

REQUEST FOR PROPOSALS

#5272

Digital Literacy Training and Management of Computer Labs

The Seattle Housing Authority (SHA) is seeking proposals from qualified individuals, organizations, consultants, and businesses (hereinafter "Service Provider" and/or "Consultant") to assist SHA to manage and operate SHA's computer labs and to provide Digital Literacy training for SHA residents, examples include how to use the internet, e-mail and social media; Small group technology classes and workshops; including computer basics, trouble-shooting equipment, web-based concepts, and software-specific classes; introduction and navigation on SHA website and digital resources; Device Training; where residents can bring their own devices such as cell phones, tablets, laptops and learn how to better utilize those devices; One-on-one technical assistance to SHA resident; work directly with residents on troubleshooting tech problems, either with equipment or various technology programs; and Leadership development through peer-to-peer training and support to be able to assist with Digital Literacy efforts.

Pre-Submission Conference: Those interested in responding to the Request for Proposals (RFP) are strongly encouraged to attend a Pre-Submission Conference at 1:00 p.m. on Tuesday, January 7, 2020. The Conference will be held at Seattle Housing Authority's Central Office at 190 Queen Anne Avenue North, Seattle, WA 98109 in the 5th Floor Magnolia Conference Room.

Obtaining the RFP: Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> 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 call Louise Lauff, Senior Contract Administrator at (206) 615-3376.

Questions: Any questions or requests for further information must be submitted in writing no later than 2:00 p.m. on Monday, January 13, 2020, to the Senior Contract Administrator noted above by fax at (206) 615-3410, by e-mail at louise.lauff@seattlehousing.org, or by mail at the address below.

Submission Deadline: Proposals (one original and four copies), must be received not later than 12:00 noon, on Tuesday, January 21, 2020, at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Louise Lauff
190 Queen Anne Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

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.

Jena Richmond
Contracts and Procurement Manager

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Louise Lauff, Senior Contract Administrator at louise.lauff@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 5272

Digital Literacy Training and Management of Computer Labs

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 5272)

for

Digital Literacy Training and Management of Computer Labs

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ATTACHMENTS:

- Vendor Fact Sheet
- Section 3 Business Certification and Resident Employment Plan
- 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)
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

RFP Issued On:	Proposal Due:
Wednesday, December 18, 2019	12:00 noon on Tuesday, January 21, 2020

Seattle Housing Authority

Request for Proposals (Solicitation No. 5272)

Digital Literacy Training and Management of Computer Labs

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking proposals from qualified individuals, organizations, consultants, and businesses (hereinafter "Service Provider" and/or "Consultant") to assist SHA to manage and operate SHA's computer labs and to provide Digital Literacy training for SHA residents, examples include how to use the internet, e-mail and social media; Small group technology classes and workshops; including computer basics, trouble-shooting equipment, web-based concepts, and software-specific classes; introduction and navigation on SHA website and digital resources; Device Training; where residents can bring their own devices such as cell phones, tablets, laptops and learn how to better utilize those devices; One-on-one technical assistance to SHA resident; work directly with residents on troubleshooting tech problems, either with equipment or various technology programs; and Leadership development through peer-to-peer training and support to be able to assist with Digital Literacy efforts.
- 2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 34,000 low-income people in Seattle. SHA operates according to the following Mission and Values:

Our Mission

Our mission 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-income.

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 34,000 people in Seattle. SHA owns and operates approximately 8,000 units at nearly 400 sites throughout the city. SHA also administers more than 10,000 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 www.seattlehousing.org.

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.

- 4) **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		Tuesday	January 7, 2020	1:00 p.m.
Deadline for Questions	N/A	Monday	January 13, 2020	2:00 p.m.
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
Mail To: Seattle Housing Authority Attn: Louise Lauff P.O. Box 19028 Seattle, WA 98109-1028	OR Hand Deliver To: Seattle Housing Authority Attn: Louise Lauff 190 Queen Anne Avenue N. Seattle, WA 98109	Tuesday	January 21, 2020	12:00 noon

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Louise Lauff at: louise.lauff@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: <https://www.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 call the Senior Contract Administrator, Louise Lauff at 206-615-3376 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.

Schedule: It is anticipated that the work will be performed between February 1, 2020 and December 31, 2020. Annual renewals may be added via change order for an additional four (4) years.

Anticipated Contract Duration: SHA expects to execute a Contract for the requested services for the scheduled dates shown above. If necessary, and at SHA's option, time extensions and appropriate scope and compensation adjustments may be made by Change Orders to the Contract.

Estimated Amount: The estimated range of cost for the Contract to be executed based on this solicitation is between \$90,000 and \$100,000.

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

All proposals should be clearly marked when delivered or 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 e-mailed proposal is not acceptable.*

Upon receipt of each proposal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Proposer with an acknowledgment of receipt. 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 12 pages single sided, or six pages double sided (preferred) in no smaller than 11 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, Section 3 form, Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C), and the Suspension and Debarment Certificate for Consultant. 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 **one original and four (4) copies of their proposal** to the address indicated above. **The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the proposal copies.

