

**REQUEST FOR PROPOSALS**  
**Solicitation No. 5261**  
**Employee Assistance Program**

The Seattle Housing Authority (SHA) is seeking proposals from qualified consultants to provide employee assistance services for SHA employees and employees immediate family members to help them deal with and resolve personal and employment difficulties.

**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 Don Tucker, Sr. Contract Administrator at (206) 615-3475.

**Questions:** Any questions or requests for further information must be submitted in writing no later than 2:00 p.m. on Tuesday, September 3, 2019 by e-mail at [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org), or by mail at the address below.

**Submission Deadline:** Proposals (one original and six (6) copies), must be received not later than 2:00 p.m. on Thursday, September 19, 2019, 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: Don Tucker, Sr. Contract Administrator  
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 Don Tucker, Sr. Contract Administrator at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) so that you can be contacted directly if necessary.

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### SEATTLE HOUSING AUTHORITY

**RFP Solicitation No. 5261**

#### **Employee Assistance Program Services**

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

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

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you.



**REQUEST FOR PROPOSALS**

**(SOLICITATION NO. 5261)**

**for**

**Employee Assistance Program Services**

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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**

<b>RFP Issued On:</b>	<b>Proposal Due:</b>
<b>Thursday, August 22, 2019</b>	<b>2:00 p.m. on Thursday, September 19, 2019</b>

**Seattle Housing Authority**  
**Request for Proposals (Solicitation No. 5261)**  
**For**  
**Employee Assistance Program Services**

**A. INTRODUCTION**

- 1) **General:** The Seattle Housing Authority (SHA) is seeking proposals from qualified consultants to provide employee assistance services for SHA employees and employees immediate family members to help them deal with and resolve personal and employment difficulties in order to successfully perform their jobs. Difficulties include but are not limited to: alcohol and drug dependency; financial or legal problems; job stress or burnout; anger management; family or parenting problems; domestic violence; interpersonal relations; and other life and employment problems. The firm selected through this RFP will also provide annual EAP training to SHA employees, team and coworker conflict resolution. Threat Assessment Services, and Fitness for Duty evaluations. The firm selected through this RFP will provide concierge services to employees and employees' immediate family members.
  
- 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](http://www.seattlehousing.org).

- 3) **SHA Inclusion Plan:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational Inclusion Plan goal in the use of minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses and to provide meaningful opportunities to those firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.

Also, SHA requires the good-faith effort to include women, minority, economically disadvantaged, Section 3 or other low-income residents in their firm's in-house team makeup for this Contract. This Equal Employment Opportunity (EEO) does not count towards the meeting of the Inclusion Plan goals, but it could be helpful to evaluators in determining your firm's good-faith efforts.

Good-faith efforts will be considered in the evaluation process for selecting a qualified firm. Please complete Exhibit A – SHA Inclusion Plan Form attached hereto and include it with your Proposal. Proposals that do not include a completed Exhibit A will not be considered in the evaluation process.

- 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
Deadline for Questions	N/A	Tuesday	09/03/19	2:00 p.m.
<b>SUBMITTAL DEADLINE AND DELIVERY INFORMATION</b>				
<b>Mail To:</b> Seattle Housing Authority Attn: Don Tucker, Sr. Contract Administrator P.O. Box 19028 Seattle, WA 98109-1028	<b>OR Hand Deliver To:</b> Seattle Housing Authority Attn: Don Tucker, Sr. Contract Administrator 190 Queen Anne Ave N. Seattle, WA 98109	Thursday	09/19/19	2:00 p.m.

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Don Tucker, Sr. Contract Administrator at [purchasing@seattlehousing.org](mailto:purchasing@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:

<http://www.seattlehousing.org/business/consulting/requests/>. 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 Sr. Contract Administrator, Don Tucker at 206-615-3475 to have a copy of the addenda mailed or e-mailed to you.

