

REQUEST FOR PROPOSALS

Outside Investigator/ SHA Employee Investigations Solicitation No. 5528

ADDENDUM NO. 1
Issue Date 10 November 2021

This Addendum containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

This Addendum updates the SHA COVID Policy information and attaches the SHA Covid-19 Vaccination Policy for Contractors (see Item 1 below).

Item 1. SHA has implemented a COVID-19 Vaccination Policy for Contractors, a copy of which is attached to this solicitation as Exhibit A (the "COVID Policy"). The work as currently contemplated by this solicitation does require compliance with the COVID Policy. By submitting a bid, proposal, or response to this solicitation, you (i) affirm, represent, and warrant to SHA that all individuals performing work under the contract who come on-site will have had their vaccine status verified or an appropriate accommodation will have been granted for those who have been granted a disability or religious exemption in accordance with applicable law, and (ii) agree to comply (and to cause your subcontractors, subconsultants, and agents to comply) with the COVID Policy and to cooperate with SHA in any investigations with respect to such compliance, including signing such attestations as SHA may reasonably require and providing such information or records as SHA may be reasonably request, except for any information or records that you may be prohibited by law from disclosing.

The following documents are attached to and hereby made part of this solicitation 5528 via Addendum 1.

- Exhibit A: SHA COVID-19 Vaccination Policy for Contractors

END OF ADDENDUM NO. 1

Exhibit A

HOUSING AUTHORITY OF THE CITY OF SEATTLE
MANUAL OF OPERATIONS

SUBJECT: COVID-19 Vaccination Policy for Contractors

PURPOSE: The Seattle Housing Authority (“SHA”) is instituting a COVID-19 vaccination requirement for all Contractors that work on SHA property and have prolonged interactions with SHA staff or SHA residents. This policy furthers SHA’s responsibility to provide and maintain a safe workplace, and will help to safeguard the health of SHA’s employees and their families, as well as SHA’s clients, residents, guests, and the community at large. The context for this policy is a surge in the transmission and contraction of COVID-19, especially among the unvaccinated and vulnerable members of the community.

The COVID-19 vaccines have been scientifically proven to be safe and highly effective at reducing serious illness and death within the workplace and the greater community. SHA has a responsibility to ensure a safe work environment for staff and ensure the safety of our residents. SHA serves some of the most vulnerable members of the community and the agency has a responsibility to ensure their safety.

As used in this policy, the term “Contractor” means any person engaged by or for SHA to work as an independent contractor, service provider, volunteer, or through any other formal or informal agreement to provide goods or services, whether compensated or uncompensated, and includes any employees, agents, contractors, subcontractors, licensees, and invitees of any of the foregoing, but does not include a visitor to or patron of SHA property

SCOPE: This policy applies to all Contractors, that work on SHA property and/or have prolonged interactions with SHA staff or SHA residents. The determination of whether work or service provided by a Contractor falls or will likely fall within the scope of this Policy shall be determined by SHA in its sole and absolute discretion. Types of work or services not considered to involve prolonged interactions with staff or residents include, by way of example;

1. New construction projects;
2. Site work that is outdoors and is not on a playground. Examples include sidewalk repairs, parking lot repairs and tree removal
3. Rehabilitation or repairs of vacant units that have no common entry or common areas; and
4. Emergency repairs.

POLICY: As a condition of contracting with SHA, the Contractor must ensure that all individuals who perform on-site work under the Contract by, for, under, or at the direction of the Contractor (including any employees, agents, contractors, subcontractors, licensees, and invitees) must have completed a full vaccination cycle with a U.S. FDA-authorized COVID-19 vaccine and must provide documentation to the Contractor proving their fully vaccinated status. Individuals are considered fully vaccinated two weeks after the second dose of the Pfizer and Moderna vaccines, or two weeks after the single dose Johnson & Johnson vaccine. This requirement includes keeping up

to date with booster vaccinations as recommended by public health agencies, once boosters are available locally, and complying with additional safety measures and protocols in the future as needed.

All Contractors are required to continue to follow all applicable laws and public health guidance, and must continue to adhere to SHA's COVID-19 protocols and policies.

PROCEDURE: The Contractor must develop and implement a vaccine verification plan that includes the following:

1. The Contractor will require any individuals performing work under the applicable contract who come on-site to provide proof of full vaccination against COVID-19 by providing one of the following:
 - CDC COVID-19 Vaccination Record Card or photo of the card; documentation of vaccination from a health care provider or electronic health record; state immunization information system record; or for an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.
 - The Contractor will follow the requirements set forth in applicable law for granting a disability or religious exemption from the vaccination requirement and determine an appropriate reasonable accommodation, if available.
2. The Contractor will submit a declaration that will affirm that all individuals performing work under the applicable contract who come on-site have had their vaccine status verified or an appropriate accommodation has been granted for those who have been granted a disability or religious exemption, in accordance with applicable law, understanding that SHA may conduct spot checks of the Contractor's employees/subcontractors and may request a copy of the Contractor's plan or any documentation of compliance with the plan.
3. The Contractor will not be required to submit its vaccine verification plan unless specifically request by SHA.

EFFECTIVE: SHA has adopted this policy as of November 1, 2021. Any solicitation issued on or after this date shall incorporate this policy in its entirety and for any award resulting from a solicitation issued on or after November 1, 2021 the requirements of this policy shall be effective upon contract execution.

For any solicitations that have been issued prior to November 1, 2021 but a contract has not been awarded, Contractors shall be given until January 1, 2022 to accept the additional terms associated with this policy. In the event that a Contractor does not accept the terms of the policy, their proposal or bid submission shall be rejected and second closest proposer/bidder shall be contacted for award consideration.

Additionally, SHA shall, to the extent permitted by law and by the terms of existing contracts, extend the requirements of this policy to existing contracts and contract-like instruments. This policy will remain in effect until SHA determines it is no longer needed based upon the threat of the virus, public health guidance, or such other considerations as SHA may deem appropriate.