- Price/Rates
- Vendor Fact Sheet
- Section 3, Business Certification and Resident Employment Plan Form
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Certifications and Representations of Offerors (form HUD-5369-C)
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

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 <http://www1.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

The selected Service Provider shall be asked to develop and implement a full scope of services in order to meet the program deliverables listed below. The following descriptions and tables outline objectives in the main areas of focus for the proposed contract:

The Objective of this program is:

1. Operations, Maintenance, Management/Administration and Support at: the STAR (Special Technology Access Resource Center) and at the WHTC (Westwood Heights Technology Center); and support of other SHA resident Computer Labs (listed below in this document).
2. Digital Literacy workshops and trainings for residents through a mobile lab or through an existing SHA-computer lab.
3. Provide ad-hoc support to other SHA-computer labs such as:
Lake City Court Computer Lab

All activities do not need to be completed by the selected Service Provider; however, your proposal should describe partnerships and sub-consultants who will be providing these

services. It is expected that in order to accomplish these tasks, volunteer support will be utilized. Work with resident volunteers and volunteer Computer Lab committee support should be included in a strong proposal. Proposals should also identify additional activities not detailed below, but are necessary for successfully accomplishing program deliverables. Successful applicants will have experience in and create a proposal that describes activities and programming to support and involve individuals with a wide variety of skill levels; from many ethnic, cultural and racial backgrounds; from varied age groups including seniors; and with a variety of ability levels including those with disabilities and those who are traditionally able-bodied. SHA may expand scope of work, add additional populations, communities, and may commit additional funding for subsequent years, depending on program performance and available funding.

In order to meet the objectives of the program, the selected service provider will be expected to provide the following services:

1. Manage and Operate the STAR and WHTC computer labs, including:

- a. Recruit, hire, train, and manage qualified staff and volunteers.
- b. Provide a minimum of 16 hours per week of open lab time at each of the following labs: STAR Center and WHTC. Number of hours may increase as demand increases at each site. It is expected that many of these hours will be supported through volunteers rather than staff.
- c. Provide basic informal one-on-one training and as-needed support on the use of computers, printers, scanners, the Internet and other technology available at each site. Provide at least 100 hours of informal training and support.
- d. Provide on-site support to users including additional assistance to persons with disabilities. Includes open lab assistance, preparing the work stations, program support, etc.
- e. Offer a variety of formal trainings and classes tailored to the needs and interests of the target population and participants of the centers. Provide at least 75-100 hours of training and classes at STAR Center and WHTC. These classes should meet the needs of a variety of resident skill levels and resident language and service needs. These classes should be offered and promoted to residents from throughout SHA communities.

2. Maintenance (STAR and WHTC)

- a. Oversee software and hardware used in the labs; back up and secure computer systems; set up any new equipment obtained during the contract period and install software as needed.
- b. Oversee the implementation and updates of assistive technology devices and software based upon demand and equipment compatibility. Maintain and update product licenses and registrations as needed.
- c. Troubleshoot equipment and software problems. Repair and maintain the computers and other equipment as necessary.

3. Administrative/Management (STAR and WHTC)

- a. Coordinate schedules at each site with on-site service providers, volunteers, building management staff, resident councils and resident groups.
- b. Publicize schedules in a variety of ways in order to reach potential participants (including SHA participants who live outside of Center Park and Westwood Heights).
- c. Successfully recruit lab participants and promote the STAR Center and WHTC to a diverse group of disabled and elderly residents throughout SHA's communities as well as the surrounding neighborhood members; attend meetings and events as necessary to promote the Centers and obtain feedback.

- d. Manage volunteer activities, including recruitment, training, assignment, and retention. Coordinate volunteer appreciation activities and encourage further development and training opportunities.
 - e. Successfully work in coordination with the following lab committees: WHTC Volunteer Committee and STAR Center Advisory Board.
 - f. Attend at least 4 community lab meetings at each site annually; report on any technical support needs, the care and maintenance of the lab equipment, and administration, coordination, and evaluation services to the various committee's. Use this time to also gather feedback and ideas from the lab committee.
 - g. Work closely with the lab committee members in developing a successful volunteer management program to recruit, train and maintain sufficient quantity of qualified lab volunteers, lab supervisors and lab committee members. Also work with the committee to enhance volunteer computer, lab management, leadership, and project management skills.
 - h. Prepare lab reports, records, and financial paperwork in a timely manner. This includes information necessary for the committees to help administer grants. This will include interim and final work progress reports, budget narratives, a project evaluation summary, and any matching funds reports related to the work completed.
 - i. Work with input from SHA staff on:
 - Developing and implementing long-term sustainability plans for WHTC and STAR center, including grant writing and assisting the volunteer committees in seeking funding opportunities for the labs.
 - Providing assistance and expertise in seeking partnerships and funding opportunities that result in serving a greater number of participants and providing a broader range of technology-related services in SHA communities.
 - Revising, updating and implementing written operating policies and procedures to direct operations and programming of both Centers.
 - Evaluating program activities, including participant demographics, software usage, and program participation.
 - j. Assessing interests and needs of target population to plan appropriate program offerings and hours.
4. Classes should be developed and conducted classes in coordination with volunteer instructors, community colleges, and other training providers.
 5. **Digital Literacy training** for older adults and disabled individuals. Examples include how to use the internet, e-mail, and social media;
 6. **Small group technology classes and workshops**; including computer basics, troubleshooting equipment, web-based concepts, and software-specific classes; introduction and navigation on SHA website and digital resources;
 7. **Device Training**; where residents can bring their own devices such as cell phones, tablets, laptops and learn how to better utilize those devices;
 8. **One-on-one technical assistance to SHA residents**; work directly with residents on troubleshooting tech problems, either with equipment or various technology programs; and
 9. **Leadership development through peer-to-peer training** and support to be able to assist with Digital Literacy efforts.