**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 6 pages double sided in no smaller than 12 point font on 8½" by 11" sheets.**

1) **Required number of copies:** Proposers responding to this RFP shall submit **one original and six copies of their proposal** to the address indicated above. 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.

**The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the proposal copies.

- EXHIBIT A – SHA Inclusion Plan
- 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.

**5) 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 Service Provider shall be asked to assist SHA in providing employee assistance services for SHA employees to help them manage and resolve personal and employment difficulties in order to successfully perform their jobs. Difficulties include, but are not limited to, alcohol and drug dependency, financial or legal problems, job stress or burnout, anger management, family, elderly care, or parenting problems, domestic violence, interpersonal relations, and other life and employment situations.

The Service Provider shall perform, but not necessarily be limited to, the following tasks. At SHA’s option, additional related services may be added on as needed for this

program. Additional services and fees will be negotiated and added by written change order.

1. Assist employees and their spouse, domestic partner, dependent children, and anyone else living in the employee's household with work, personal or family concerns by providing professional and confidential Employee Assistance Program (EAP) services, including Work-Life Services Resources (Eldercare and Dependent Adult Resources, Childcare and Enhanced Child/Teen Resources, Daily Living/Concierge Service, Legal Service, and Financial Service).. This shall include 24-hour, seven (7) days per week professional crises-services access, available through immediate telephone consultation.
2. Ensure that any and all employees are fully acquainted with the professional and confidential EAP services available to them and their families through this program. This information shall, at a minimum, include an informational brochure, access to a comprehensive online portal where an employee can gain informative knowledge with online self-service, live-chat sessions with a specialist and access training and webinars for personal and workplace skill development. This shall also include providing an online platform to support stress reduction and lifestyle management. Provide other educational materials, such as newsletters, supervisor's manual/guide, and posters, plus any other additional materials deemed appropriate by the Service Provider provided at the firm's expense or, if requested by SHA, cost to be negotiated before the time of service. Printed and electronic materials to be distributed to SHA employees must be reviewed by SHA before distribution.
3. Participate in SHA's Wellness Program, including but not limited to, contributing a monthly article to SHA's Wellness newsletter and participating in SHA's Wellness Fair.
4. Provide a total of four (4) hours on-site training per contract year to managers and to supervisors on how to use EAP services to assist them in their role as a manager or as a supervisor.
5. Provide telephone counsel and support to managers and supervisors to assist them in working with their employees who are exhibiting inappropriate behavior in the workplace and/or whose work performance is below acceptable standards.
6. Provide conflict assessment, resolution and/or mediation or facilitation between employees or between employees and supervisors at the request of SHA's Human Resources Department or SHA Department Directors. An initial consultation regarding the scope of the situation and appropriateness of mediation or facilitation as an intervention shall be available at no charge.
7. As requested by SHA, provide 11.5 hours of training programs/seminars over the contract year, open for any employee to attend, on specific topics relating to life, work and wellness issues. Each session could be from one hour to up to two hours in duration. Topics shall be negotiated with SHA for the first year of the Contract.



For each subsequent year that the Contract is extended, the Service Provider must provide at least two (2) new topics each year. EAP training facilitators will have the flexibility to give presentations during any hour of the day at SHA worksites with or without Audio/Visual equipment (e.g., T.V., projector, PowerPoint).

