

REQUEST FOR PROPOSALS
6023
Telecommunications Management Services

The Seattle Housing Authority (SHA) is seeking proposals from qualified consultants to assist SHA by managing its telecommunications site program and provide industry specific knowledge in actively marketing SHA's portfolio of properties to telecommunications firms, including but not limited to negotiation and licensing of new installations and ongoing consultation in matters related to the management of the equipment sites as well as the equipment.

Pre-Submission Conference:

SHA will hold a virtual Pre-Submission Conference on **Friday, November 22nd, 2024, at 11:00 am.**

To attend the Pre-Submission Conference via MS Teams, join the following link:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 237 635 173 180

Passcode: 2iAxge

Dial in by phone

[+1 206-257-3799,769506863#](#) United States, Seattle

[Find a local number](#)

Phone conference ID: 769 506 863#

If you need the link emailed, please contact Seth Ryan, Sr. Contract Administrator at purchasing@seattlehousing.org and you will be sent an invitation to join.

Obtaining the RFP: Visit our website at seattlehousing.org/do-business-with-us to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may e-mail Seth Ryan, Sr. Contract Administrator at purchasing@seattlehousing.org

Questions: Any questions or requests for further information must be submitted in writing no later than **4:00 pm, on December 2nd, 2024**, to the Contract Administrator noted above by e-mail at purchasing@seattlehousing.org

Submission Deadline: Proposals must be received not later than **4:00 pm on December 13th, 2024**, at the Sr. Contract Administrator's e-mail address noted above.

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

Seth Ryan
Sr. Procurement and Contracts Manager

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Seth Ryan, Sr. Contract Administrator purchasing@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6023

Telecommunications Management Services

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

SOLICITATION NO. 6023

for

Telecommunications Management Services

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ATTACHMENTS:

EXHIBIT A:

- List of properties

Attachment A:

Forms to be completed and submitted with proposal

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants (if applicable)
- Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)

RFP Issued On:	Proposal Due:
Tuesday, November 12th, 2024	4pm, Friday, December 13th, 2024

Seattle Housing Authority

Request for Proposals Solicitation No. 6023

Telecommunications Management Services

A. INTRODUCTION

1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to assist SHA by managing its telecommunications site program and provide industry specific knowledge in actively marketing SHA's portfolio of properties to telecommunications firms, including but not limited to negotiation and licensing of new installations and ongoing consultation in matters related to the management of the equipment sites as well as the equipment.

2) Seattle Housing Authority Background:

SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

Our Mission

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.

Our Values

As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes. SHA provides long-term, low-income rental housing and rental assistance to more than 38,000 people in Seattle. SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at seattlehousing.org.

3) Reserved:

- 4) **Race and Social Justice Initiative (RSJI):** SHA is committed to advancing racial and other social justice equity and has a focused affirmative plan to educate staff on the effects of racism and other oppressions on the work of SHA, our employees, residents and stakeholders; and to eliminate institutional racism and other oppressions at SHA.
- 5) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

B. SUBMITTAL REQUIREMENTS

Schedule:

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	Potential proposers can join MS Teams Meeting	Friday	11/22/2024	11:00am
Deadline for Questions	Email Only	Monday	12/2/2024	4:00pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: purchasing@seattlehousing.org		Friday Day	12/13/2024 Date	4:00pm Time

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Seth Ryan at seth.ryan@seattlehousing.org.

Addenda: In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA’s website at: seattlehousing.org/do-business-with-us It is the responsibility of proposers to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Contract Administrator, Seth Ryan at seth.ryan@seattlehousing.org to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

Submittal: The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline.

All proposals should be clearly marked when e-mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or hand delivered proposal is not acceptable.*

All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

Proposals should be limited to a maximum of 16 pages single sided, or 8 pages double sided in no smaller than 12-point font on 8½” by 11” sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C), the Suspension and Debarment Certificate for Consultant, and any applicable Section 3 form(s). Your **cover letter** should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

1) **Required number of copies:** Proposers responding to this RFP shall submit their proposal to the e-mail address indicated above.