The services are to be tailored to low-income, disabled individuals, seniors, and people with limited English-Proficiency from culturally, ethnically, and racially diverse populations. It is expected that the service provider will provide the hardware, e.g. a mini computer lab, to fulfill the scope of services.

Technology classes are to be focused on providing access to digital literacy resources as well as digital literacy skill development to the low-income residents of SHA communities. SHA places a high priority on services that enable very low-income residents with varying skills and abilities as well as with varying languages and backgrounds to utilize technology to improve their quality of life. SHA supports and encourages leveraging and advocating for additional resources, including volunteers and in-kind donations, to fund and support activities that result in serving a greater number of participants and providing a broader range of technology-related services.

The service provider shall be responsible for informal one-on-one technical and customer service training to SHA residents throughout the year. The one-on-one training shall be scheduled at regular hours to be available to SHA residents, and staff shall be available for questions and to assist residents with minor issues.

The selected Service Provider shall provide technical assistance and support to resident computer labs and technology centers in a number of additional SHA communities in Seattle, WA including Jefferson Terrace, Denny Terrace, Ross Manor, Barton Place, Primeau Place, Olympic West, Lake City Court, and additional communities as new computer labs are developed and/or need support and time and resources are available.

The Centers are community-oriented computer labs focusing on providing access to technology resources as well as technology skill development to seniors, persons with disabilities, and very low-income residents of SHA communities. SHA places a high priority on services that enable very low-income residents with varying skills and abilities as well as with varying languages and backgrounds to use technology to improve their quality of life. SHA supports and encourages leveraging and advocating for additional resources, including volunteers and in-kind donations, to fund and support activities that result in serving a greater number of participants and providing a broader range of technology-related service in the centers noted in the paragraph above and other resident Computer Labs as they are identified. All labs and technology centers are currently run with support of volunteers to ensure open lab hours and to monitor programming. Several labs also have one-year technology grants through the City of Seattle. It is expected that the selected firm will flex the level and type of support based on the need of each center based on other funding available. The selected firm will also help seek grants and support for all locations.

The following includes background and additional information on the above- mentioned locations:

- A. The Special Technology Access Resource (STAR) Center** (2121 26th Ave. S.) was established in 1999 as a partnership between the Center Park Residents Council (CPRC), City of Seattle Departments of Information Technology and Neighborhoods, and SHA as a Community Technology Center especially enhanced to serve the needs of Seattle residents with disabilities. The mission of the STAR Center is to be "an all-inclusive computer learning center which, through the aid of state-of-the-art technology and skilled volunteers, provides organizations and individuals, especially those with disabilities, access to computers and the Internet through the use of 'Assistive Technology', enabling them to make better choices." In fulfilling this mission, the STAR Center is equipped with fifteen (15) computers and one iPad loaded with various assistive technology software and devices enabling residents with disabilities to learn computer related skills and access PC technology in order to qualify for new occupations and/or to be more independent at home, at work and at school.

The following are *examples* of the assistive technology available at the STAR Center:

Assistive Technology Available	Assistive Hardware Available
<ul style="list-style-type: none"> ○ JAWS ○ ZoomText ○ Dragon Naturally Speaking ○ NVDA ○ Screendoors 2000 ○ Browse Aloud ○ Word Q (word prediction) ○ Dusbury Braille Translator ○ DiscoverPro 	<ul style="list-style-type: none"> ○ IntelliSwitch ○ Tracker Pro (Wireless Head Tracking) ○ One handed keyboard ○ Track Ball Mouse ○ Head sets ○ Dictation headsets ○ Wireless dictation headset ○ Braille Embosser

B. The Westwood Heights Technology Center (9455 27th Ave SW) was established in 2002 through a HUD HOPE VI grant to redevelop Roxbury House into Westwood Heights, an elderly designated public housing high-rise community. The WHTC is a computer lab designed to meet the needs of elderly residents, especially those with limited mobility and special needs attributed to the effects of aging. The WHTC is a networked computer lab equipped with nine (9) workstations and two iPads.