8. Provide six (6) counseling sessions per issue per year, such as, but not limited to, alcohol and drug dependency, financial or legal problems, job stress or burnout, anger management, family or child problems, domestic violence, interpersonal relations, and other life and employment situations, to SHA employees, their spouse, domestic partner, dependent children and anyone else living in the employee's household. When necessary and appropriate, provide assistance in identifying and transitioning to long-term treatment and/or providing referrals to community services.
9. Ensure that providers available in the employee's health plan are among those recommended and that the employee knows which providers are most cost-effective to them.
10. Provide referral services, when necessary, for longer-term specialist counseling (e.g., marital, financial or other, as needed) at the employee's expense.
11. In addition to the counseling sessions described in Number 8 above, provide thirty (30) free minutes of legal counseling and thirty (30) free minutes of financial counseling, per issue per year, in person or by phone as requested by an employee. Any additional sessions shall be negotiated between the employee and the Service Provider.
12. Provide ID Theft Recovery Services in the event of an identity theft or fraud-related event. The Service Provider shall provide an expedient process as follows:
  - a. Provide employees with up to sixty (60) minutes of free consultation with a highly trained *Fraud Resolution Specialist* and conduct emergency response activities.
  - b. Assist employees with restoring their identity and good credit.
  - c. Provide employees with a free "ID Theft Emergency Response Kit.™"
  - d. Assist with the steps to dispute fraudulent debts, as a result of ID theft.
  - e. Counsel and provide a document stating the "Preventive Steps" necessary to take in an effort to avoid future ID theft losses and damages to an employee's/member's credit score and reputation.
13. Provide four (4) additional counseling sessions for the employee and family members when the employee is being laid off or terminated by SHA. (These four (4) sessions are in addition to the six (6) sessions in Number 8 above.). These additional sessions are to be used within sixty days (60) of the employee's last day on SHA's payroll.
14. Provide, 3 hours per employee, of Outplacement Support to assist with career transition as a result of a layoff or job loss. Outplacement Support services are to be used within 30 days (30) of the employee's last day on SHA payroll. The Human

Resources director or designee may approve additional hours for extenuating circumstances. The Service Provider will provide outplacement support services which may include a combination of the following services, but limited to; Individual career counseling and advising, resume development, job searches and job search techniques / training, interview coaching, and networking (including social networking)

15. When appropriate, as a condition of an employee's continued employment with SHA and with the employee's written consent, the Service Provider shall provide appropriate information to Human Resources to confirm the employee's continued involvement in required counseling or other required programs.
16. Upon request by SHA, coordinate and assess an employee's fitness for duty (FFD), consisting of psychiatric fitness-for-duty examinations and evaluations to determine for SHA whether the employee is able to perform his or her job in a manner that is safe both to themselves and to other employees. Such exams shall be conducted in a timely fashion and with regard to patient confidentiality and SHA's needs and to consist of the following:
  - a. The examination shall begin with either a face-to-face or phone psychiatric interview with the employee by a physician(s) certified for fitness-for-duty assessment and approved by SHA, either at their office or at the Service Provider's offices.
  - b. The fitness-for-duty examination shall be an evaluation of the SHA employee for safety risk to self and others, including any specific medical restrictions or requested reasonable accommodations; the prognosis; amount of work time recommended to be away from the individual's primary work assignment; need for subsequent evaluation (if any), and recommendations for management staff that will be coordinating job assignments or tasks for this employee.
  - c. The evaluation shall include a review of documents from the workplace, and in some cases phone interviews with supervisors, medical records obtained upon release from the employee, and/or other collateral interviews.
  - d. The evaluation may include psychological testing, if indicated, decided upon a case-by-case basis.
  - e. The evaluation may include referrals to another specialist for further evaluation (such as a neurologist or neuropsychologist).
  - f. A report shall be prepared to be shared with the Service Provider and with SHA's Human Resources (HR) Department.
  - g. The examining physician shall be available for follow-up conversations with the Service Provider or HR representatives to clarify any concerns or recommendations.