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at leg.wa.gov/LawsAndAgencyRules). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as “proprietary” information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as “proprietary” only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as “proprietary information,” SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer

acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

C. SCOPE OF WORK

SHA currently has including but not limited to approximately 83 properties that are available for use as telecommunication sites. A list of the sites and addresses are attached as Attachment A hereto.

Throughout this document, references to SHA include the Housing Authority of the City of Seattle, as well as any partnerships, limited liability companies, or similar entities managed or otherwise controlled by the Housing Authority of the City of Seattle including, without limitation, the following entities:

- 820 Yesler Way LLLP (Raven Terrace)
- Rainier Vista Northeast LLLP (Rainier Vista Phase III)
- 221 10th Ave. S. LLLP (Hoa Mai Gardens)
- Yesler Block 7.3 LLLP (Sawara)
- NewHolly Phase I LLLP
- Yesler Block 5.1 LLLP (Hinoki)
- Yesler Block 6.6 LLLP (Juniper)
- 888 E Fir LLLP (Red Cedar)
- West Seattle Affordable Housing LLLP
- 6935 Delridge Way LLLP (Salish Landing)
- Jefferson Terrace LLLP
- 1105 E Fir LLLP (Kebero Court)
- Leschi House LLLP

SHA expects that the successful Proposer will perform/provide the following services:

- (1) Identify a primary point person who will coordinate all activities with appropriate SHA staff and with all telecommunications personnel who may want to access a site.

- (2) Actively market SHA's established portfolio of properties as telecommunication sites.
- (3) Evaluate new access or use proposals and make recommendations to SHA staff.
- (4) Coordinate with SHA staff to review specifications, and, once approval is received, communicate with the contractor.
- (5) Negotiate initial agreements with telecommunications companies and obtain SHA approval prior to agreement execution and commencement of each installation, including any and all requested upgrades to existing equipment. SHA retains the right of refusal of any agreement or installation at its sole discretion.
- (6) Act as telecommunications site management entity on behalf of SHA in order to oversee, enforce, and implement telecommunications site agreements.
- (7) As appropriate, arrange a pre-construction conference with SHA staff and the proposed agreement contractor(s) prior to the commencement of any new construction, including any upgrades to existing equipment that require significant removal of existing equipment and replacement of equipment. "Significant" is defined as any proposal that requires the addition or removal of equipment weighing in excess of fifty (50) pounds.
- (8) Coordinate ongoing installation activities with the agreement contractor and SHA staff.
- (9) Review and approve each agreement's proposed contractors to perform work on SHA property.
- (10) Obtain Certificates of Insurance from contractors and service providers that you contract with relating to properties of SHA, Limited Partnerships' and/or other entities' properties. Such Certificates of Insurance must name SHA and, if applicable or appropriate, the limited partnership or other entity, as an Additional Insured for ongoing operations (CG20107 or Equivalent) and for completed operations (CG2037 or Equivalent) under their Commercial General Liability insurances. SHA must approve the types and limits for insurance to be required for any installations at each SHA, Limited Partnership, or other entity building. Your process must indicate anticipated follow up for those instances where multi-year coverages will be necessary.
- (11) Ensure that installations adhere to applicable codes and submitted specifications, and ensure that any deficiencies are corrected.
- (12) Protect the physical property and ensure the performance of required maintenance activities.
- (13) Coordinate all contractor equipment installation, removal, and/or upgrades with SHA building staff and designated management staff and take appropriate actions to ensure positive public relations are maintained with SHA staff,

residents, neighbors, and the general public with respect to the equipment installations and ongoing operations.