C. Additional Computer Labs:

Jefferson Terrace Computer Lab (800 Jefferson Street, Seattle, WA) was established by a group of volunteers made up of residents and Full Life Care staff. There are six resident volunteers and the SHA Community Builder on the Jefferson Terrace Computer Lab Committee. They meet every month to manage the computer lab. The lab equipment consists of seven (7) workstations, a laptop computer, a black-and-white printer, a color printer-copier-scanner, and a wireless router for use by laptop computers. The lab has been in operation for over ten years, is currently open to all residents of the building 15- 20 hours per week, and is supervised by resident volunteers.

Denny Terrace Computer Lab (100 Melrose Avenue East, Seattle, WA) A group of residents formed the Denny Terrace Computer Lab Committee in 2009 with the help of the SHA Community Builder. The Denny Terrace Lab Committee oversees the lab with 6-7 resident volunteers and the SHA Community Builder. The lab committee meets monthly to manage the affairs of the lab. They have eight (8) computers, a printer, copier/scanner, and a wireless router for use by laptop computers. The lab is open approximately 8-10 hours a week by the volunteer lab supervisors.

Barton Place Computer Lab is located at 9207 Rainier Avenue South, Seattle, WA. A group of five residents formed the Barton Place Computer Lab committee three years ago and has established a computer lab with five (5) computer stations, a printer, copier/scanner, and a wireless router for use by laptop computers. The lab committee meets monthly to manage the computer lab and is made up of 4-5 resident volunteers and the SHA Community Builder. The lab is open by four lab supervisors for 6 to 8 hours a week.

Primeau Place Computer Lab (located at 318 14th Avenue East). This is a small computer lab with two computers, a printer, and a wireless router for use by laptop computers. The lab is managed by 2-3 resident volunteers, with one resident taking the lead in providing technical support and overseeing the maintenance of the computers and handling any problems. They have not applied for any technology grants.

Olympic West (110 W Olympic Pl) has 2 or 3 donated computers and 2 printers; Wi-Fi is available throughout the building.

Ross Manor Computer Lab (1420 Western Avenue) There is a committee of seven residents as well as the SHA Community Builder who will oversee the work of the Computer Lab. They will be hiring a part time coordinator and technical support person, as well as class instructors. There will be a lab with 5 laptop computers, video equipment and desks and carts for moving the equipment into storage after each lab session.

University House (4700 12th Ave NE) completed the process of setting up a small computer lab in the community room with two computers and wireless access for laptop computers.

Lake City Court Computer Lab (12536 33rd Ave. N.E., Seattle, WA 98125.) was established as part of the HOPE VI redevelopment of Lake City Court. The computer lab has 10 computers and internet access. Currently, there is no existing programming in the lab.

Mobile Computer Lab – SHA is in the process of establishing a mobile computer lab that can be used by provider to teach Digital Literacy workshops to SHA residents.

1. **Demographics: Center Park** is located in South/Central Seattle, and houses 176 individuals, approximately 43% are disabled, and approximately 40% are 62 years or older. Forty-one percent of Center Park's residents are black, 27% are white, 26% are Asian, 3% are Native American, and 2% are Pacific Islander. **Westwood Heights** is located in West Seattle, and housing 147 individuals of whom approximately 10% are disabled and approximately 90% are 62 year or older. Fifty-two percent of Westwood Heights' residents are white, 28% are black, 17% are Asian, and 3% are of other races.
 2. **Jefferson Terrace, Denny Terrace, Ross Manor, Barton Place, Primeau Place, and Olympic West** house a total of 1,039 adult residents, approximately x% of whom are 62 years or older. SHA's Low Income Public Housing High Rise buildings are made up of residents from a wide variety of races and ethnicities; 49% of residents are white, 32% are black, 16% are Asian, 2% are Native American, and 1% is of other races.
 3. **Lake City Court**, houses a total of 253 residents, of which 59% identify as Black, 14% as Asian, 13% as White Non-Hispanic and 6% as White Latino/Hispanic. Of those residents, 45% speak East African languages and 23% English. 40% (102) of the residents are youth 18 and under and 60% (151) are 19 and over.
- 1) **Work Schedule:** It is expected that the selected Service Provider will begin operation of the STAR Center and WHTC for a minimum of 16 hours per week, per lab for the WHTC and STAR Center as well as support for the other identified computer labs in February, 2020. Open Lab hours to be mutually agreed upon by SHA and the selected Service Provider.
 - 2) **Program Deliverables:** The program is expected to achieve specific measurable deliverables on an annual basis. The objectives listed below are meant to serve as a baseline for service provision and will be negotiated upon award of contract.