- h. The Service Provider shall be the liaison between SHA and the medical provider and coordinate the FFD process, as needed. Coordination shall include, but not necessarily be limited to, the following:
    - i. Ensure that necessary paperwork, such as authorization and agreement for the services by the employee and/or SHA is correct and complete;
    - ii. Set up the initial psychiatric appointment with the authorized physician(s);
    - iii. Monitor individual treatment and provide updates to SHA;
    - iv. Receive reports/evaluations issued by the authorized physician(s);
    - v. Summarize the report(s) and send the findings to SHA's designated Human Resources staff.
- 17. As requested by SHA, provide critical-incident debriefing, crisis-management training sessions and/or counseling to an employee and/or family member on an emergency on-call basis for immediate stressful traumatic incidents, and dangerous or life-threatening situations. The Service Provider shall respond promptly with professionally trained counselors to facilitate group meetings with individuals at the work site.
- 18. As requested by SHA, provide services to identify potential workplace violence by assisting SHA in establishing workplace threat assessment teams and develop risk management strategies. The Service Provider shall respond promptly with professionally trained counselors to conduct post-incident case studies and after action assessments by identifying critical risk factors, analyzing violent motives and evidence of behavior in a given situation.
- 19. All counselors, including in-take counselors, providing services under the Contract shall be trained and certified/credentialed in the mental-health field, and screened by the Service Provider to check their criminal history, credentials, and licensing. SHA requires that the Service Provider conduct, at a minimum, a Criminal Background Investigation with the Washington State Patrol for a background report on all of its mental-health professionals. (See Criminal Background Investigation provision, Section 10.F above.)
- 20. Effectively serve and meet the needs of employees and/or family members from diverse cultures, ethnic backgrounds and nationalities, and for whom English is a second language.
- 21. Monitor and measure the quality of services provided to SHA's employees and their families.
- 22. Provide a quarterly and annual report summarizing utilization data of the EAP program.
- 23. Assign an account representative who will be the single point of contact for SHA during the life of the Contract.

24. The Service Provider shall comply with all applicable State and Federal laws and regulations under the Contract.

#### **D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL**

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

- Cover Letter
- Address each of the evaluation criteria below:
  - Relating to Criterion 1: Experience providing EAP services. (Relates to Evaluation Criterion No. 1 in Section E . below ) (30 points)
    - a) Describe the length of time your firm has been an EAP service provider, the types of employees or businesses served, and the number of businesses with which you have contracted to provide EAP services over the past five (5) years in the following service areas:
      - 1) Life Issues: Aging, survivorship, familial abuse, suicide of family member, depression, financial or legal worries, marriage issues, child care, elder care, grief and loss, runaway child.
      - 2) Employment Issues: Communications, interpersonal relations, job stress/burnout, retirement, “bullying,” conflict resolution/mediation, facilitation, fitness for duty, career development, hostile work environment; sexual, racial and other forms of harassment or discrimination; demotion, loss of job through lay-off or termination, crisis and/or emergency intervention and debriefing.
      - 3) Personal Management: Stress, anger or money-management issues; gambling addiction, alcohol and drug dependency, depression, disability, wellness and major illness.
    - b) Describe how your firm would provide services to employees (e.g., telephone consultation, intake process, in-person counseling).
    - c) Describe how and within what timeframe your firm will respond to a critical incident on the job, such as a violent crime or other traumatic event that affects an employee(s).
    - d) Describe how your firm will assist an employee or family member who experiences a crisis at 2:30 A.M.
      - 1) How will you assist an employee or family member during non-working hours or weekends if English is their second language?
    - e) Describe your firm’s experience providing fitness for duty services, including the evaluation process and the guidance you have provided when an employer seeks your assistance for FFD.
      - 1) Did your firm perform the evaluation process? Please describe how it was performed.
      - 2) If a medical provider performed the evaluation process, how was this done?
      - 3) Please describe your firm’s part in the evaluation process, if any, and/or related guidance and/or case management your firm provided to the employer.

