strength and quality of their presentation.

#### IX. Evaluation Responsibility:

Opportunity Home shall select a minimum of a three-person panel, using the evaluation criteria established, to evaluate each of the proposals submitted in response to this RFP to determine the Respondent's level of responsibility. Opportunity Home 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 Opportunity Home. All proposals shall be evaluated according to their overall value to Opportunity Home.

#### X. 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 Opportunity Home's evaluation panel. Similarly, all persons having ownership interest in and/or contract with a Respondent will be excluded from participation on Opportunity Home's evaluation panel.

**XI. Minimum Respondent Qualifications:** Respondents must meet the following criteria:

1. Must have a minimum of five (5) years working with public sector agencies.
2. Must be familiar with the San Antonio market.
3. Contractor(s) 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 under this RFP.
4. Key individuals assigned to perform the Services shall have the necessary skills required to satisfactorily perform the Scope of Services detailed in Attachment A.
5. The selected Contractor shall have the ability to develop multicultural campaigns and content geared toward Spanish-speaking communities.

**XII. Product/Service Quality Standard:** Contractor shall provide goods and/or services that meet or exceed acceptable and/or applicable industry, government or certifying agency (ASTM, UL etc.) standards and in all cases meet or exceed the requirements of HUD and Opportunity Home.

**XII. Estimated Quantities:** Any quantities provided herein are strictly estimates unless specified otherwise. It is the Contractor's responsibility to determine the exact quantities required to provide a complete, finished, functional, and operational product or service.

**END OF SECTION A**

## Section B

### Instructions to Respondents

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

POINT OF CONTACT	<p>George M. Ayala, Director of Procurement          Opportunity Home San Antonio          818 S. Flores St.          San Antonio, TX 78204          Phone: (210) 477-6703          E-mail: george_ayala@homesa.org</p>
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The Request for Proposals can be obtained online at:

<https://homesa.bonfirehub.com/portal/?tab=openOpportunities>

All Addenda will be posted on Opportunity Home's E-Procurement Portal website listed above. 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 Opportunity Home 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, Opportunity Home 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 Opportunity Home Board of Commissioners, or Opportunity Home officers and employees other than the contact person listed herein, by any prospective Respondent, after publication of the RFP and prior to the execution of a contract with the successful Respondent(s) could result in disqualification of your proposal. In fairness to all prospective respondent(s) during the RFP process, if Opportunity Home 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 ensure no respondent 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:** None Scheduled.



**IV. Opportunity Home's Reservation of Rights:** Opportunity Home reserves the right, without liability, to:

- Reject any or all proposals, waive any informality in the RFP process, or terminate the RFP process at any time if deemed by Opportunity Home to be in its best interests.
- Not 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 Opportunity Home.
- Negotiate the fees proposed by all Respondents. If such negotiations are not, in the opinion of Opportunity Home successfully concluded within a reasonable timeframe as determined by Opportunity Home, Opportunity Home 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 Opportunity Home in writing within five (5) days of the discovery of any item that is issued thereafter by Opportunity Home that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve Opportunity Home, 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 attachment 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 Opportunity Home'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 Opportunity Home.
- 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 Opportunity Home. 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 Opportunity Home 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 Opportunity Home 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 will not be required to pre-qualify to submit a proposal. However, all Respondents will be required to submit adequate information showing that the Respondents 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. Submission of Responses:** Respondents shall submit all documents through the Opportunity Home Bonfire E-Procurement system.
- 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. Opportunity Home 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 Opportunity Home's discretion, be reason for rejection:

- If the forms furnished by Opportunity Home are not used or are altered or if the proposed costs are not submitted as required and where provided.
- If all requested completed attachments 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 Opportunity Home 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.
- Unless otherwise requested, 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 Opportunity Home or with any other local, state or federal agency, judged from the standpoint of workmanship and progress.
- Incomplete work, which in the judgment of Opportunity Home, 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 Opportunity Home.
- Failure to list, if required, all team members, subcontractors (if subcontractors are allowed by Opportunity Home) 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 Opportunity Home.

- 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 by the date indicated in “Section III - Timeline.” Queries should be concise and reference the specific portions of the RFP document where clarification is required. Opportunity Home 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 services that meet the requirements of the RFP documents. All verbal communications or instructions provided by any Opportunity Home personnel shall only become official and binding when issued as an addendum by the Opportunity Home Procurement Department.
- XIV. No Liability for Costs:** Opportunity Home 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 Opportunity Home has concluded all evaluations, has chosen a final top-rated Respondent, has completed the award and is ready to issue such results, Opportunity Home shall notify the successful Respondents. 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 Respondents representing the “Best Value” to Opportunity Home after preferences for Section 3 business concerns are considered. The Selected Respondent will then enter into a development agreement with Opportunity Home.
- A. Term and Type of Contract Award:** Firm fixed contract with the option to extend for up to four additional one (1) year periods at the sole discretion of Opportunity Home.
- XVII. Taxes:** Opportunity Home, 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 Respondent will be required to provide an original Certificate of Insurance confirming the minimum requirements found within Exhibit I to Opportunity Home within 10 days of contract signature.

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

**XX. Right To Protest:**

**A. Rights:** Any prospective or actual Respondents 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.

- 1. Definition:** An alleged aggrieved "protestant" is a prospective Respondents or Respondents who feels that he/she has been treated inequitably by Opportunity Home and wishes Opportunity Home to correct the alleged inequitable condition or situation.
- 2. Eligibility:** To be eligible to file a protest with Opportunity Home 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. Opportunity Home has no obligation to consider a protest filed by any party that does not meet these criteria.
- 3. Procedure:** Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of Opportunity Home's procurement policy. Any protest against an Opportunity Home 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. 2209-5338  
Opportunity Home San Antonio  
Attn: Procurement Department  
818 South Flores Street  
San Antonio, TX 78204

**END OF SECTION B**

## **Section C**

### **Information To Be Submitted**

The response to this RFP shall be submitted in the manner described in this Section. 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: Profile of Firm, Company Biography, and Proposed Subcontractors**

Respondent shall include a completed Profile of Firm form and the Company Biography form attached as Attachment C. Respondent shall provide a brief company history including: date founded, number of employees, company headquarters location and operating locations, performance of public relations consulting services that reflect that Respondent has engaged in services similar to those described in this RFP and any accomplishments or awards that demonstrate Respondent's commitment to excellence. The Respondent may also provide hereunder any other general information that the Respondent believes is appropriate to assist Opportunity Home in its evaluation. This shall include listing of current litigation, outstanding judgments and liens, if any.