Measurable Deliverables	Contract Goals(hours)
Supported Open Lab Hours	1,600
Participants at STAR and WHTC (unduplicated count)	200
Participants at STAR and WHTC – Elderly (unduplicated count)	100
Participants at STAR and WHTC – Disabled (unduplicated count)	60
Participants at STAR and WHTC (duplicated count)	1,500
Formal Training Hours (class hours in all communities)	150
Informal Training Hours (STAR and WHTC)	100
Volunteer Hours (STAR and WHTC)	2,500
Volunteer Training Event for all Communities	1
Computer Lab Committee Attendance (for all communities)	14
Technical Support Hours (outside of STAR and WHTC)	40
Implement Open House Event at STAR and WHTC	2 (within first 4 mos. of contract)
Percent of participants ages 50 & older, disabled, or both (STAR and WHTC)	80%
Digital Literacy and Workshops	To be negotiated

3) Reporting and Meetings:

- a) On a monthly basis, the selected Service Provider will be required to submit the following in writing:
 - i. Activity report detailing progress toward achieving the measurable deliverables listed in Subsection 2 above.
 - ii. Narrative report including description of:
 - Successes, problems and solutions (implemented or proposed) to the problems.
 - Progress made on objectives and deliverables described above. If progress has not been made, reasons why and what has been done to correct the deficiency.
 - Information on any special events, activities, or programs held during the reporting period.
 - iii. Invoice with appropriate backup materials.
- b) On a quarterly basis, the selected Service Provider will be required to submit the following in writing:
 - i. Demographic information on users.
 - ii. Updates on strategic plan
- c) Regular meetings with SHA:
 - i. At least semi-annual meetings with SHA (more frequently at the start of the contract) to address start up, program needs, on-going programming, strategic plan implementation, volunteer coordination and other needed support.
 - ii. At least semi-annual visits from SHA staff.

- 4) **Match:** SHA values partnerships and collaborations addressing the needs of residents living in public and subsidized housing. To this effect, SHA encourages you to include a cash match as well as in-kind services in the proposal.

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:

- A cover letter that includes:
 - a) An expression of your interest in performing the work
 - b) The name, telephone number and e-mail address of who your contact person is for this solicitation
 - c) Signed by a principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf
- Address each of the evaluation criteria below:

Relating to Criterion 1: Women and Minority Business (WMBE) Inclusion Plan

Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s).

Relating to Criterion 2: Service Provider Experience

Present a brief history demonstrating your organization's experience and ability to provide the services required, and to achieve the goals desired for the target communities and populations. In addition describe your firm's experience and expertise with respect to the following areas. In the description, include when, how long, and the outcomes of relevant activities and projects:

- a) Experience in the management and operations of successful computer lab centers, including assistive technology programs with measurable outcomes and indicators as described in Scope of Work above;
- b) Experience implementing Digital Literacy training for older adults and disabled individuals, including programs geared for older individuals and people with disabilities with measurable outcomes and indicators as described in the Scope of Work above; in addition experience with measurable outcomes and indicators as follows:
 - i. Digital Literacy Curriculum Development;
 - ii. Small group technology classes, troubleshooting equipment and workshops; including computing basics, web-based concepts, and software-specific classes;
 - iii. Device training where residents can bring their own device and learn how to better utilize those devices, including apple and android based and offer the respective instructions;
 - iv. One-on-one technical assistance to residents;
 - v. Peer-to-Peer training and support to be able to assist with Digital Literacy efforts.
- c) Experience providing technology training to a wide variety of individuals as described in the Scope of Work;

- d) Experience managing and supporting Digital Literacy programming in various locations simultaneously;
- e) Experience developing and implementing programs that include volunteers that deliver classes and workshops;
- f) Include a brief list of all agencies or organizations for which your agency or organization has provided comparable services in the past three (3) years for people with disabilities and also for culturally, economically and ethnically diverse individuals and seniors;
- g) Experience and expertise working with low-income, disabled individuals, seniors, and individuals with limited English-Proficiency from culturally, ethnically, and racially diverse populations. In addition experience working with individuals that use assistive technology devices and programs;
- h) Experience recruiting and retaining qualified, culturally diverse staff who reflect and can respond to the needs of the population being served;
- i) Experience involving staff, volunteers, and residents in the planning, development, implementation, and evaluation of program activities;
- j) Experience recruiting, training and supporting qualified volunteers across multiple locations to support Digital Literacy efforts and offer the appropriate trainings;
- k) Experience securing funding, in-kind services and partnerships that result in program sustainability including familiarity with the City of Seattle Technology Matching Fund (TMF), and other matching funds;
- l) Administrative capacity to assure program monitoring, logistical control and fiscal responsibility;

Relating to Criterion 3 – Service Delivery Plan

Your proposal must include a cohesive Service Delivery Plan consistent with Scope of Work, Program Deliverables and Schedule as described within this solicitation. The Service Plan must also articulate the following:

Program Operations & Management

- a) Project approach;
- b) Clearly identified program objectives, level of service, and measurable outcomes that include outcomes identified in the Scope of Work for this solicitation;
- c) Proposed program, including classes, plan for individual assistance, troubleshooting equipment, and plan to offer small group classes and workshops;
- d) Proposed program and plan to provide technical assistance, volunteer support and classes for the various buildings;
- e) Specific outreach and recruitment strategies for the diverse cultural ethnic and economic population of identified communities, including people with disabilities, seniors, and limited English-speaking residents;

Volunteer Management

- f) Volunteer recruitment, utilization and management strategy, including strategy to work with computer lab committees and advisory councils;
- g) Volunteer training and support throughout all centers;

Evaluation

- h) Procedures for assessing participant needs and interests;
- i) A system to determine successful participation in the program and program evaluation;

Sustainability and Timeline

- j) Sound planning, adequate resources, and sufficient administrative capability to ensure quality and coordination in the delivery of services;
- k) Strategies for sustainability, partnerships and collaboration;
- l) Partnerships with other service providers to maximize resources and implement the best possible programming; and
- m) Implementation Schedule

Relating to Criterion 4 – Experience & Expertise Of Personnel To Be Assigned To Program

Submit an organizational chart and resumes of staff to be assigned to this effort, as well as job descriptions showing staffing expectations, including:

- a) Level of educational attainment;
- b) Experience in providing Digital Literacy training, workshops, and classes and experience working with various technologies;
- c) Experience and ability to work effectively with volunteer groups, low-income individuals, people with disabilities, seniors, and limited English Proficient individuals.

Relating to Criterion 5 – Proposed Budget, Including Funding From Non-SHA Sources

Include a complete, reasonable and accurate line item budget and explanatory notes detailing proposed staffing levels, salary / wage rates and benefits for employee(s) and contracted workers. The budget should also include the cost of supplies and equipment to be purchased, and costs for volunteer support across all named locations. The budget should also include leverages supporting cash, in-kind resources and volunteer services (should be included in in-kind resources to be provided by the Service Provider).

- A list of at least three references for whom the firm or team members have performed similar work in the last five years:
 - a) Agency or business name of client
 - b) Contact person at that agency or business
 - c) Address of agency or business
 - d) Telephone number and/or e-mail address for the contact person
- Provide resumes for the key personnel named in your response.
- Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

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	Women and Minority Business Enterprise (WMBE) Inclusion Plan (See Section D above for a complete description of this Criterion.)	10
2	Service Provider Experience (See Section D above for a complete description of this Criterion.)	15
3	Service Delivery Plan (See Section D above for a complete description of this Criterion.)	45
4	Experience & Expertise Of Personnel To Be Assigned to the Program (See Section D above for a complete description of this Criterion.)	15
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		85

The following criterion with a point system of relative importance will be evaluated by using a Ratio of Cost process where the Proposer with the lowest price receives all the possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal. Points for Price/Rates will then be added to the Points Assigned for Qualifications by each evaluator.

Evaluation Criterion – Price/Rates		
6	Proposed Budget, Including Funding From Non-SHA Sources (See Section D above for a complete description of this Criterion.)	15
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS AND PRICE/RATES		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 either or at both of the following two points of the evaluation process:

1. After proposals are evaluated, for the proposer or proposers with the highest-scoring proposal(s);
2. In the event that interviews are held, for the proposer or proposers with the highest-scoring proposal(s) and interview(s).

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 Policies, which may be reviewed at the following web site address:

<https://www.seattlehousing.org/sites/default/files/Procurement%20Policies.pdf>

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.

SHA expects to execute one or more Contracts for services for one year. 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.

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. As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan

demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Proposer is required to submit with their one original proposal, the Section 3 Business Certification and Resident Employment Plan form.

A. **Section 3 Contract Language:** The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP.

1. 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.
2. 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.
3. 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 contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. 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 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.
5. 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 contractors obligations under 24 CFR part 135.

6. 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.

- 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) **For-Profit Subgrantee and Contractor Certifications and Assurances Form:** In the event that the Contract for these services includes any Federal Grant Funds, the Consultant must submit a completed and signed Certifications and Assurances Form (copy attached to this RFP) for itself and each sub-consultant, if known will be utilized on the Contract. Such form shall be submitted to SHA with the one original submittal for this RFP.
- 10) **Contract Requirements:** Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following link:

[https://seattlehousing.org/sites/default/files/Consultant Professional Services Contract.pdf](https://seattlehousing.org/sites/default/files/Consultant%20Professional%20Services%20Contract.pdf)

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- 11) **Insurance:** The following are the insurance requirements that will be included in the contract executed based on this RFP:

Within seven (7) days from the date of the Notice of Award, and prior to commencement of the Work, Consultant shall obtain all the insurance required by the Contract Documents and provide evidence satisfactory to Owner that such insurance has been procured. Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.

Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of Owner, will be cause for such action as may be available to Owner under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

A. **General Insurance Requirements:**

1. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to Owner, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors (the term subcontractors as used in this Contract shall include sub-consultants). Review of the Consultant's insurance by Owner shall not relieve or decrease the liability of Consultant.
2. The Consultant's insurance shall be primary as respects Owner, and any other insurance maintained by Owner shall be excess and not contributing insurance with the Consultant's insurance.