- 4) How many times has your firm provided or coordinated FFD services for requesting employers? Please specify in each case whether your firm provided the services and/or coordinated them.
  - f) Describe how you will coordinate and manage FFD processes if requested by SHA, if your firm were the successful proposer under this RFP.
  - g) Describe how you will assist an employer with conflict assessment, resolution, facilitation and/or mediation issues.
  - h) Describe how your firm will assist an employee whom your provider has determined is in need of long-term treatment. What assistance, guidance, and/or referrals would your firm provide for an employee in this circumstance?
  - i) What sources/resources does your firm utilize when an employee calls to ask for a referral to community resources and services?
- **Relating to Criterion 2: Qualifications and relevant experience of the individuals in your firm who would be assigned to provide services for this project.** (Relates to Evaluation Criterion No. 2 in Section E. below.) (25 points)
    - a) Describe the required background of the individuals who answer your firm's intake line, including the types of qualifications they hold, and how many hours a day and which specific hours your firm's intake lines are answered by "live" intake professionals in a 24-hour day.
    - b) What are your minimum educational and credential requirements, and years of experience required for counselors, including intake-line counselors, providing services through your firm? Do you require State certification? Please provide CVs and resumes representative of individuals who are currently providing these services through your firm.
    - c) Describe the experience of your firm's counselors (both those who answer the intake line and those who provide counseling services) in counseling employees from diverse cultures, ethnic backgrounds and nationalities, and their levels of education and levels of expertise in using the English language.
    - d) What types of licenses, education, training and experience do your employees have in order to provide case management for FFD services?
    - e) Please describe the kind(s) of screening you perform to check the criminal history, credentials, and licensing for your firm's mental-health providers, including those who provide services under contract (sub-consultant) to your firm. SHA requires that the selected firm conduct, at a minimum, a Criminal Background Investigation with the Washington State Patrol on all of its mental-health professionals.
    - f) Please show evidence of your firm's compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Consolidated Omnibus Budget Reconciliation Act (COBRA). Please provide copies of pertinent policies and procedures relating to these requirements.
    - g) Please give the title of the person who will be assigned to the overall administration (account representative) of the contract to be issued under this RFP. SHA requires a single point of contact, an account representative, to be assigned to work with SHA on the administration of the contract.
  - **Relating to Criterion 3: Customer Satisfaction** (e.g., SHA's employees and their families). (Relates to Evaluation Criterion No. 3 in Section E. below.) (15 points)

Describe how your firm monitors and measures the quality of the services it provides. Specifically, how does your firm obtain feedback from customers (e. g., SHA's employees and their families) on how successfully they feel they were helped by contacting the EAP? Please provide a sample(s) of the evaluation material(s) your firm uses to monitor and measure services provided.

- **Relating to Criterion 4: Communication and Training** (Relates to Evaluation Criterion No. 4 in Section E. below.) (10 points)
  - a) Provide a sample brochure that would be provided to employees, describing EAP services to employees, as well as samples of other informative and educational materials, such as newsletters, payroll stuffers, posters, supervisors' manual/guide, or other related materials. Include the different services employees can access on your website (example: live chats, webinar topics, etc.).
  - b) Please explain your firm's experience in providing the required training to supervisors, managers and employees. Who would be assigned to conduct these training programs and what are their qualifications? Please list the types of training you would recommend to offer employees and/or supervisors. Please provide a list of the types of trainings your firm offers.
- **Relating to Criterion 5: Utilization Reports.** (Relates to Evaluation Criterion No. 5 in Section E. below.) (5 points)

Describe what information your firm would include in a quarterly and annual utilization report to SHA, the level of detail you would provide in the report, and any tabular data or summarization that would be provided. Please provide a sample of your utilization reports.
- **Relating to Criterion 6: Price / Rates:** (Relates to Evaluation Criterion No. 6 in Section E. below)(15 points)

Please use the Price / Rates Table (EXHIBIT B) to this RFP.
- **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:

<b>Evaluation Criteria - Qualifications</b>		<b>Weighting (Max. Points)</b>
1	<b>Experience providing EAP services.</b> <i>(See Section D above for a complete description of this Criterion.)</i>	30
2	<b>Qualifications and relevant experience of the individuals in your firm who would be assigned to provide services for this project.</b> <i>(See Section D above for a complete description of this Criterion.)</i>	25
3	<b>Customer Satisfaction.</b> <i>(See Section D above for a complete description of this Criterion.)</i>	15
4	<b>Communication and Training.</b> <i>(See Section D above for a complete description of this Criterion.)</i>	10
5	<b>Utilization Reports.</b> <i>(See Section D above for a complete description of this Criterion.)</i>	5
6	<b>Price / Rates</b> <i>(See Section D above for a complete description of this Criterion.)</i>	15
<b>MAXIMUM TOTAL POINTS</b>		<b>100</b>