- (14) Invoice and collect monthly agreement payments for pre-existing (as described below) and new agreements using methods agreed to in advance by SHA.
- (15) SHA has pre-existing telecommunications agreements that will be incorporated into this service agreement. The terms of these pre-existing agreements may require payments to be made to previous service providers, and SHA will work with the prior service provider to assign the pre-existing contracts to the successful proposer or coordinate payments. The successful proposer will be required to account for and make these payments as well as reporting same to SHA.
- (16) Prepare and forward to SHA a single monthly consolidated payment with a detailed report of agreement payments by location.
- (17) Leasehold Excise Tax. Pursuant to RCW Chapter 82.29A, these telecommunication agreements are subject to Washington state leasehold excise tax. The tax is based upon the amount of rent being charged per each agreement and is currently 0.1284 percent of the base rent. This excise tax is to be added to the negotiated rent payment, collected, and held by the successful bidder and transmitted to the State of Washington, Department of Revenue on a quarterly basis.
- (18) Perform site inspections no less often than annually to ensure compliance with applicable regulations and the terms of the agreement.
- (19) Resolve all technical and agreement issues between carriers such as claims of interference, disputes regarding encroachment on licensed space, etc.
- (20) Maintain complete and readily accessible records of all installations, including but not limited to, copies of all original agreements and amendments, site photographs, installation drawings, log of installation, contractor activity, certificates of insurance, and relevant correspondence. These materials shall be readily available to SHA as requested.
- (21) Maintain books and records as required by SHA and regulatory reporting requirements. These materials shall be readily available to SHA as requested.
- (22) Develop and prepare a quarterly report on the status of the telecommunications installations managed pursuant to this contract. The reports shall include but are not limited to:
 - (a) All significant activities that occurred in the previous quarterly period.
 - (b) All potential and pending agreement activities.
 - (c) Regular payment collection.
 - (d) A report showing any payment delinquencies by the agreement partner. A statement regarding collection efforts made to date and the current status of the delinquency.

- (e) Site inspections performed during the preceding period with site conditions noted.
- (23) Provide such other acts or services as may be reasonably requested or required SHA in furtherance of the foregoing, including, without limitation, overseeing and coordinating with telecommunications contractors, subcontractors, and SHA staff with respect to telecommunications easements, access agreements, and related installations.

D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL

Response / Proposal Content: To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

- Cover Letter
- Address Each of the Evaluation Criteria Below:
 - Relating to Criterion 1: Race and Social Justice Initiative (RSJI)
 - Provide a detailed Plan describing your firm's good faith efforts to identify and address racism and other oppressions both within and without your organization.
 - If applicable, please indicate training, tools and other resources that are available for your employees to work proactively for race and social justice equity.
 - If applicable, state steps or processes in place that enable your organization to provide services in a culturally responsive and relevant way.
 - Relating to Criterion 2: Experience, Qualifications, Knowledge, and Ability to Perform the Work
 - Professional services and technical profiles of principals, key personnel, and any proposed subcontractor or sub-consultant.
 - Provide a list of all personnel proposed to be assigned to the SHA contract and provide a curriculum vitae for each individual. From the list provided, identify the proposed primary point of contact for SHA in all matters relating to the SHA contract.
 - If any subcontractors are to be used, provide the full identity of each proposed subcontractor and resume for each individual that will be assigned to the SHA contract.
 - Demonstrate the technical knowledge of all key personnel assigned to the SHA contract with regards to telecommunication terminology, electrical and mechanical engineering concepts, site installation terminology, and requirements and best practices.
 - Describe marketing programs proposed to be used for the SHA contract and provide evidence of the effectiveness of these programs, i.e., results achieved.
 - Relating to Criterion 3: Administrative Tools and Practices