3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
 4. Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by Owner. Except for Professional Liability Insurance coverage, if applicable, each insurer must either be 1) authorized to do business in the State of Washington and maintain A.M. Best's ratings of "A VII" or higher, or 2) procured as surplus lines under the provisions of RCW Chapter 48.15 ("Unauthorized Insurers"), except as may be otherwise approved by the Owner. Insurers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have a rating of "B+VII or higher.
- B. Insurance Coverage and Terms: The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work under this Contract. Consultant shall maintain the following insurance coverage for the duration of the contract and for one (1) year after final completion.
1. Commercial General Liability Insurance. Commercial General Liability (CGL) insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and
\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by Owner'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 the following minimum coverage:

\$1,000,000 each accident/disease
 3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit (CSL) coverage
 4. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant

shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

5. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work shown in the Contract, with the following minimum coverage:

\$1,000,000 each Claim

If the Professional Liability Insurance policy is written on a claims-made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three (3) years from the date of completion of the work authorized by the Contract. In the event that the Consultant is authorized to engage subconsultants, each subconsultant shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by Owner.

6. Cyber Liability: When applicable, the Consultant shall provide Cyber Liability coverage including both first and third party coverage, covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.

\$1,000,000 each Occurrence

Cyber liability coverage can be either stand alone or included within the Professional liability policy

C. Owner As Additional Insured: The Consultant shall provide an Additional Insured Endorsement for Ongoing Operations for all liability policies except Professional Liability and Workers Compensation. The endorsement shall be for all Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured. The documentation shall name Seattle Housing Authority as well as several limited partnerships: Seattle High Rise Limited Partnership, Seattle High Rise Rehabilitation Phase III Limited Partnership, and Lake City Village LLLP, as additional insured on a primary and non-contributory basis on the Commercial General Liability policy, ISO form CG2010 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.

D. Waiver of Subrogation: Consultant's policy shall provide waiver of subrogation by endorsement or otherwise.

E. Deductibles or Self-Insured Retention: Any deductibles or self-insured retentions \$25,000 or higher must be declared to, and approved by the Owner. The

deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the Owner. Payment of deductibles shall be the responsibility of the Consultant.

F. No Limitation of Liability - The limits of liability specified herein are minimum limits only. Such minimum limits of liability requirements shall not be construed to limit the liability of the Consultant or of any of their respective insurers. The Consultant shall include the Owner as an additional insured for primary and non-contributory limits of liability for the full valid and collectible limits of liability maintained by the Consultant whether such limits are primary, excess, contingent or otherwise. This provision shall apply regardless of whether limits maintained by the Consultant are greater than the minimum limits required by this Contract, and regardless of whether the certification of insurance by the Consultant specifies lower minimum limits than those specified for or maintained by the Consultant.

G. Proof of Insurance and Insurance Expiration:

1. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
2. The Owner must be included as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability and Automobile Liability policies of the Consultant. As respects the CGL insurance such additional insured status shall be evidenced by an ISO endorsement form CG2010 or equivalent.
3. As respects CGL insurance such Additional Insured status shall contain a "separation of insureds" provision.
4. The Consultant shall include all subconsultants at any tier as insureds under its policies (except for Professional Liability insurance) and ensure that the Consultant's coverage of subconsultants under the Consultant's policies is not excluded by any policy provision or endorsement. Alternatively, the Consultant shall:
 - a.) Obtain from each subconsultant not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
 - b.) Maintain such evidence on file for a period of one (1) year after the completion of this Contract and, upon request, submit such evidence to SHA for examination.
5. The Consultant's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to Owner, except for cancellation for nonpayment of premium, which notice shall not be less than ten (10) days prior to such date, unless a longer period of written notice is required under the provisions of Revised Code of Washington (RCW 48.18.290). The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.

6. Owner reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
- H. Criminal Background Investigation: The Consultant shall conduct a criminal background investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Consultant agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: Louise Lauff
190 Queen Anne Ave N, P.O Box 19028, Seattle WA 98109-1028

General Business Information:

For SHA Use Only:
JDE Vendor No.

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

Mailing Address for Payments:

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

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

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

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

Type of Organization (check one):

Individual
 Sole Proprietor
 Partnership
 Corporation
 Governmental Agency
 Other _____

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

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
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Ownership Status (check all that apply):

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)

Racial/Ethnic Status (check one):

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:
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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, if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

To obtain a copy of the General Terms and Conditions, call (206) 615-3379 or visit our Web site at <https://www.seattlehousing.org/sites/default/files/Purchase Orders Terms Conditions.pdf>

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.