## **F. SELECTION PROCESS**

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

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

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

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

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

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

[http://seattlehousing.org/business/guidelines/pdf/Procurement\\_Policies.pdf](http://seattlehousing.org/business/guidelines/pdf/Procurement_Policies.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 subcontractor 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 documents produced under contract to SHA must be submitted to SHA in a digital format that meets SHA's requirements, using Microsoft Office. 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_Professional_Services_Contract.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 sub-consultants, each sub-consultant shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by Owner.

- D. Owner As Additional Insured: All liability policies except Professional Liability and Workers Compensation shall be endorsed to include Owner as additional insured on a primary and non-contributory basis for Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured.
- E. Waiver of Subrogation: Consultant's policy shall provide waiver of subrogation by endorsement or otherwise.
- F. 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.

G. 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.

H. 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 sub-consultants at any tier as insureds under its policies (except for Professional Liability insurance) and ensure that the Consultant's coverage of sub-consultants under the Consultant's policies is not excluded by any policy provision or endorsement. Alternatively, the Consultant shall:
  - a.) Obtain from each sub-consultant 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.

**EXHIBIT A - SHA Inclusion Plan Form for Solicitation No. 5261**  
 (Please complete this form and include it with your Original Proposal)

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

SHA has listed some web-sites as means for you to find individuals or firms to help you in your good-faith efforts to meet SHA's aspirational Inclusion Plan goal:

Sights visited to help identify individuals or firms: (Check all that apply)

- WA State Office of WMBE <https://omwbe.wa.gov>
- City of Seattle Consultant Roster Program <https://ww2.ci.seattle.wa.us/ConsultantRoster/RptApprovedConsultant.asp>
- SHA's Section 3 List <https://www.seattlehousing.org/do-business-with-us/disadvantaged-business-enterprise>
- SHA's Self-Certified WMBE List <https://www.seattlehousing.org/do-business-with-us/disadvantaged-business-enterprise>
- OTHERS: (List any other websites you used to identify qualified disadvantaged firms)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We have made good-faith efforts to meet SHA's Inclusion Plan goal as indicated above and, if applicable, by subcontracting to the following disadvantaged individuals and/or firms as described below:

Individual or Firm Name	Select All That Apply				Section 3 Individual	Sub	Other	Describe The Commercially Useful Work To Be Performed by This Individual or Firm
	WBE	MBE	WMBE	Veteran Owned				

The individuals and/or firms listed above will be performing approximately \_\_\_\_% of the work under this Contract.

List any additional steps below that you have taken to help SHA meet its aspirational inclusion plan goals. Add pages as needed.

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**EXHIBIT B – Price / Rates Form (Solicitation No. 5261)**

*(Please complete this form and include it with your Original Proposal)*

FIRM NAME: \_\_\_\_\_

Using the chart below, please complete as follows:

- a) In the **first row** please provide a single per-capita (Per Employee Per Month, or PEPM) all-inclusive\* annual fee for the aggregate of services listed under the Scope of Work (see Section C in RFP). Payments, based on the per-capita cost, multiplied by the number of employees on the payroll on the last business day of each quarter, will be made on a quarterly basis for all services listed under the Scope of Work. (SHA's current workforce is 618 employees.) Should the contract be extended beyond the first year, please provide a per-capita (PEPM) all-inclusive\* annual fee for each of the following four years, understanding that each quarterly invoice may increase/decrease, based on the size of SHA's workforce throughout the year.
- b) In **rows 2 and 3**, please indicate what your all-inclusive\* hourly fees will be for additional counseling and training services provided beyond what would be included in the Scope of Work, such as for employee and supervisor's training, and additional counseling for employees, if requested. Please provide for the first year, as well as for each of the following potential four years.
- c) In **row 4**, please specify the all-inclusive\* hourly fees you would charge beyond the initial assessment for conflict resolution, and/or mediation or facilitation. Please provide for the first year, as well as for each of the following potential four years.
- d) In **rows 5 and 6**, for Fitness for Duty (FFD) issues, please specify the all-inclusive\* hourly fees you would charge for providing these services. Please provide for the first year, as well as for each of the following potential four years.