- Indication of adequate personnel who are available to meet with SHA staff and are available to monitor subcontractors at the proposed sites sufficient to demonstrate an ability to function successfully in the Seattle area.
- Identification of office staff who are available to assist SHA staff and coordinate responses to SHA inquiries.
- Provide a detailed statement of the services expected from SHA during the resulting contract term.
- Outline process for obtaining Certificates of Insurance for telecommunications firms and their contractors, if applicable, naming SHA and appropriate limited partnership or other entity as an Additional Insured for ongoing operations (CG2010 or Equivalent) and completed operations (CG2037 or Equivalent) under their Commercial General Liability insurances. SHA must approve types and limits for insurance to be required for any installations at each SHA, Limited Partnership or other entity building. Your process should indicate anticipated follow up for those instances where multi-year coverages will be necessary.
- Outline proposed process for the proposed collection and distribution of monthly agreement payments. Propose methods for tracking delinquencies and follow-up to ensure full payment is received.
- Provide a sample/proposed monthly report showing all monies collected to include a detailed report of agreement payments received by location.
- The report shall include the amounts collected to meet the Leasehold Exercise Tax (LHET) requirement and subsequent transmittal to the State of Washington, Department of Revenue. The report shall include all pre-existing leases and the amount due to paid to the previous service providers as well as the LHET requirements.
- The report shall include any delinquencies and provide information as to the steps that are being taken to address any delinquencies. This report, together with the payment, is to be transmitted to SHA on a monthly basis.
- Provide a sample/proposed quarterly report of the status of the telecommunications installations managed under this contract, to be submitted to SHA.
- Provide a process of proposed site inspections to be followed. The process should include information to be provided to SHA on a regular basis as to the condition of each site together with any notes.

- **Relating to Criterion 4: Fee Competitiveness and Reasonableness**

- Provide a complete and detailed statement regarding your proposed fee structure. SHA reserves the right to negotiate fees with Selected Organization(s).

As background information, SHA has included the following general description of SHA's current fee structure; however, SHA will consider and evaluate alternative proposals.

Background Description of Current Fee Structure:

SHA currently has approximately 83 properties that are available for use as telecommunication sites. A list of the sites and addresses are attached as Exhibit A to this RFP.

Through these leases SHA is generating approximately \$1.2M per annum revenue after paying all the applicable fees. It is expected that the successful Proposer will deduct its fees on a percentage basis from the revenue derived from such agreements provided, however, SHA will consider and evaluate alternative fee structures or proposals. In the instances where utilities reimbursement is appropriate, SHA will receive the 100% of the reimbursement(s). Provide complete and detailed statements regarding your proposed fee structure. The proposer with the lesser fees will receive more scoring criteria points.

1. Fee for existing Telecommunication Site Agreements
2. Fee for New Telecommunication Site Agreements
3. Fee for New Small Cells Leases
4. Fee for New Towers Leases
5. List any other fees associated with the scope of work separately, include the brief details about each fee.
6. Provide a sample of monthly revenue report that includes rent income, applicable expenses, taxes, utilities, fee percentage and net income.

- A List of Three References That Includes:

- Agency or business name of client
- Contact person at that agency or business
- Address of agency or business
- Telephone number and/or e-mail address for the contact person

One or more of the References should be a Housing Authority, City, County, etc., if you have performed these services with any of these types of entities.

E. CONSULTANT EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred (*must match the Total Maximum Points for Qualifications in table below*) points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Race and Social Justice Initiative (RSJI) (See Section D above for a complete description of this Criterion.)	10
2	Experience, Qualifications, Knowledge and Ability to perform the work (See Section D above for a complete description of this Criterion.)	30
3	Administrative Tools and Practices (See Section D above for a complete description of this Criterion.)	30
4	Fee Competitiveness and Reasonableness (See Section D above for a complete description of this Criterion.)	30
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		100

F. SELECTION PROCESS

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA’s Executive Director and request authority to negotiate a Contract with one or more proposers; or
2. Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA’s Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks at any time during the evaluation process.

In the event that information obtained from the reference checks reveals concerns about any proposer’s past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

G. CONTRACT NEGOTIATIONS

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation. The Contract shall not exceed five-years.

H. ADMINISTRATIVE INFORMATION

(1) Small and/or Disadvantaged Business Enterprise Requirements: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.

(2) Reserved:

(3) Basic Eligibility: By submitting for this Solicitation,

- (a) Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- (b) Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS form attached to this RFP of Proposer's sub-contractors' (if applicable) eligibility.