Respondents must also provide Opportunity Home with the name, contact information to include address, phone number, email address, the core area of business, and years of expertise for each subcontractor and supplier and the minority status of each. A Profile of Firm Form must be completed for each subcontractor and included in this Tab. Respondent must realize that the actual usage of the subcontractor will be contingent upon Opportunity Home's prior written approval, and Respondent remains responsible to Opportunity Home for any and all services and goods provided pursuant to this RFP and any resulting contract. If no subcontractors will not be utilized, please provide this statement: "NO SUBCONTRACTORS. Contractor intends to perform all work detailed in this RFP".

#### **C.2 Tab 2: Evaluation Factors**

**a. Qualifications and Experience:** The Respondent's Proposal shall be evaluated on their performance capability as measured by their past comprehensive experiences and record of successful performance. Respondent shall also be evaluated on its ability to meet the Minimum Requirements and timely deliver the indicated Services in accordance with the Attachment A – Scope of Services set out in this RFP. Under this tab, the Respondent must provide:

- A comprehensive narrative of the firm's experience in the provision of same or similar services such as those stipulated in the Scope of Services.
- The firm's operational history which reflects that the Respondent has been actively engaged for a minimum of five (5) consecutive years as a provider of the same or similar services described in Attachment A.

- Three examples of projects led for three different clients. The example shall include a description of any issues the client was facing, the proposed solutions, the recommended approach and outcome.
- A portfolio demonstrating range and quality of work samples, strategic plans, and methods of implementation.
- Any applicable business licenses, permits, and certifications held by Respondent that are required to perform the Services.
- Proof of membership in related associations.

**b. Key Personnel's Experience, Performance, and Capacity:** Respondent shall provide evidence that the personnel assigned to perform the Services under this contract shall have the training, skills, and certifications to perform the services and are in good standing. The Respondent must submit under this tab the resumes of and a concise and detailed description of the experience, past performance, managerial expertise, level of training and certification for each of its key personnel that it proposes to assign to perform the Services under the Agreement. Respondent shall include evidence of each person's commitment to excellence in professionalism and quality as evidenced by any awards that the person may have received in this capacity.

**c. Multicultural Campaign and Spanish-Language Expertise**

**d. Project Management:** Respondent shall describe its Project manager's qualification and expertise in public relations consulting to include experience with public entities, especially Housing Authorities. Respondent shall provide a project narrative which describes the firm's overall approach including strategies for accomplishing the Scope of Services and rationale for the agency's approach which includes an overview of your approach, including Respondent's rationale for proposing any alternative strategies, and how it could successfully implement the services requested.

**C.3 Tab 3: References**

The Respondent shall provide a minimum of three (3) references to include current point of contact, phone, email, and dates of services. A brief description of the services/work performed by the Respondent similar to those defined in Attachment A shall accompany the reference. References of similar types of organizations are preferred.

**C.4 Tab 4: Form of Proposal, Proposal Fee Sheet, and Cost Analysis**

Respondent's Form of Proposal (Attachment F) must be fully completed and submitted under this tab as a part of the proposal submittal. The Proposal Fee Sheet and Cost Analysis must be completed separately and attached accordingly.



**C.5 Tab 5: HUD Forms, Conflict of Interest Questionnaire, and Certificate of Interested Parties (Form 1295)**

These forms, attached hereto as Attachment B to this RFP document, must be fully completed, except as noted, executed where provided thereon, and submitted under this tab as a part of the proposal submittal. The selected 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 Opportunity Home.

**C.6 Tab 6: 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 the firm qualifies as a Section 3 Business Concern, the proposal will receive a preference over other respondents as specified in Attachment D.**

**C.7 Tab 7: Section 3 Program Utilization Plan**

Respondents are required to complete and submit the Section 3 Program Utilization Plan outlining their efforts to employ qualified Section 3 businesses or persons. The goal as stated in the Section 3 Program Utilization 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 non-construction contracts. Opportunity Home will provide a listing of qualified Section 3 Businesses upon request. **FAILURE TO PROVIDE THE SECTION 3 PROGRAM UTILIZATION PLAN MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.**

**C.8 Tab 8: Small/Minority/Disadvantaged/Veteran Business Enterprise Utilization Statement**

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

**C.9 Tab 9: Proposal Checklist and Certification**

By completing the Proposal Checklist (Attachment E), respondent shall certify that the Proposal documents are complete and included in the response. The Respondent's Certification contained in Attachment E shall also be completed and attached.

**END OF SECTION C**

## Section D

### Terms and Conditions

These Terms and Conditions shall be considered minimum terms of any Contract between the Successful Respondent (the “Contractor”) and Opportunity Home. Any exceptions to the requirements of these terms shall be noted in the proposal. The Organization shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

#### I. GENERAL RESPONSIBILITIES

- A. Service Requirements:** The Contractor shall provide the Services in accordance with the Scope of Services detailed in Attachment 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.
- D. Unacceptable Employees:** If any employee of the Contractor is deemed unacceptable by Opportunity Home, Contractor shall immediately replace such personnel with a substitute acceptable to Opportunity Home.
- E. Uniforms/Badges:** Contractor shall provide uniforms and/or ID badges for all employees working on Opportunity Home’s properties. No employee will be allowed on Opportunity Home’s properties out of uniform and/or without an ID badge.
- F. Criminal History:** Contractor shall perform criminal history checks on all employees performing work on Opportunity Home property and if requested provide summaries of the results to Opportunity Home. 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 checks will be completed at the sole expense of the Contractor.
- G. Drug Testing:** Respondent by submitting a response to this solicitation certifies that it is in compliance with the “Drug Free Workplace Act.” Respondent agrees that if awarded a contract and upon a reasonable request by Opportunity Home respondent will have tested immediately any employee suspected of being under the influence of drugs or alcohol and, if positive, remove them permanently from assignments on Opportunity Home owned properties.

- H. Work on Opportunity Home 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 Opportunity Home.
- I. 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.
- J. 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 PROGRAM REQUIREMENTS**

Contractor is required to prepare and submit monthly reports on Section 3. Contractor shall utilize Section 3 residents and businesses as defined in Attachment D to perform the requirements under this RFP to the greatest extent feasible and shall document such efforts monthly. There is a 30% goal for hiring Section 3 residents on any contract resulting from this RFP, a subcontracting goal of 10% for Section 3 Businesses for construction contracts, and a subcontracting goal of 3% with Section 3 Businesses for non-construction contracts. Contractors will be evaluated on their performance at achieving this goal and such evaluation shall be a factor in future awards. **FAILURE TO PROVIDE A SECTION 3 PROGRAM UTILIZATION PLAN MAY CAUSE THE SUBMITTAL TO BE DISQUALIFIED AS NON-RESPONSIVE.**

## **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 Opportunity Home. Also, any substitution of originally proposed subcontractors must be approved in writing by Opportunity Home 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 Opportunity Home for the performance under the contract. The Contractor shall assure that its subcontractors comply with all applicable HUD regulations and Opportunity Home requirements including but not limited to Section 3 requirements, insurance, Davis Bacon wage requirements and reporting, permitting, code compliance, and licensure.

## **IV. LIMITATION/INDEMNIFICATION/INSURANCE**

- A. Limitation of Liability:** In no event shall Opportunity Home be liable to the successful Respondents for any indirect, incidental, consequential or exemplary damages.
- B. Indemnification:** The Contractor shall indemnify and hold harmless Opportunity Home 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 Opportunity Home, their agents, consultants 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-contractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.
- C. Opportunity Home Actions:** It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of Opportunity Home 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.
- a.** Opportunity Home requires a Professional Liability policy for this contract with errors and omissions coverage found in Exhibit I.

## **V. LIQUIDATED DAMAGES**

For each day that performance under the contract is delayed beyond the time specified for completion, the Contractor shall be liable for liquidated damages in the amount reflected in the contract. However, the timeframe for performance may be adjusted at Opportunity Home's discretion in writing prior to default under the contract.

## **VI. WARRANTY**

- A. General Warranty:** The Contractor represents and warrants to the Opportunity Home that the Contractor will perform the Services with reasonable care and skill and in

accordance with best commercial practices and standards in the industry for equal or similar services.

## **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 Opportunity Home unless prior approval is obtained from Opportunity Home. To ensure prompt and timely payment of invoices, and unless utilizing a progress payment schedule, invoices shall be sent electronically to the following address:

[Accounts\\_Payable@homesa.org](mailto:Accounts_Payable@homesa.org)

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

Opportunity Home San Antonio  
Finance and Accounting  
P.O. Box 830428  
San Antonio, TX 78283-0428

**B. Progress Payments:** If applicable, Opportunity Home may make progress payments approximately every 30 days as the work proceeds if work meets owner's standards, as approved by the Contracting Officer. Subject to written determination and approval of the Contracting Officer, Opportunity Home may 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 ensure prompt and efficient payment of all invoices.

## **VIII. LAWS AND REGULATIONS**

**A. General:** Opportunity Home is a governmental entity as defined in the procurement statutes. Opportunity Home, 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:** Contractors 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 necessarily 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, Opportunity Home 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. Opportunity Home 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 Opportunity Home, fails to correct such failures within seven (7) days or such other period as Opportunity Home may authorize or require.

- c. Failure to Fund:** Opportunity Home 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, Opportunity Home 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 Opportunity Home.

**B. Action Upon Termination:** Upon receipt of a notice of termination issued from Opportunity Home, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by Opportunity Home in the notice of termination.

**C. Remedies Cumulative:** The rights and remedies of Opportunity Home 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, Opportunity Home shall retain ownership of all work products including administrative deliverables and documentation in whatever form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to Opportunity Home any partially completed administrative deliverables and 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 Opportunity Home may pursue compensatory and/or liquidated damages under the contract.

- D. Examination and Retention of Contractor's Records:** Opportunity Home, HUD, 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 and use rights, Opportunity Home 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 Opportunity Home 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, Opportunity Home 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 the performance of its obligations under this Agreement.
- G. Non-Boycott of Israel (HB 89):** Effective 9-1-17: Prohibits a governmental entity from doing business with any vendor for goods or services unless that vendor verifies in the contract that "they i) do not boycott Israel and ii) will not boycott Israel during the term of the contract".
- H. Texas Gov't Code 2252.152:** Prohibits a governmental entity from awarding a contract to a company engaged in business with Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts.

**END OF SECTION D**



## **ATTACHMENT A**

### **Scope of Services**

Contractor shall support and supplement Opportunity Home's in-house public relations activities by means of public relations consulting services, which shall encompass the areas of community relations, marketing, advertising and promotions, digital communication, and event planning to successfully develop and implement strategies and tools that aim to increase public awareness of Opportunity Home's programs, activities and initiatives.

The following provides a general overview of the specific work assignments Opportunity Home will expect the Contractor to complete. These should not be considered an exhaustive listing of tactics to be carried out to meet Opportunity Home's goals and objectives.

1. Assist in the development and execution of Opportunity Home's strategic internal and external communications and public affairs objectives.
2. Provide guidance and insight to navigating political and business environments, especially in local, regional and national governments, marketplaces and housing industries.
3. Provide public relations counsel and training, as needed, to the Communications and Public Affairs Department, Executive Officers, Senior Managers, and Board of Commissioners. Counsel and training areas shall include, but not limited to public speaking, media training, emerging media, and communication planning and strategy.
4. Develop recommendations for emerging digital outreach strategies including, but not limited to, web-based applications and social media channels.
5. Facilitate the identification and development of key stakeholder partnerships and relationships, especially in the San Antonio region.
6. Provide services as required in support of Opportunity Home's community programs including event coordination and support.
7. Provide creative development or direction on items to address public/community relations issues.
8. Provide strategy and support for Opportunity Home's brand awareness and corporate identity.
9. Design and produce materials to communicate Opportunity Home's mission, vision, programs, services, messages and reports, in various printed and produced formats, to include but not limited to logos, flyers, brochures, annual reports, fact sheets, e-newsletters, Web pages, etc.

Additional project-related services that may be required:

- Advertising/branding services
- Digital content creation
- Community or government relations
- Photographic services
- Videographer Services

The above description is not meant to be limiting. Rather, Opportunity Home is interested in securing firm(s) that can provide a broad range of services related to this general scope.

**ATTACHMENT B**  
**HUD Forms**  
**Conflict of Interest Questionnaire**  
**\*Certificate of Interested Parties (Form 1295)\***

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

# 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. 1/01/2014)

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 \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

=====  
**Section I - Clauses for All Non-Construction Contracts greater than \$100,000**  
=====

### 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

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

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

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

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

# General Conditions for Non-Construction Contracts

## Section II – (With 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. 11/30/2023)

Public Reporting Burden for this collection of information is estimated to average one hour 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. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

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

- 1) Non-construction contracts (*without* maintenance) greater than \$150,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) 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 II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

#### 1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
  - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
  - (2) The classification is utilized in the area by the industry; and
  - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.(ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

#### 2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

#### 3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
  - (i) Name, address and Social Security Number;
  - (ii) Correct work classification or classifications;
  - (iii) Hourly rate or rates of monetary wages paid;
  - (iv) Rate or rates of any fringe benefits provided;
  - (v) Number of daily and weekly hours worked;
  - (vi) Gross wages earned;
  - (vii) Any deductions made; and
  - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

#### 4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
  - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (iii) A training/trainee program that has received prior approval by HUD.

- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

**5. Disputes concerning labor standards**

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
  - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

**6. Contract Work Hours and Safety Standards Act**

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

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subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

## **7. Subcontracts**

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

## **8. Non-Federal Prevailing Wage Rates**

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <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	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> :  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> 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: _____	
<b>Federal Use Only:</b>		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. 01/31/201 )

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)

**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.

**ATTACHMENT C**  
**Profile of Firm**  
**Company Biography**  
**Subcontractors**

***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					
<p>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 Opportunity Home and becomes a part of the contract. I further understand that any change in subcontractors also requires the pre-approval of Opportunity Home.</p>			<p>_____  <b>Signature</b></p> <p>_____  <b>Printed Name &amp; Title</b></p> <p>_____  <b>Company Name</b></p>		

**ATTACHMENT D**  
**Section 3/SWMBE Program Guidelines and Forms**



**OPPORTUNITY HOME SAN ANTONIO  
SECTION 3 PROGRAM  
CONTRACTOR COMPLIANCE GUIDE**

*BACKGROUND*

Formerly known as the San Antonio Housing Authority (SAHA), Opportunity Home San Antonio 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. The U.S. Department of Housing and Urban Development (HUD) released the final rule implementing the “Section 3” statute. Section 3 requires that recipients of certain HUD funds make economic opportunities available for low- and very low-income individuals, especially recipients of government assistance for housing, living in the areas where HUD funds are spent. The final rule was adopted on November 30, 2020, and it’s designed to improve a focus on economic opportunity outcomes while simultaneously reducing the regulatory burden on those entities that receive those funds. The New Section 3 Rule goes into effect on July 1, 2021.

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

The objective of the Opportunity Home 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 Opportunity Home Section 3 Program has incorporated the Housing of Urban Development’s Section 3 New Rule guidelines; and is hereby referenced as part of this Interim Section 3 Guidance. Notice is hereby given that it is the responsibility of the 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 Opportunity Home 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 Opportunity Home 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 and or Targeted Section 3 Workers and Business Concerns have been established. The Section 3 goals (below) apply to the entire Section 3 covered project and represent minimum numerical total labor hour goals set forth in the Section 3 Program. In the absence of evidence to the contrary, a contractor that meets the minimum benchmark Section 3 and Targeted Section 3 hiring goals, will be considered to have complied with the Section 3 Program requirements. Opportunity Home reserves the right to assess project-specific goals as may be deemed appropriate by the Opportunity Home representatives. Contractors are advised to read each solicitation carefully to determine the applicable goals for compliance.

**Employment:** Twenty-five percent (25%) of or more of the total number of labor hours worked by all workers in the recipient’s fiscal year are Section 3 Workers and Five percent (5%) or more of the total number of labor hours worked by all workers in recipient’s fiscal year are Targeted Section 3 Workers

**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).

Note: Professional Services contracts requiring an advanced degree or professional licensing are exempt from Section 3. This exclusion does not cover all non-construction services.

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

***Training/Employment***

**A). Training/Employment Opportunities for a Section 3 worker**

Is any worker who either currently fits or when hired within the past 5 years fit at least one of the following categories, as documented:

- The worker’s income for the previous or annualized calendar year is below the income limit established by HUD; or
- The worker is employed by a Section 3 business concern; or
- The worker is a YouthBuild participant

**B). Helping provide training and or employment opportunities for A Targeted Section 3 Worker for public housing (includes operating and capital funds) Is defined as:**

- A worker employed by a Section 3 Business Concern; or
- A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - A resident of public housing or Section 8- assisted housing;
  - or
  - A resident of other public housing projects
  - or
  - .A Section 8-assisted housing managed by the PHA that is providing the assistance;
  - or
  - A YouthBuild participant

***Contracting Opportunities- For Section 3 Business Concerns:***

- At least 51% of the business is owned and controlled by low or very low-income individuals.



- Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers (must be within that time frame, to help businesses determine whether or not they meet the criteria).
  - A business is at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 Housing.
5. 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; two of the 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/Targeted Section 3 Business Concerns bidding as prime contractors.
- 2) A fifteen percent (15%) preference will be instituted for Category 2 Section 3/Targeted Section 3 Business Concerns bidding as prime contractors.
- 3) A ten percent (10%) preference will be instituted for Category 3 Section 3/Targeted Section 3 Business Concerns bidding as Primes that have YouthBuild participants as employees.
- 4) A five percent (5%) preference will be instituted for Category 4 Section 3/Targeted Section 3 Business Concerns bidding as prime contractors.
- 5) A five percent (5%) preference will be provided to Opportunity Home prime contractors that have achieved both the current section 3/targeted section 3 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 Opportunity Home prime contractors participating in a Opportunity Home-approved Joint Venture or Mentor-Protégé program with an eligible Section 3/Targeted 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 or Targeted Section 3 eligible individuals 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/Targeted 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/Targeted Section 3 Business Concern may be above the lowest responsive bid.

-----  
x=lesser of:  
-----

When the lowest responsive bid  
is less than \$100,000 10% of that bid or \$9,000.

When the lowest responsive bid is:

- At least \$100,000, but less than \$200,000 9% of that bid, or \$16,000.
- At least \$200,000, but less than \$300,000 8% of that bid, or \$21,000.
- At least \$300,000, but less than \$400,000 7% of that bid, or \$24,000.
- 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 1 1/2% of the lowest responsive bid, with no dollar limit.

- 2) Where two or more Section 3/Targeted Section 3 business concerns are both responsive and responsible, the Section 3/Targeted 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.

6. 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. Opportunity Home 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's Section 3 performance will be considered and evaluated on future Opportunity Home contracts and will be a factor in the selection and/or contract award.
7. To ensure that the Opportunity Home Section 3 Program benefits individuals and businesses that are eligible Section 3 and or Targeted Section 3 Workers and Business Concerns; all Section 3 resident and Business Concerns must be deemed eligible through documentation of a "Section 3 and Targeted 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 and/or Targeted Section 3 Workers and/or Business Concerns (vendors, suppliers, or subcontractors) submit the necessary information for proper Opportunity Home status review and credit.
8. All Opportunity Home prime contractors must submit a Section 3 program compliance report on a monthly basis in the form and content requested by Opportunity Home staff. This report shall document currently hired within the past five years Section 3 and or Targeted Section 3 Workers, and new Section 3 hires along with any new Targeted Section 3 hires. This will also be for reporting on Business Concern training, employment, and subcontracting monthly performance against goals and opportunities.

9. Failure or refusal by a Opportunity Home bidder/proposer or contractor to satisfy or comply with the Section 3 Program New Rule reporting requirements, either during the bid/proposal process or during the term of the Opportunity Home agreement, shall constitute a material breach of contract whereupon the contract, at the option of Opportunity Home, may be canceled, terminated, or suspended in whole or in part; and, the contractor debarred from further contracts with Opportunity Home as a non-responsible contractor. Opportunity Home 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 in Opportunity Home 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 New Rule 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 Section 3 Program minimum benchmark labor hour 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 “*Section 3 Program Utilization Plan*” (Attached) by simply completing Sections A and B which present the project and contractor information and goal commitment information respectively.
2. In evaluating compliance, a prime contractor that *has not* met the minimum benchmark of labor hour numerical goals set forth in the solicitation; will then have the burden of fully demonstrating its efforts to achieve the Section 3 goals through the submittal and approval of a “*Section 3 Program Utilization Plan*” (Attached) to include completion of Sections A, B and C which must be included with the bid/proposal. Opportunity Home 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 New Rule regulations, 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, including any qualitative efforts. These measures will be taken to reach numerical goals in hiring/employment, training, and contracting. The final agreed-upon plan shall become part of the Opportunity Home contract.
3. Opportunity Home 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 75 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 75. 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 any regulations in 24 CFR Part 75.



5. Prime contractors shall submit a properly completed and executed “Section 3 and Targeted Section 3 Worker Eligibility Form” for all participating Section 3 and or Targeted Section 3 Workers and/or Section 3/Targeted Section 3 Business Concerns (Attached). It is the responsibility of the prime contractor to ensure that eligible Section 3 and or Targeted Section 3 Workers and Business Concerns submit all necessary information for Opportunity Home review and credit, to include an eligible Section 3 prime contractor, if applicable.
6. Prime contractors requesting a Section 3 Program bidding preference based upon employment, YouthBuild participants, or ownership interest shall submit a properly completed and executed Section 3 and or Targeted Section 3 Worker Eligibility Forms for all employees and owners who qualify and provide any supporting documentation that may subsequently be required by Opportunity Home. Prime contractors and subcontractors must employ any Section 3 and or Targeted Workers 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 a Section 3 and or Targeted Section 3 Worker 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 Opportunity Home prime contractors on a HUD-assisted project shall be required to achieve the Section 3 Program New Rule benchmark numerical goals and 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 Opportunity Home’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/Targeted Section 3 Business Concern. Opportunity Home 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 in 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 and Targeted Section 3 Worker 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.

**What are the minimum New Section 3 Rule Benchmarks that need to be met to be in compliance with HUD and your contract with the Opportunity Home San Antonio?**

***For Public Housing Opportunity Home Contracts:***

The benchmark for Section 3 workers is set at 25% or more of the total number of labor hours worked. For Targeted Section 3 Workers, the benchmark is 5% or more of the total number of labor hours worked.

*For Housing and Community Development Opportunity Home Contracts:*

The benchmark is set at 25% or more of the total number of labor hours worked by all workers on a Section 3 Project. The benchmark for Targeted Section 3 Workers is set at 5% or more of the total number of labor hours worked by all workers on a Section 3 project. ("This means that the 5 percent is included as part of the 25% threshold").

**How do the Labor Hours need to be calculated for Section 3 hires, and Targeted Section 3**

**hires?** *According to HUD's Provision: Section 3 benchmarks will consist of the following two ratios:*

- (i) The number of labor hours worked by Section 3 workers divided by the total number of labor hours worked by all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.
  
- (ii) The number of labor hours worked by Targeted Section 3 workers, as defined in § 75.11(a), divided by the total number of labor hours worked by all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.



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## SECTION 3 PROGRAM UTILIZATION PLAN

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### INSTRUCTION SHEET

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

Questions regarding completion of the *Section 3 Utilization Plan* document should be directed to: Assistant Director of Procurement, at 210 -477 -6703 or [section3@homesa.org](mailto:section3@homesa.org).

- A. 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 Opportunity Home contractual term.
- B. The contractor shall submit a *Section 3 Utilization Plan* at the time of bid/proposal submission in order to be considered responsive.
- C. This *Section 3 Utilization Plan* is subject to Opportunity Home's review and approval. Opportunity Home may at its sole discretion approve or disapprove the plan. Opportunity Home's determination is administratively appealable to the CEO and to the Board of Commissioners pursuant to Opportunity Home's Section 3 Program, Policy & Procedures.

D. All bidders/proposers are to complete the following:

- \_\_\_\_\_ **Section A**, Bidder/Proposer Information
- \_\_\_\_\_ **Section B**, Section 3/Targeted Section 3 Goals and Contractor Commitment,
- \_\_\_\_\_ **Section C**, Section 3/ Targeted Section 3 Contractor Questionnaire
- \_\_\_\_\_ **Section D**, Section 3/Targeted Section 3 Good Faith Efforts
- \_\_\_\_\_ **Section E**, Section 3/Targeted Section 3 Compliance Certification,
- \_\_\_\_\_ **ATTACHMENT A** Assigned Project Workforce
- \_\_\_\_\_ **ATTACHMENT B** Subcontractor and Supplier's listing

Optional:

- \_\_\_\_\_ Certification for Section 3/Targeted Section 3 Business Concerns
- \_\_\_\_\_ Section 3 and or Targeted Section 3 Worker Individual Verification Form (S3-6003b)

- E. Opportunity Home requires all Section 3 residents and/or Business Concerns to certify or submit evidence to Opportunity Home, contractor, or subcontractor, that the person or business is Section 3 eligible. Opportunity Home has developed a Certification Process for this purpose. It is the responsibility of the Contractor to submit these forms to Opportunity Home.
-



## SECTION 3 PROGRAM UTILIZATION PLAN

Project Title: \_\_\_\_\_

### SECTION A – BIDDER/PROPOSER INFORMATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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 – SECTION 3 GOALS AND CONTRACTOR COMMITMENT

*Employment Goal (The New Rule eliminates the 30% new hire numerical goal and replaces it with labor hours)  
New Rule labor hour benchmarks:*

- 25% or more of the total number of labor hours worked by all workers are Section 3 Workers
- and 5% or more of the total number of labor hours worked by all workers are Targeted Section 3 Workers

Complete **Attachment A** which identifies the bidder/proposer's employee positions required for the execution of this project.

**NOTE:** *Opportunity Home will only credit employment participation with documentation acceptable to Opportunity Home certifying their (Section 3, or Targeted Section 3 Worker) status. A prime contractor may satisfy the New Section 3 Rule Employment Goal requirements through the hiring of Section 3 and or Targeted Section 3 Workers through his/her subcontractors. It is important to adhere to the new Section 3 Rule regulation benchmarks as stated above, for contractual compliance.*

#### **Contractual Opportunity Goal**

- Subcontract at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts with Section 3/Targeted Section 3 eligible Business Concerns for maintenance, repair, modernization, or development of public or Indian housing, or for work arising in connection with housing rehabilitation, housing construction, and other public construction; and
- At least three percent (3%) of the total dollar amount of all other Section 3 covered contracts with Section 3/Targeted Section 3 eligible Business Concerns.



Complete **Attachment B** which identifies the bidder/proposer's subcontractor and/or supplier opportunities required for the execution of this project.

**NOTE:** *The contractual opportunity goal is a percentage of the total gross dollar value of the proposed contract awarded to a Section 3/Targeted Section 3 eligible Business Concern. Opportunity Home will only credit participation by Section 3 /Targeted Section 3 Business Concerns that submit documentation acceptable to Opportunity Home certifying their Section 3 status.*

1. The Prime Contractor will subcontract with a total of \_\_\_\_\_ Section 3/Targeting Section 3 Business Concerns totaling \_\_\_\_\_% of the Contract Value.

**Other Economic Opportunity Goal**

Firms may provide other economic opportunities to train and employ Section 3 and Targeted Section 3 Workers. Examples may include part-time work, internship programs, mentorship programs, training agreements, etc.

1. The undersigned bidder/proposer will satisfy the Section 3 and or Targeted Section 3 Workers *other economic opportunity* goals:  
Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:** *Opportunity Home will only credit other economic opportunity participation to contractors/vendors that submit documentation acceptable to Opportunity Home.*

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

- A. In your own words please explain what the Section 3 Program intends to accomplish. (Please limit your response to a couple of sentences).





- B. Explain how you intend to accrue a minimum of 25% or more of the total number of labor hours worked by all workers that are attained from Section 3 Workers and 5% or more of the total number of labor hours worked by all workers that are attained from Targeted Section 3 Workers) of the time the contract is awarded until the contract is complete, and what actions you will use to require subcontractors to do the same.

- C. If you intend to subcontract, explain how you intend to subcontract a minimum of 10% of the work of this bid to Section 3/Targeted Section 3 Business Concerns.



D. Please outline your plan to provide other economic opportunities to Section 3 and or Targeted Section 3 Workers. Examples may include training agreements, internship programs, mentorship programs, etc.

E. How can Opportunity Home assist you in accomplishing your Section 3/Targeted Section 3 goals?



**SECTION D – GOOD FAITH EFFORTS**

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

\_\_\_\_\_ The project does not provide any employment opportunities.  
Please provide justification for the lack of employment opportunities.

\_\_\_\_\_ The project does not provide any subcontracting opportunities.  
Please provide justification for the lack of subcontracting opportunities.

F. If no contracting or hiring is anticipated, briefly explain why.



**Attachment A  
Assigned Project Workforce**

Job Category*	Total Estimated Positions Needed for Project	Number of Positions Occupied by Permanent Employees	Number of Positions Open	Number of Positions to be Filled with Section 3 and/or Targeted Section 3 Workers	Anticipated Labor Hours the Section 3 or Targeted Section 3 Workers may work monthly through the duration of the contract till completion
<b>Professionals</b>					
<b>Technicians</b>					
<b>Office/Clerical</b>					
<b>Officers/Managers</b>					
<b>Sales</b>					
<b>Craft Workers (Skilled)</b>					
<b>Operatives (Semi-Skilled)</b>					
<b>Laborers (Unskilled)</b>					
<b>Service Workers</b>					
<b>Other List &amp; describe</b>					

*(Make Additional Copies as Necessary)*

Anticipated number of Section 3 Workers for this project: \_\_\_\_\_

Anticipated number of Targeted Section 3 Workers for this project: \_\_\_\_\_

Identify whether position(s) is Full-time (FT), Part-time (PT), or Training position (TP)

Will you be providing benefits to the Section 3 and or Targeted Section 3 Workers? \_\_\_\_\_ If yes: please describe the benefits package. \_\_\_\_\_

\_\_\_\_\_

How many people are currently employed with your company? \_\_\_\_\_



**EMPLOYMENT CERTIFICATION:**

I hereby certify to the best of my knowledge that the above table represents the appropriate number of employee positions required for the execution of this Project. This table represents the number of Section 3/Targeted Section 3 individuals that the company proposes to employ. Also, the Company will provide Opportunity Home a completed "Section 3/Targeted Section 3 Eligibility" form for any applicable new hire. As the project progresses, I will notify Opportunity Home of any subsequent proposed changes to my workforce for approval.

Project Title \_\_\_\_\_ Company Name \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_



**Attachment B  
Subcontractor/Supplier Listing**

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

*(Make Additional Copies as Necessary)*

Total Bid/proposal Value - \$ \_\_\_\_\_  
 Total Dollars – Subcontractor/Supplies - \$ \_\_\_\_\_  
 Total Dollars subcontracted to Section 3/Targeted Section 3 Business Concerns - \$ \_\_\_\_\_  
 Overall Section 3 subcontracting Percentage - % \_\_\_\_\_



**CONTRACT OPPORTUNITY CERTIFICATION:**

I hereby certify to the best of my knowledge that the above table represents all of the subcontracting and/or vendor opportunities required for the execution of this Project. This table identifies the number of Section 3/Targeted Section 3 Business Concerns that the company will utilize. Also, the Company will provide Opportunity Home a completed "Section 3/Targeted Section 3 Eligibility" form for qualified Section 3 Business Concerns with all supporting documentation. As the project progresses, ALL OF THE ABOVE INFORMATION I HAVE PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE OPPORTUNITY HOME CONTRACT. I will notify Opportunity Home of any subsequent proposed changes to my subcontractors/suppliers for approval.

Project Title \_\_\_\_\_ Company Name \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_



## Section 3 Business Concern Certification

### CONTACT INFORMATION

<b>First Name:</b>	<b>Last Name:</b>	<b>M.I.:</b>	<b>Suffix:</b>
<b>Title:</b>			
<b>Name of Business or DBA:</b>			
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Primary Phone:</b>	<b>Email Address:</b>		
<b>Employer Identification Number (EIN):</b>	<b>Owner's Social Security Number (if no EIN):</b>		

### TYPE OF BUSINESS

<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture
<b>Total Number of Employees:</b>	<b>Number of Section 3 Employees (if applicable):</b>		
<b>Number of Targeted Section 3 Employees (individuals who live in Public Housing or Section 8 Housing in Bexar County):</b>			
<b>List the types of services your business provides (e.g., electrical, janitorial, security):</b>			
<b>List up to three NIGP Codes which correspond to the services and goods provided:</b>			

### LICENSES/CERTIFICATIONS

**List the business' occupational licenses or certifications:**


### HUD GUIDELINES

**Businesses may become Section 3 Certified if they meet at least one (1) of the following HUD guidelines (select any that apply):**

<input type="checkbox"/>	51% of business is owned by low or very low income persons.
<input type="checkbox"/>	75% of the Labor Hours are performed for the business over the previous three-month period by Section 3 Workers.
<input type="checkbox"/>	51% of business is owned by current Public Housing or Section 8 housing residents.





## Section 3 Business Concern Certification

### OWNERSHIP AND CONTROL

If claiming 51% of ownership by a low or very low income person, or by a current Public Housing or Section 8 housing resident, identify the firm's ownership:

Name	Title	Ownership Percentage

### REQUIRED DOCUMENTATION

Please provide the required documentation for Section 3 Business Concern certification.

**For businesses claiming status with 51% of ownership by low or very low income persons:**  
(Provide the following for all owners of the enterprise.)

- Copy of evidence of participation in a public assistance program (residential lease, evidence of public assistance, tax return).
- Proof of residence in Bexar County (your driver's license or state issued ID).
- Proof of ownership (DBA; if sole proprietorship, submit Assumed Name Certificate; if corporation, submit Certificate of Formation, Articles of Incorporation, or Operating Agreement. Proof must show ownership by the Section 3 individual).

**For businesses claiming at least 75% of the labor hours worked are performed by Section 3 Workers over the previous three-month period prior to applying for this certification:**

- List of ALL current employees.
- List of employees claiming Section 3 status.
- Employers claiming the 75% of labor hours worked must provide a labor hour time sheet, sign the Section 3 individual verification form (s) for business concern assessment and **notarize** each form per employee verifying their Section 3 status.

**For businesses claiming status with 51% of ownership by current Public Housing or Section 8 housing resident(s):**

- Proof of residence in a public housing or Section 8 housing residence in Bexar County
- Proof of ownership (DBA; if sole proprietorship, submit Assumed Name Certificate; if corporation, submit Certificate of Formation, Articles of Incorporation, or Operating Agreement. Proof must show ownership by Public Housing or Section 8 resident).

### DISCLAIMER SIGNATURE

**By checking this box, I swear or affirm that the information on this form is, to the best of my knowledge and belief, true, correct, and complete.**

I understand that this information will be used to determine my eligibility to participate in the Section 3 Business Concern certification program.

I hereby authorize Opportunity Home San Antonio to display my contact information, type of business and license/certification information in a database that contractors and community partners will have access to.

My signature/printed name below signifies that I understand and authorize Opportunity Home San Antonio and U.S. Department of Housing and Urban Development (HUD) officials to verify all the information I provide regarding Section 3 Certification.

**Printed Name:**

<b>Signature:</b>	<b>Date:</b>
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## Section 3 Business Concern Certification

Please complete forms, attach all necessary documentation, and submit via one of the following methods:

**Mail or Drop Off:** C/O Assistant Director of Procurement  
Opportunity Home San Antonio  
818 S. Flores St.  
San Antonio, TX 78204

**Email To:** [Section3@homesa.org](mailto:Section3@homesa.org)

**Fax To:** (210) 477-6167



**SECTION 3 AND TARGETED SECTION 3 WORKER VERIFICATION FORM  
FOR BUSINESS CONCERN ASSESSMENT**

**ELIGIBLE SECTION 3 AND/OR TARGETED SECTION 3 CURRENT AND 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 in their neighborhood. Completion of this form helps your new employer and Opportunity Home monitor compliance to the Section 3 program and may help in obtaining future business with Opportunity Home. Your information is kept **CONFIDENTIAL** and will not affect any federal subsidies you currently receive, if any.

INCOME DISCLOSURE (CHECK AN OPTION BELOW):

**Option 1: I choose to disclose this information.**

In order to be eligible as a Section 3 and/or Targeted Section 3 Individual, you must fit into one of the following criteria:

1. Was the income for the previous five years less than or in the HUD area median income bracket for the Section 3/Targeted Section 3 Individual?

80% HUD Area Median Income (FY 2022 Income Limit):  
\$46, 450

2. Are you a resident of Public Housing or Section 8 housing?      Yes      No

- If you indicate "Yes," then the individual is a Targeted Section 3 Worker, regardless of income.
- If you are a low income individual living in Bexar County, you are a Section 3 individual even if you do not live in Public Housing or Section 8 housing.

**Option 2: I choose not to disclose this information.**

**NOTE: This form must be notarized prior to submission.**

**CERTIFICATION**

**By signing, I authorize my employer to release relevant information to Opportunity Home San Antonio 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.**

**Printed Name:**

**Signature:**

**Date:**

**M/WBE UTILIZATION STATEMENT  
OPPORTUNITY HOME SAN ANTONIO  
M/WBE PROGRAM OFFICE**

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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. Opportunity Home M/WBE Program Manager will review and consider a bidder's or proposer's good faith efforts in assisting Opportunity Home to meet its M/WBE policy and program objectives.

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A. Bidders/Proposers are required to make sincere efforts in attempting to achieve the applicable Opportunity Home 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 Opportunity Home M/WBE Program Coordinator's review and approval.

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

F. Opportunity Home 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:

Gloria Perez  
Assistant Director of Procurement  
818 S. Flores St.  
San Antonio, TX 78204  
gloria\_perez@homesa.org  
210-477-6703

***FOR OPPORTUNITY HOME PROCUREMENT DEPARTMENT USE ONLY***

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Opportunity Home Official:

\_\_\_\_\_  
Recommendation: Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

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

**M/WBE UTILIZATION STATEMENT  
OPPORTUNITY HOME SAN ANTONIO  
M/WBE PROGRAM OFFICE**

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**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.*

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**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: Opportunity Home will credit only those M/WBEs that have been certified by an entity acceptable to Opportunity Home. 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 Opportunity Home 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 Opportunity Home’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. <b>(Include as an Attachment)</b>		
5. Was direct contact made with Opportunity Home’s M/WBE Program Office? If yes, please identify date/person contacted and assistance sought. <b>(Include as an Attachment)</b>		
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.). <b>(Please attach copies of solicitation letters of assistance and/or describe, as an Attachment to this section, the personal contact made)</b>		
7. Were bid opportunities related to this project advertised in minority/women newspapers and trade journals? <b>(If yes, please include a copy of the advertisement or detail the name of the publication(s), date of advertisement and describe the solicitation)</b>		
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? <b>(If yes, please detail any assistance that was provided or if they were referred, to whom)</b>		
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 <b>(Include as an Attachment)</b> : (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 Opportunity Home contract.

\_\_\_\_\_  
*Print Name*

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

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

\_\_\_\_\_  
*Telephone Number*



## **ATTACHMENT E**

### **Proposal Checklist and Certification**

**Attachment E**

(This Form must be fully completed and uploaded with submission of proposal.)

**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 proposal submitted by the Respondents. Also, complete the Section 3 Statement and the Respondent’s Certification Statement below:**

X=ITEM INCLUDED	SUBMITTAL ITEMS
_____	Tab 1 Profile of Firm, Company Biography, and Proposed Subcontractors
_____	Tab 2 Evaluation Factors
_____	Tab 3 References
_____	Tab 4 Form of Proposal, Proposal Fee Sheet, and Cost Analysis
_____	Tab 5 HUD Forms, Conflict of Interest Questionnaire, and Certificate of Interested Parties (Form 1295)
_____	Tab 6 Section 3 Business Preference
_____	Tab 7 Section 3 Utilization Plan
_____	Tab 8 Small/Minority/Disadvantaged/Veteran Business Enterprise Utilization Statement
_____	Tab 9 Proposal Checklist and Certification

**SECTION 3 STATEMENT**

Are you claiming a Section 3 business preference? YES\_\_\_ NO\_\_\_

If “YES,” pursuant to the documentation justifying such submitted under Tab 6, which category are you claiming?

\_\_\_ Category I - Owned by a public housing resident where work is performed

\_\_\_ Category II - Owned by any other public housing resident

\_\_\_ Category III - HUD YouthBuild Program

\_\_\_ Category IV - 30% of workforce is Section 3 qualified or subcontract greater than 25% of contract value to certified Section 3 Business Concern

## Respondent's Certification

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

- 1.** He/she has full authority to bind Respondent and that no member of Respondent'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.** Respondent 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 Opportunity Home and subject to the terms and conditions of such acceptance, shall result in a contract between Opportunity Home and the undersigned Respondent.
- 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.** Respondent, nor the firm, corporation, partnership, or institution represented by the Respondent, 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.** Respondent has not received compensation for participation in the preparation of the specifications for this RFP.
- 8. Non-Collusive Affidavit:** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent 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 Respondent, to fix overhead, profit or cost element of said bid price, or that of any other Respondent or to secure any advantage against Opportunity Home 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 Respondent 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:** Opportunity Home 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. TX Gov. Code 2252.152:** Prohibits a government entity from awarding a contract to a company engaged in business with Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts. By signature hereon Respondent certifies that it is not affiliated in any manner with the businesses on this list.

## Signature & Addenda Acknowledgements

**Initials of Reviewer**

**Date Received/Reviewed**

Addendum #1 \_\_\_\_\_ Date \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date \_\_\_\_\_

Addendum #3 \_\_\_\_\_ Date \_\_\_\_\_

_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Printed Name</b>	<b>Company</b>
_____	
<b>E-mail Address</b>	
_____	_____
<b>Phone</b>	<b>Fax</b>

**ATTACHMENT F**  
**Form of Proposal**  
**Proposal Fee Sheet**  
**Cost Analysis**

**THIS MUST BE ON RESPONDENT'S LETTERHEAD**

Opportunity Home San Antonio  
818 S. Flores St.  
San Antonio, Texas 78204

Attention: George M. Ayal, Director of Procurement

RE: Request for Proposal No. **2209-5338**

To Whom It May Concern:

The undersigned Respondent, having read and examined the Minimum Requirements and associated Documents for the above designated work associated with providing **Public Relations Consulting Services** and having familiarized myself with the needs of Opportunity Home as it relates to the proposed service and thoroughly considered the factors which will affect the providing the service, execution of the work and the cost thereof, does hereby propose to perform all the work as set forth in this Proposal. All prices stated herein are firm and shall not be subject to escalation 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 work will be performed in strict accordance with the subsequent documents (if no exceptions are taken, indicate so by entering "None").

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

The undersigned Respondent herein proposes to execute the resulting Contract and sub-agreements for Public Relations Consulting Services for the following pricing/fee as entered on the Fee page.

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, facsimiling, or delivering of such notice, execute

and deliver a Contract in the form provided by Opportunity Home, 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: \_\_\_\_\_

## Proposal Fee Sheet

Cost to provide Public Relations Consulting Services per the specifications in the RFP.

SERVICE(S)	HOURLY RATE
Partner or Director	\$
Associate	\$
Writing/Editing	\$
Graphic Design	\$

**Reimbursable Expenses:** The Contractor shall invoice Opportunity Home for reimbursement of the following expenses.

**Media Purchases**  
**Broadcast/Print Production**  
**Printing**  
**Photography**  
**Videography**  
**Event Planning**



## 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.

	<b>Item(s)</b>	<b>Cost (\$)</b>	<b>Percentage Rate (%)</b>
<b>Direct Costs</b>	Direct Labor (Personnel)	\$	%
	Equipment	\$	%
	Supplies & Materials	\$	%
	Travel & Per Diem	\$	%
	Subcontractors or Consultants	\$	%
	Fuel or Power Consumption	\$	%
	Other (e.g., computer time, copying, long distance phone calls)	\$	%
<b>Indirect Costs</b>	Overhead	\$	%
	General & Administrative Expenses	\$	%
<b>Profit or Fee</b>		\$	%

## 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 Opportunity Home within 10 days of contract signature:

Professional Liability	Required Limits
Opportunity Home and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to Opportunity Home such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
Business Automobile Liability	Required Limits
Opportunity Home 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 Opportunity Home 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. <b><u>A Waiver of Subrogation in favor of Opportunity Home must be included in the Workers' Compensation policy.</u></b>  Opportunity Home and its affiliates must be a Certificate Holder.	<b>Statutory</b> 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 Opportunity Home properties. Opportunity Home and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate
Builder's Risk	Required Limits
Builder shall carry Builder's Risk to cover the loss of materials, and/or the building under construction/rehabilitation. Opportunity Home and its affiliates must be named as an Additional Insured and as the Certificate Holder.	Equal to the Contract Cost of the construction or rehabilitation project stated in the contract.