Row	Services	Year 1	Year 2	Year 3	Year 4	Year 5
1	Services provided under Scope of Work: all-inclusive* per capita /per-year fee. (Show pricing as Per Employee Per Month (PEPM), for each of the possible five years of the Contract term)					
2	All-Inclusive * hourly fee for additional counseling sessions beyond what would be provided under the Scope of Work.					
3	All-Inclusive hourly fee for additional training sessions beyond what would be provided under the Scope of Work, per hour/portal to portal.					
4	All-Inclusive hourly fee beyond the initial assessment for conflict resolution, and/or mediation or facilitation.					
5	All-Inclusive hourly fee for fitness for duty (FFD) services paid to the medical provider.					
6	All-Inclusive hourly fee for your firm to coordinate FFD services and related case management.					

\* All-Inclusive Annual and/or Hourly Fees include base salary, fringe benefits, overhead, reimbursable expenses and profit.



# VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,  
ATTN: Don Tucker, Sr. Contract Administrator  
190 Queen Anne Ave N, P.O Box 19028, Seattle WA 98109-1028

<b>General Business Information:</b>				<b>For SHA Use Only:</b>	
Name of Business, Organization, or Name of Person (if payment is to an individual):				JDE Vendor No.	
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:			
<b>Type of Organization (check one):</b>					
Individual <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Governmental Agency <input type="checkbox"/>	Other _____ <input type="checkbox"/>
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.

<b>SIGN HERE →</b>	Signature of U.S. Person	Date
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<b>Ownership Status (check all that apply):</b>	<b>Racial/Ethnic Status (check one):</b>
<input type="checkbox"/> <b>MBE</b> (Minority-Owned Business Enterprise) <input type="checkbox"/> <b>WBE</b> (Women-Owned Business Enterprise) <input type="checkbox"/> <b>MWBE</b> (Minority / Women-Owned Business Enterprise) <input type="checkbox"/> <b>CBE</b> (Combination Business Enterprise) <input type="checkbox"/> <b>Small Business</b> <input type="checkbox"/> <b>HUD Section 3 Business</b>	<input type="checkbox"/> Caucasian (1) <input type="checkbox"/> African American (2) <input type="checkbox"/> Native American (3) <input type="checkbox"/> Hispanic American (4) <input type="checkbox"/> Asian/Pacific American (5) <input type="checkbox"/> Hasidic Jews (6)
<input type="checkbox"/> Certified by OMBWBE (Washington State Office of Minority and Women's Business Enterprises) <input type="checkbox"/> Self-Identified (SHA may request a signed statement re: self-certification)	

**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](http://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/portal/SAM> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited\\_denials\\_of\\_participation](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](http://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 [bmix@seattlehousing.org](mailto:bmix@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](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?

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

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

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

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

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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:** \_\_\_\_\_

	<b>PRINCIPAL(S) Name(s)</b>	<b>Title(s)</b>
1		
2		
3		
4		
5		

<b>Consultant's Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**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/portal/public/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.)

Table with 4 columns: Prime Consultant's Signature, Printed Name, Title, Date

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

Table with 1 column for listing sub-consultant firms

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

Please contact Don Tucker, Sr. Contract Administrator at 206-615-3475 or by e-mail at purchasing@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 Rep-resentation

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.

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**Signature & Date:**

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**Typed or Printed Name:**

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**Title:**

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## 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: Don Tucker, Sr. Contract Administrator, Purchasing  
 P.O. Box 19028  
 Seattle, WA 98109-1028