(c) Certification and Representations of Offerors Form: The Consultant shall submit to SHA a completed and signed Certifications and Representations of Offerors form (HUD-5369-C) (attached hereto) for itself.

- (4) Payment Requirements:** Proposers should be aware that SHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.
- (5) Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.
- (6) Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- (7) Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
- (8) Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- (9) Contract Requirements:** Proposers may review SHA's contract, subject to completion of factual information such as successful Proposer details, amounts, and other factual updates, by visiting SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

SHA's standard contract document is substantially final and is intended to guide you in developing your proposal. SHA will only negotiate aspects of the contract relating to scope, successful Proposer, compensation, and other factual matters. Many of the terms of the contract are based on non-flexible requirements imposed by state and Federal law and cannot be modified in any form.

In addition to any SHA-owned properties that may be included in the scope of work of this solicitation, there may be other properties for which SHA serves as General Manager and/or Managing Partner. These properties are Low-Income-Housing Tax Credit limited partnerships. If any of these Limited Partnership (LP) properties are included in the scope of work under this solicitation, the selected firm must also name those LP's as additional insureds to their policy under the required insurance

coverages described under Section H. 11C. below. The Contract(s) resulting from this solicitation must also be entered into by SHA, the selected firm, and all legal entities, including the LPs if applicable.

SHA may also be acting as an agent to Condominium or other Associations that are associated with the SHA or LP properties included in the scope of work for this solicitation. If so, the contract(s) resulting from this solicitation will be between the selected firm and the applicable Association.

(10) Insurance: The following are the insurance requirements that will be included in the contract executed based on this RFP.

A. General Requirements:

1. Prior to undertaking any work under this contract and for the duration of this contract, Consultant will procure and continuously maintain at its own expense, insurance coverage as specified below, covering performance of the work under this contract by Consultant and its agents, representatives, employees and/or subcontractors if applicable.
2. Consultant's insurance will be primary and non-contributory as respects any insurance or self-insurance maintained by SHA, and will include a severability of interests clause for applicable coverages.
3. Failure of Consultant to fully comply with the insurance requirements of this order will be considered a material breach of order and, at the option of SHA, will be cause for such action as may be available to SHA under other provisions of this order or otherwise in law, including immediate termination of the order.
4. SHA reserves the right to waive any of the insurance requirements of this contract at its sole discretion.
5. Coverage will be placed with financially sound and responsible companies acceptable to SHA which are authorized to do business in the State of Washington.
6. Consultant's policies will provide waivers of subrogation by endorsement or otherwise when applicable.

B. Required Insurance Coverage: Consultant will maintain and provide evidence of insurance in the following types and amounts:

1. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an industry standard form (GC 0001 or equivalent) occurrence form, with limits of at least \$1,000,000 each occurrence, and \$2,000,000 in the aggregate.
 - a. Coverage will extend to cover the use of any mobile equipment on the site or sites of the work of this contract. In the event that the

services to be provided under this order involve Consultant's unsupervised access to by minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, Consultant may be asked to provide evidence that sexual misconduct coverage has not been excluded from the policy. Acceptable evidence of sexual misconduct coverage is subject to approval by SHA's Risk Manager.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability, or a Washington Stop Gap Liability insurance endorsement, with limits of at least \$1,000,000 each accident/occupational disease.
3. Commercial Business Auto Coverage. A policy of Commercial Business Auto Coverage, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with limits of at least \$1,000,000 per accident.
4. Workers Compensation. Consultant will provide coverage in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW).
5. Professional Liability/Errors and Omissions Insurance. A policy of Errors and Omissions or Professional Liability insurance appropriate to the Consultant's licensed profession with limits of at least \$1,000,000 per occurrence and in the aggregate.
 - a. If coverage is provided on a claims-made form, Consultant will maintain coverage for a minimum of three (3) years from the date of completion of the work authorized by the Contract.