The websites to verify eligibility of the firm and its principals are: <https://www.sam.gov/SAM> and http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation. 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 Brenda Mix, SHA's Accounts Payable Manager, at 206-615-3421 or Brenda.Mix@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.
- **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 is owned 51% or more by a Section 3 qualified person, or where 30% or more of the permanent, full-time employees of the business are Section 3 qualified persons, or where the business can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontracts to other Section 3 certified businesses. A Section 3 qualified person must live in the metropolitan statistical areas identified on SHA's Section 3 form and whose income level meets or falls below the stated income limits.

Seattle Housing Authority

Section 3 Business Certification

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 low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

For more information regarding the Section 3 requirements for Consulting Contracts and to view the full contract provisions, see Section 7 of the standard contract at:

https://seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract.pdf

Section 3 Business Criteria: Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below) A completed and signed Individual Certification form for each Section 3 qualified person or persons is required to be submitted.
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons. (When seeking certification under this criteria, please submit a listing of all current, permanent, full-time employees, as well as a completed and signed Individual Certification form for each Section 3 qualified employee.)
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses. (When seeking certification under these criteria, please consult with the Section 3 Coordinator regarding the documentation to be submitted.)

Section 3 Person Criteria: A Section 3 qualified person must:

- 1) Be a City of Seattle Housing Authority public housing resident; or
- 2) Live in the metropolitan statistical area (MSA) covering King, Snohomish, and Pierce counties, and,
- 3) Earn no more than the following amounts for the respective MSA area:

Region/Area	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
King and Snohomish Counties	\$ 56,200	\$64,200	\$ 72,250	\$ 80,250	\$ 86,700	\$ 93,100	\$ 99,550	\$ 105,950
Pierce County	\$ 41,800	\$ 47,800	\$ 53,750	\$ 59,700	\$ 64,500	\$ 69,300	\$74,050	\$ 78,850

Section 3 Statement: Please check the appropriate box below.

- My business is eligible to be certified as a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

Note: If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

Section 3 Resident Employment Plan

Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA, to the greatest extent feasible, to provide employment opportunities to "Section 3 residents." Section 3 residents include residents of SHA communities and other low income residents of the metropolitan statistical area (hereinafter "MSA") covering King, Snohomish, and Pierce counties. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of the MSA.

For construction contracts only:

- Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. SHA has established a goal that 100% of all new hires be Section 3 Residents to the greatest extent feasible.
- At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices to the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments.

For consulting contracts only:

- Firms are required to include this Section 3 Resident Employment Plan (hereinafter "Plan") in their submittal showing, if applicable, the hiring of Section 3 residents to perform the work contemplated by the submittal.

In order to fulfill its Section 3 obligations, the Contractor/ Consultant may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House and the Employment Opportunities Center. The plan should specify the number of positions the

Contractor/ Consultant expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan, if applicable, should also address the Contractor/ Consultant's strategy for recruiting SHA residents for the available positions, which should include consultation with SHA's Section 3 Coordinator.

1. How many new positions do you expect this contract will require you to create?

2. Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

3. What minimum skills will be required for each position?

4. Please describe any training opportunities which the contract may create and any agreements concerning training you have.

5. How will you advertise these positions to SHA residents?

If you have any questions about this form, please call Cary Calkins at (206) 588-4314.

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: <https://www.sam.gov/SAM/> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited denials of participation](http://portal.hud.gov/hudportal/HUD?src=/topics/limited%20denials%20of%20participation).

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 Louise Lauff at 206-615-3376 or by e-mail at louise.lauff@seattlehousing.org if you have any questions regarding compliance with this requirement.

Certifications and Representations Of Offerors Non-Construction Contract

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

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

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

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

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

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

- (c) If the bidder/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 proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

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

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:

For-Profit Subgrantee and Contractor Certifications and Assurances

The Department of Housing and Urban Development (HUD) requires that all for-profit Subgrantees and Contractors on HOPE VI projects sign this "Certifications and Assurances" form certifying that they will comply with the specific federal requirements described below. The parties who must sign a "Certifications and Assurances" form are defined below:

- **Subgrantees:** These are for-profit organizations to which the Housing Authority (Housing Authority or Grantee) has awarded a grant from the HOPE VI grant that the Housing Authority received from HUD. The subgrantee is accountable to the Housing Authority for the use of the funds provided, but the Housing Authority is ultimately accountable to HUD.
- **Contractors:** This includes any for-profit contractor, consultant, service provider, or supplier that the Housing Authority contracts with for goods or services on any HOPE VI project.



Certification and Assurance: The subgrantee or contractor executing this certification hereby assures and certifies that it will comply with all of the applicable requirements of the following, as the same may be amended from time to time, including adding appropriate provisions to all contracts between Grantee and for-profit Subgrantees or Contractors:

- (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
- (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).
- (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

The information contained in this certification is true and accurate, to the best of my knowledge.

Name of Subgrantee or Contractor	Name and Contract Number:	
Signature of Authorized Certifying Official:	Title:	Date:

WARNING: Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat.967) applies to this certification. 18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.

Return this form to:

Seattle Housing Authority
 Attn: Louise Lauff, Purchasing
 P.O. Box 19028
 Seattle, WA 98109-1028