C. Proof of Insurance and Insurance Expiration:

1. Consultant will furnish certificates of insurance (and policy endorsements if needed) as evidence of compliance with the insurance requirements of the order.
2. The Seattle Housing Authority, and any limited liability partnership for which SHA serves as managing agent, will be named as an Additional Insureds on all liability policies of the Consultant other than professional liability policies.
3. SHA reserves the right to request complete copies of all required insurance policies at any time during the term of the contract.
4. If subcontractors will perform work under this contract, Consultant will
 - a. include all subcontractors at any tier as insureds, and ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement, or, alternatively,
 - b. Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this order and maintain such evidence on file for a

period of one year after the completion of this order and, upon request, submit such evidence to SHA for examination.

5. The Consultant's insurance will not be reduced or canceled without forty-five (45) days prior written notice to SHA.

Attachment A

FORMS

The forms attached hereto are to be completed and submitted with your proposal:

- Vendor Fact Sheet
- SHA Suspension & Debarment Compliance Certificate for Consultant
- SHA Suspension & Debarment Compliance Certificate for Sub-Consultants (if applicable)
- Certifications & Representations of Offerors Non-Construction Contract (from HUD-5369-C)



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: _____

101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

For SHA Use Only:

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

JDE Vendor No. _____

Purchasing contracts

Mailing Address for Payments:

City: _____ State: _____ Zip Code: _____ E-Mail Address: _____

Telephone No.: _____ Fax No.: _____ DUNS No.: _____ UEI: _____

Washington UBI No.: _____ City of Seattle Business License No.: _____ Washington Contractor's License No.: _____

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

President/General Manager: _____ Principal products and/or services offered: _____

Type of Organization (check one):

- Individual
 Sole Proprietor
 Partnership
 Corporation
 • Governmental Agency
 Other _____

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGN HERE → Signature of U.S. Person _____ Date _____

Ownership Status (check all that apply):

Racial/Ethnic Status (check one):

- MBE** (Minority-Owned Business Enterprise)
 WBE (Women-Owned Business Enterprise)
 MWBE (Minority / Women-Owned Business Enterprise)
 CBE (Combination Business Enterprise)
 Small Business **HUD Section 3 Business**
 Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises)
 Self-Identified (SHA may request a signed statement re: self-certification)

- Caucasian (1)
 African American (2)
 Native American (3)
 Hispanic American (4)
 Asian/Pacific American (5)
 Hasidic Jews (6)

Method of Contract Payments: As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

SIGN BELOW:

Signature of Authorized Representative of Vendor: _____ Date: _____

By signing immediately above, the Vendor hereby represents the following:
 a) The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;

- b) The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at www.irs.gov.

Certification of Eligibility: In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

Use the websites of the [General Services Administration](#) and the [U.S. Department of Housing and Urban Development](#) to verify eligibility of the firm and its principals. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click [here](#) or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or twong@seattlehousing.org.

Small Businesses: *The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.*

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.

HUD Section 3 Business: A business that meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](#).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

Consultant's Firm Name: _____

Address: _____

City, State, Zip: _____

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
 - a) Is in a position to handle Federal funds;
 - b) Is in a position to influence or control the use of those funds; or,
 - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: [SAM.gov](https://www.sam.gov) | [Home](#) and [hud.gov/topics/limited_denials_of_participation](https://www.hud.gov/topics/limited_denials_of_participation).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub-consultant to be completed and returned.

Prime Consultant's Name: _____ certifies that neither any of the sub-consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification, and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub-consultant hired after submission of this certification.
- A renewal certification for every sub-consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(**Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub-consulting firm to SHA as evidence of sub-consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub-consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

Sub-Consultant Firm Listing: (If sub-consultants are not involved in the project, please enter NONE.)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub-consultants.

Please contact Seth Ryan, at seth.ryan@seattlehousing.org if you have any questions regarding compliance with this requirement.

Certifications and Representations Of Offerors
Non-Construction Contract

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

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

For the purpose of this definition, minority group members are: (Check the block applicable to you)

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

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

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

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

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

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

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

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

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

6. Conflict of Interest

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

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:
