



1149 E. South 11th Street • Abilene, Texas 79602

Request For Proposals (RFP) # AHA-RFP-2025-001

# Banking Services

Issued by Procurement:

*February 21, 2025*

Contact Person: Amber Patterson

Deadline for Submission:

*March 7, 2025 @ 3:00 PM CDT*

Authorized by: Gene Reed, Executive Director

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# I. AHA Background, RFP Objective(s), Evaluation, and Information

## A. AHA’s Background, Mission and Impact

- (1) **The Abilene Housing Authority (AHA)** is committed to providing quality affordable housing in a suitable living environment to low- and moderate-income individuals and families without discrimination; and to creating economic opportunities for our customers to become self-sufficient.
- (2) **Our Mission and Impact:** AHA is changing the face of affordable and attainable housing opportunities by providing low-income rental possibilities that enable our clients to flourish in the community. AHA accomplishes this by assisting our clients in elevating themselves to the next level of self-sufficiency and personal responsibility through life-changing programs. Through its real estate development program, AHA also delivers stable investment opportunities for our development partners. The Abilene Housing Authority owns 213 Public Housing units and administers 1571 Housing Choice Vouchers in 20 Counties across West Central Texas. AHA also owns a 48-unit Senior Tax Credit property in conjunction with a developing partner that administers 19 Project Based Vouchers (PBV's) and 3 market rate units within the 48 units.

## B. RFP Objective(s)

- (1) **Objective of this Solicitation:** The Abilene Housing Authority is seeking proposals from qualified, licensed and insured entities to provide a wide range of Banking Service to the AHA. AHA has a current budget of over \$12.5 Million and 16 Bank Accounts.
- (2) **Qualifications:** Respondents must be federally acceptable banking institutions insured by the FDIC and deliver outstanding banking services that assist the AHA to deliver services to the community and leverage financial resources, including having proper references from current and/or previous clients, and possess the necessary local and Texas certifications and licenses.

**C. RFP Information and Timeline:**

Table C-1: Solicitation Activity	Date or Target Date
<b>1. Agency Contact for this solicitation</b>	Please submit questions at <a href="https://ha.internationaleprocurement.com/">https://ha.internationaleprocurement.com/</a>
<b>1. Solicitation Issued</b>	February 21, 2025
<b>2. How to Obtain the RFP</b>	The RFP will be posted online at AHA’s website, as well as at Housing Agency Marketplace ( <a href="https://ha.internationaleprocurement.com/">https://ha.internationaleprocurement.com/</a> )
<b>2. Pre-Submittal Conference</b>	None
<b>3. Question submittal deadline</b>	February 27, 2025
<b>4. Response Deadline: <u>3:00 PM CDT On:</u></b>	March 7, 2025
<b>6. Proposal Submission</b>	<p><i>1. Attach a complete PDF electronic copy of the proposal to the link provided here</i></p> <p><a href="#"><u><b>LINK</b></u></a></p>

- (1) AHA reserves the right to modify this schedule at its discretion. Notification of changes in connection with this solicitation will be made available to all interested parties via online notifications and/or an emailed Addendum.
- (2) This Information for Bids (RFP) contains specific submission requirements, general scope of service requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal.

## D. Evaluation Process and Criteria:

- (1) Initial Review:** Each submission will be internally reviewed to establish responsiveness. The reviewer will ensure that all required materials are included, and no obvious deficiencies are evident. AHA reserves the right, in its sole discretion, to waive any informalities or minor irregularities and/or permit the cure of such deficiencies if it serves its best interests to do so. Any submission that fails to include all materials requested under this solicitation may be deemed non-responsive, and if determined to be non-responsive by AHA will not be rated or ranked.
- (2) Selection Committee Review:** Each responsive submission will be rated and ranked by a Selection Committee. The Selection Committee membership will be composed by AHA, in its discretion, and it may include employees and/or third parties. The Selection Committee may communicate with/negotiate with those proposers who submit proposals deemed to be in the best interest of AHA. At any time during the selection process, AHA may require further information or documentation from respondents to aid in the deliberation of the Selection Committee. The Selection Committee will use its initial scoring and the oral interviews (if any) as well as any further information to determine the final scores and assign final rankings. AHA reserves the right to request Best and Final Offers if deemed necessary. The Selection Committee will make a recommendation to the AHA CEO based on respondent’s submissions, interviews, and any additional information gathered during the selection process.
- a. AHA reserves the right to accept or reject in part or reject all proposals and to re-solicit new proposals. AHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

### (3) Evaluation Criteria

**Table 3-1 Banking Proposal Evaluation Criteria**

Evaluation Criteria	Weight%	Total Points	Description
1. Pricing and Fees for Services in the Scope of Work	20	20	Cost-effectiveness of services, including account fees, transaction costs, wire transfers, and other charges.
2. Experience & Public Sector Banking Expertise	20	20	Experience working with government agencies, public housing authorities, or similar institutions.
3. Technology & Security Measures	20	20	Robustness of online banking, fraud protection, cybersecurity, and digital solutions.

Evaluation Criteria	Weight%	Total Points	Description
4. Customer Support & Service Levels	20	20	Responsiveness, account management services, dispute resolution, and availability of dedicated representatives.
5. Sustainability & Community Engagement	20	20	Bank's commitment to corporate social responsibility, investment in community development, and sustainability efforts.
Total		100	

## E. Submission Requirements

**(1) Proposal Submission** (*Upload a PDF version Via AHA's [Online Submission Form](#)*)

- a. The response to this RFP shall be submitted in the manner described in this Section. Failure to submit the Proposal in the manner specified may be cause for elimination of that Respondent from consideration for award.
- b. Any submission received after the specified date and time will not be considered. Submissions must be in the specified office of AHA on or before the above specified date and time. The hardcopy must be identical to the digital copy and must also arrive by the specified date and time, regardless of the postmark date.

Tab #	Description
1	<p><b>Letter of Interests</b> (<i>Two-page limit</i>)</p> <ol style="list-style-type: none"> <li>1. Introduce the company and why you are interested in responding to this proposal. Why should AHA consider the firm for contract. Please indicate who the authorized representative (with contact address, telephone number and e-mail address included), who will serve as the primary contact throughout the selection process. Include information for a contact alternate in the event that the authorized representative is absent or unavailable.</li> <li>2. Describe your understanding of scope of work and a brief statement of experience.</li> </ol>
2	<p><b>Form of Proposal.</b> This Online Form for Attachment A is at the link to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted online as a part of the proposal submittal. Use link above to access.</p>
3	<p><b>Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract.</b> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p>
4	<p><b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.</p>

Tab #	Description
5	<p><b>Form HUD 50071.</b> Sample Contract Appendix No. 2: form HUD 50071 (01/14), Certification of Payments to Influence Federal Transactions (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)</p>
6	<p><b>Standard Form LLL.</b> Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/2027), Disclosure of Lobbying Activities (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)</p>
7	<p><b>Scope of Services.</b> Respondents approach to the scope of services requested.</p>
8	<p><b>Cost Proposal for Fees and Services</b></p>
9	<p><b>Client Information &amp; References.</b> The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:</p> <p>Client Name, Contact Name, Telephone Number, and a brief narrative description relating the scope of work performed with AHA’s requested scope of work.</p>
10	<p><b>Small, Woman, Minority Business Enterprises Utilization Statement</b></p> <p>The Respondents shall submit a statement that details how the Consultant will make a good faith effort to subcontract with S/W/MBE companies. Opportunities to subcontract with S/W/MBE companies should be listed here. FAILURE TO PROVIDE A S/W/MBE UTILIZATION STATEMENT MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.</p>
11	<p><b>HUD Forms, Conflict of Interest Questionnaire, and Form 1295</b></p> <p>These Forms are attached hereto as Attachment B to this RFP document and must be completed, executed where provided thereon and submitted under this tab. NOTE: The Selected Respondent shall be required to submit a Form 1295 to the Texas Ethics Commission in compliance with Government Code 2252.908 and a copy of the submission along with the Certification prior to execution of the contract with AHA.</p>



<b>Tab #</b>	<b>Description</b>
<b>12</b>	<p><b>Abilene Housing Authority /State of Texas Forms</b></p> <p>Each Respondent must complete the Forms as provided in Exhibit B. Additional information on specific forms is included below.</p> <ol style="list-style-type: none"><li>1. Business References: Provide references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference, additional can be utilized, as necessary.</li><li>2. All other applicable forms listed in Exhibit B.</li></ol>
<b>13</b>	<p><b>Proposal Checklist and Certification</b></p> <p>By completing the Proposal Checklist, respondent shall certify that the Proposal documents are complete and included in the response. The Respondent's Certification contained in Attachment F shall also be completed and attached.</p>
<b>Exhibits</b>	<p>Respondent may include general information in this section the proposer believes will assist AHA in evaluating their capabilities. (10-page limit)</p>

## II. Scope of Services/Technical Specifications

### Banking Services

**INTRODUCTION** The Public Housing Agency of Abilene, Texas ("PHA") is soliciting proposals from qualified banking institutions to provide comprehensive banking services. The selected institution must be capable of servicing the PHA's financial needs in accordance with federal, state, and local regulations, particularly those governing public housing authorities. The AHA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed services:

1. **Definitions:** As further detailed herein, the information and/or proposed work plan under "3. Detailed Services" shall fully detail the Proposer's offer pertaining to each of the following, including the submittal of sample forms, if appropriate:
  - 1.1. **Automated Clearing House (ACH):** No further description.
  - 1.2. **Account Statements (AS):** Within 5 business days of the end of each calendar month, provide to the AHA monthly AS showing overall activity for each of the individual AHA accounts.
  - 1.3. **Association of Financial Professionals (AFP):** An industry group.
  - 1.4. **Central Depository Account (CDA):** Maintain a CDA which shall facilitate the collection of all AHA deposits made into the General Fund Accounts (GFA).
  - 1.5. **Collateral Securities (CS):** Collateralize all AHA funds and investments over the FDIC limits pursuant to all applicable NRS statutes and HUD regulations.
  - 1.6. **Commercial Credit Card Reporting:** Commercial Credit Card Reporting & Administration.
  - 1.7. **Demand Deposit Account (DOA):** Pertains to checking accounts.
  - 1.8. **Deposit Slips (DS):** Provide to the AHA specially encoded DS for normal deposits.
  - 1.9. **Earnings Allowance (EA):** In lieu of paying interest, the bank will calculate an EA on the collected balances in the AHA checking accounts and will apply that amount to the account analysis, which may reduce the monthly bank charges.
  - 1.10. **General Fund Accounts (GFA):** Maintain a GFA for all AHA housing programs to facilitate funds received from all Federal and state agencies.
  - 1.11. **Inter-fund Transfers (IT):** Provide Internet IT between accounts.
  - 1.12. **Investment:** Be able to provide a wide range of investment services.
  - 1.13. **Monthly Account Analysis Reports (MAAR)/ Daily Cash Balance Reports (OCBR):** shall be provided to the AHA by Internet.
  - 1.14. **Notice of Change (NOC):** Must be delivered to the AHA within 1 work day of receipt.
  - 1.15. **Returned Items (RI):** Re-process all returned items once.
  - 1.16. **Positive Pay (PP):** Prevent fraud by detecting unauthorized or counterfeit checks. Allows the AHA to review exceptions, make on-the-spot corrections, download

images of exceptions to help make a pay/no pay decision and create register entries for all exception items before final payment.

- 1.17. **Proper Check Authorizations (PCA):** Ensure that the proper AHA signature is on any AHA check presented for payment.
- 1.18. **Security Deposit Accounts (SDA):** Maintain SDA's for AHA programs that require such accounts.
- 1.19. **Stop Payments (SP):** In a timely and appropriate manner, facilitate all stop payment requests received from the AHA. Must have capability to enter via the Internet.
- 1.20. **Wire Transfers (WT):** Be able to provide WT services and shall guarantee immediate credit on all such transfers upon receipt (next day credit on U.S. Treasury checks).

**2. Basic Banking Services - the proposal should address the following basic services:**

**1. General Banking Services**

- Checking accounts, savings accounts, and money market accounts.
- Electronic banking services, including online account access and reporting.
- Positive Pay fraud protection.

**2. Depository Services**

- Daily processing of deposits.
- Lockbox services for tenant payments.
- Remote deposit capture services.

**3. Disbursement Services**

- Processing of payroll direct deposits.
- Electronic funds transfers (EFT) and automated clearing house (ACH) payments.
- Wire transfer services.

**4. Investment Services**

- Compliance with HUD investment regulations.
- Availability of interest-bearing accounts.
- Competitive interest rates on deposits.

**5. Reporting and Reconciliation**

- Monthly account reconciliation statements.
- Access to account activity via secure online banking.
- Monthly account analysis statements.

**6. Customer Service and Technical Support**

- Dedicated relationship manager.
- Assistance with banking transactions and inquiries.
- Training on the bank's online platform.

**7. Regulatory Compliance**

- Adherence to HUD, federal, and state banking regulations.
- Compliance with the Public Funds Investment Act (PFIA).
- Annual reporting of financial statements and performance metrics.

**3. Detailed Services, the Proposal shall include, at a minimum:**

3.1. Provide banking services to specifically include commercial credit cards incentive programs resulting in receiving at a minimum of 3% or more of the purchase total back at the end of the year.

3.2. Banking services with the depository institution in the form required by HUD, Section 9(a) of the ACC for PH, states that:

*3.2.1. The Authority should deposit and invest all funds and investment securities received by or held for the account of the authority in connection with the development, operation and improvement of the projects under an ACC with HUD by the terms of General Depository Agreement (GDA). The GDA shall*

*be in written form prescribed by HUD and must be executed by the Authority and the Depository.*

- 3.3. Written assurance of collateralization of all uninsured cash deposits of the Authority as required by HUD and assurance that HUD form HUD-51999, General Depository Agreement, will be completed and supplied to AHA as soon as possible after the Proposal is accepted by AHA.
- 3.4. **Collateralization:** In compliance with the requirements of HUD (United States Department of Housing and Urban Development), between one hundred percent (100%) and one hundred and five percent (105%) of all Authority funds held by the bank that are not insured by the FDIC shall be collateralized as required. The bank shall provide a Letter of Collateralization to the Authority on a monthly basis listing total public deposits covered by the banks collateral, total deposits of the Authority, total types and amounts of collateral held for such deposits and the location of the collateral being held.
- 3.5. **Investments:** AHA has an investment policy that follows HUD PIH Notice 96-33. It allows all excess funds to be invested in vehicles approved for State and Local Governments. AHA may invest excess cash balances in accordance with this PIH Notice.
- 3.6. If the Agency has to travel long distances to complete such required work, the Bank will offer, at no additional charge courier services to the Agency that will allow the Agency to complete such transactions in a reasonable time frame (reasonable as defined by the Agency);
- 3.7. The bank must participate in the FDIC system. All Agency individual accounts must be insured by the extent authorized by federal law governing the FDIC;
- 3.8. All transactions must be conducted by the US Department of Urban Development (HUD) Low Income Housing Financial Management Handbook - Publication No. 7475.1 - Chapter 4 Section 1. Any portion of Agency funds not insured by a Federal Insurance Organization shall be fully (100% to 105%) and continuously collateralized with specific and identifiable investments prescribed by HUD;
- 3.9. The Bank must participate in both the Federal Reserve System's electronic funds transfer services; Federal wire and ACH;
- 3.10. The Bank must provide the Agency a fully secured web-based banking system that does not require the addition of any proprietary software to the Agency server system, and is capable of providing the following:
  - 3.10.1. Processing of standard format ACH credit files for direct deposit;
  - 3.10.2. Processing positive pay files and subsequent edit for prevention of check fraud with email notification to the Agency of any noted positive pay exceptions;
  - 3.10.3. Processing of intra-bank account transfers, with the ability to create and edit transfer from templates for frequently requested transfers;
  - 3.10.4. Processing of Wire Transfer initiation;
  - 3.10.5. Processing of Stop Payment order initiation;
  - 3.10.6. Processing of Routine Balance inquiries;
  - 3.10.7. Processing of Routine Transactions inquiries;

- 3.10.8. Processing of Request to View/Print canceled check images on-line;
- 3.11. Ability to establish pre-set, pre-authorized wire transfer template and dollar limits not requiring additional Bank or Agency interaction;
- 3.12. Ability to generate print/save/export requested reports;
- 3.13. Remote/scan deposit capabilities. Including deposit check scanners, software and hardware installation.
- 3.14. A monthly copy of all cancelled checks (front and back) for all accounts;
- 3.15. Provision of phone support services for computerized banking at a minimum of 8:00 am - 6:00 pm, Central Time, Monday- Friday, with pre-defined banking holidays excluded;
- 3.16. The Bank must designate and assign one primary contact person for all matters about the Bank's management of the Agency's banking services with direct contact information, (excluding "800" number reference);
- 3.17. Provision of monthly bank statements for each account by the 51h day of the subsequent month;
- 3.18. Monthly Bank statements must be presented for actual discrete months (example: January 1-31, 202X)
- 3.19. Interest earnings and services fees shall be presented on the Bank statement of actual discrete month earned or incurred;
- 3.20. Monthly Account Analysis Statements for actual discrete months must be provided, with a detailed analysis of all monthly service charges and interest earnings, for each individual account;
- 3.21. The Agency reserves the right to close any of the accounts if the account is no longer required without any alteration to the previously agreed upon services charges or interest rates for other accounts;
- 3.22. The Agency reserves the right to open any additional accounts during the contract period with the same requirements for services, service charges and interest earnings rates as specified in the proposal;
- 3.23. The Agency intends to pay for all service charges by direct payment of monthly service charges, rather than the use of compensating balances. Monthly service charges must be computed using the transaction prices specified in the proposal for the actual number of transactions for the month, for each individual account. Since service charges will be paid directly, the Agency expects to earn interest on the full balances of the accounts, with the earnings credit rate identified as a basis point factor tied to the 90-day T-bill rate;
- 3.24. All bank accounts for the Agency must be Demand Deposit Accounts to permit the Agency to deposit or withdraw funds as required for operations;
- 3.25. The bank will provide sufficient on-site training to ensure that the Agency staff is proficient in the use of the Bank's systems and other services provided;
- 3.26. The Bank must provide contingency plans or systems for PHA to access data in the event of system breakdowns or other emergencies;
- 3.27. Any unauthorized charges made to the Agency's accounts may result in termination of the contract at the Agency's option;

- 3.28. The Bank will be required to defend, indemnify and hold harmless the Agency against the negligent acts or omissions of the Bank in discharging its duties and obligations under the ensuing agreement for services. The Bank shall also be liable for any losses to the Agency due to the unauthorized wire transfers initiated or controlled by the Bank so long as the Agency had not authorized the transfer, or was not negligent in ordering or causing any wire transfer to occur and the Bank had acted directly in response to such order;
- 3.29. Proposing banks must consult with their own Operations or Treasury Department to ensure that the proposed services fee structure can be implemented as proposed. Any awarded contract will require sign off by the awarded Bank's Operations or Treasury Department;
- 3.30. FDIC insurance assessments are considered an overhead cost to the Bank and such are not considered a cost directly chargeable to the Agency; and
- 3.31. COMPENSATION: For the full description of these services, see Proposed Services, Section 3.1.3.8.
- 3.32. Proposing banks must detail the plan for conversion and introduction to their services.
- 3.33. The bank will keep the AHA abreast of new services that may enhance their banking experience.
- 3.34. Specific Line Items to be priced as outlined in APPENDIX A.

### **III. Exhibits & Attachments**

#### **A. HUD & Federal Form Exhibits**

1. HUD Form 5369-B, Instructions to Offerors
2. HUD Form 5370-C, General Conditions for Non-Construction Contracts (W/O Maintenance)
3. HUD Form 5370-C, General Conditions for Non-Construction Contracts (with Maintenance)
4. HUD-5370 General Condition for Construction Contracts - Public Housing Programs
5. AHA Minimum Insurance Requirements



## IV. Attachments

### A. Federal

1. Form SF-LLL, Disclosure of Lobbying Activities
2. HUD Form 50071 Certificate of Payments to Influence Federal Transactions
3. HUD-5369 Instructions to Bidders for Contracts Public and Indian Housing Programs
4. HUD Form 5369-C Certifications and Representations of Offerors, Non-Construction Contract
5. HUD Form 5369-A Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs

### B. AHA and State of Texas Forms

1. Profile of Firm Form
2. Company Biography
3. Listing of Proposed Subcontractors
4. Proposal Checklist & Certification
5. Section 3 Statement
6. Respondent's Certification
7. Acknowledgement of Addendum's
8. Business References
9. Form of Non-Collusive Affidavit
10. Certificate of Interested Parties Form 1295 <https://www.ethics.state.tx.us/filinginfo/1295>
11. Conflict of Interests Questionnaire Form CIQ

## APPENDIX A ITEM PRICING

## Definitions

RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
<b>LOT 1: BALANCE &amp; COMPENSATION INFORMATION</b>				
1	1884	Annual	00 0230	Recoupment Monthly: Monthly assessment on company's monthly ledger balance in interest banking accounts. Assessed on per thousand-dollar basis.
<b>LOT 2: GENERAL ACCOUNT SERVICES</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
2	36	Annual	01 0000	Account Maintenance – Chexstor: Monthly maintenance charge for a DDA with non-return of checks - one account statement included.
3	0	Annual	01 0010	Account Maintenance – Chexstor Plus: Monthly maintenance charge for Analyzed Business Checking Plus DDA with check storage.
4	0	Annual	01 0020	Zero Balance Master Account Maintenance: Monthly account maintenance fee for ZBA Master accounts.
5	0	Annual	01 0021	Zero Balance Monthly Base: Per account charge for Zero and Target Balance accounts.
6	154	Annual	01 0100	Debits Posted: Per item charge of debit items, other than checks or drafts, posted to an account.

## Definitions

7	48	Annual	01 0101	Desktop Deposit Credit Posted: For each deposit submitted through the Desktop Deposit service, a charge of one will be made to the customer.
8	0	Annual	01 0102	CEO Basic Banking – Transfer: Fee applied for each funds transfer transaction requested through Basic Banking.
9	0	Annual	01 0630	Bank Confirmation Audit Request: Per item charge for performing a Standard Bank Confirmation or Credit Rating on Loans or DDA matters.
<b>LOT 3: CREDIT CARD SERVICES</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
10	0	Annual	08 0000	CCCR Monthly Base: Monthly CCER fee.
<b>LOT 3: PURCHASING CARD SERVICES – CONT'D</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
11	0	Annual	08 0000	CCCR Program Maintenance Fee: Monthly fee for cost of CCCR Program.
12	0	Annual	08 0100	CCCR Transaction: Fee for each CCR Transaction.
<b>LOT 4: DEPOSITORY SERVICES</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
13	0	Annual	10 0000	Branch Store Night Drop Deposit: Per deposit fee for deposits made in a Proposed Branch/Store or Night Depository by customer who do not use merchant teller line.
14	32	Annual	10 0000	Cash Deposited in Branch Store: Cash deposited in Proposed Branch/Store that is verified at the teller window in the presence of the customer. Billed on a per dollar deposit.
15	0	Annual	10 0000	Check Deposit Ticket Printing Charge: Proposed fee for printing check deposit tickets.
16	0	Annual	10 0000	Post Verify Cash Deposit: Per deposit fee for cash deposits made in bank store by customer.
17	215	Annual	10 0000	Post Verify Deposit: Per deposit fee for deposits made in bank store by customer who use Deposit Post Verify.
18	0	Annual	10 0015	Cash Deposit/Verify in Cash Vault: Per report charge for a cash vault daily deposit report delivered via email.
19	0	Annual	10 0015	Miscellaneous Credits Posted: Charge for miscellaneous deposits not made through the Cash Vault or store channels, i.e., Bank by Mail.
20	0	Annual	10 0048	Cash Ordered in Branch/Store: Currency furnished to customer by a Branch. Billed on a per dollar furnished basis.
21	0	Annual	10 0048	Per Change Order Fee in Branch/Store: A coin/currency order placed in a Store/Branch.
22	33	Annual	10 0220	Deposited Checks on Us: Deposited paper checks drawn on bank in the state or on the regional legal entity where the deposit is made.
23	0	Annual	10 0220	Desktop Deposit – Proposed Bank Deposit Item: Charge per item for electronically deposited checks drawn on bank in the state or on the regional legal entity where the deposit is made.

## Definitions

24	0	Annual	10 0223	Deposited Checks: Deposited paper checks drawn on banks other than contracted bank and include U.S. Treasury item and Postal Money Orders.
<b>LOT 4: DEPOSITORY SERVICES – CONT'D</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
25	803	Annual	10 0224	Desktop Deposit – Non Proposed Bank Deposit Item: Unencoded electronically deposited checks via Desktop Deposit drawn on back in other parts of the US outside the region where deposited.
26	0	Annual	10 0230	Electronic Deposit – Deposit Adjustment: Charge for adjustment to file total of electronically deposited items.
27	0	Annual	10 0400	Return Item – Chargeback: Per item charge for each deposited item returned.
28	0	Annual	10 0410	CEO Return Item Subscription Per Account: Monthly Maintenance Charge per account for Return Item reporting in the Return Item subscription.
29	0	Annual	10 0410	CEO Return Item Subscription Per Item: (Transaction + Addenda) charge for ACH return and notification of change reporting in the ACH Return Subscription
30	0	Annual	10 0414	CEO Return Item Retrieval – Image: CEO Returned Item Image Retrieval Fee. Is incurred each time a customer retrieves an image of a Returned Item from within CEO Returned Item Services.
31	0	Annual	10 0414	CEO Return Item Service Monthly Base: CEO Returned Item Service Base monthly fee. Monthly fee charged to customers that use CEO Returned Item Services.
32		Annual	10 0511	Cash Vault Adjustment Report – Email: Per report charge for a cash vault daily adjustment report delivered via e-mail.
33	0	Annual	10 0701	Cash Vault Deposit Report – Email: Per report charge for a cash vault daily deposit report delivered via e-mail
<b>LOT 5: PAPER DISBURSEMENT SERVICES</b>				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
34	24	Annual	15 0030	Positive Pay Only Monthly Base: Monthly charge for providing positive pay services on accounts that do not have Account Reconciliation services.
35	1135	Annual	15 0100	DDA Checks Paid: Per item charge for checks or drafts presented for payment on an account, including checks that are presented electronically.
36	1215	Annual	15 0120	Positive Pay Only - Item: Per item charge for the receipt and posting of check issue data received on Positive Pay Only accounts. Includes customer, vendor, NDM, and CEO Fraud Manager originated. PPO does not include reconciliation services.
37	0	Annual	15 0122	Payee Validation Standards – Item: Per check charge for each check posted to account with payee validation services.
38	0	Annual	15 0129	Positive Pay Exception Checks Returned: Per item charge for Positive Pay exception returned per customer request - includes stale-dated items that have been returned.

## Definitions

RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
39	0	Annual	15 0240	<b>Check Cashing Threshold Monthly Base:</b> Charge for providing fraud control service setting maximum check cashing dollar thresholds at the Stores.
40	0	Annual	15 0240	<b>Checks Pay to Individual Block Monthly Base:</b> Charge for providing fraud control service disallowing cashing of checks to individuals at the Stores.
41	0	Annual	15 0240	<b>OTC Debit Block Monthly Base:</b> Charge for providing fraud control service disallowing over the counter withdrawals at the Stores.
42	0	Annual	15 0240	<b>Payment Authorization Max Check Monthly Base:</b> Monthly per account fee when accounts are setup for the Payment Authorization Max Check \$ option.
43	0	Annual	15 0310	<b>POS Pay Check With No Issue Record:</b> Charge for positive pay checks that are presented without matching issue information on file.
44	0	Annual	15 0400	<b>CEO Search:</b> Charge per search of 100 items performed for credits, debits, posted items, checks or stop payments via CEO.
45	0	Annual	15 0401	<b>POS Pay Check – Verification Call:</b> Per item charge for PC initiated stop payment.
46	10	Annual	15 0410	<b>Stop Payment – Online:</b> Per item charge for PC initiated stop payment.
47	1	Annual	15 0511	<b>Official Bank Check:</b> Charge for each official bank check purchased.
48	88	Annual	15 0723	<b>Positive Pay Exception – CEO Image:</b> Per item charge for Image Positive Pay images retrieved via CEO.
49	19,186	Annual	15 0810	<b>Printing &amp; Supplies (Vendor):</b> Pass thru charge from third party supply vendor (i.e., Superior Press, Harland Clarke) for check or deposit ticket printing or other vendor supplies.
50	12	Annual	15 1350	<b>Proposed Image Paid Check Monthly Base:</b> The charge for creating an image of each physical item requested by the customer - includes indexing by the basic MICR fields as well as posting date. Paid Checks.
51 A	1870	Annual	15 1351	<b>Image Paid Check:</b> Per item charge for images captured. Paid Checks
51	0	Annual	15 1352	<b>CEO Image View – Less Than 90 Days - Item:</b> Charge for each image retrieved from the bank's image database and delivered online < 90 days old.
52	0	Annual	15 1352	<b>CEO Image View – Greater Than 90 Days – Item:</b> Charge for each image viewed online from the bank's image archived older than 90 days.
53	0	Annual	15 1352	<b>Desktop Deposit Images Retrieved:</b> Charge for each image retrieved online via Desktop Deposit.
54	0	Annual	15 1353	<b>Proposed Bank Image Paid Check Per CD:</b> Charge for each CD ROM produced per CD - may contain more than one account depending on volume and customer setup. Paid Checks.
55	0	Annual	15 1399	<b>Proposed Bank Image Check Per Item:</b> The charge for creating an image of each physical item requested by the customer - includes indexing by the basic MICR fields as well as posting date. Paid Checks.



## Definitions

LOT 6 PAPER DISBURSEMENT RECON SERVICES				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
56	0	Annual	20 0200	CEO Register Input – Item: Per item charge for ARP issue records entered manually or imported via CEO Fraud Manager.
57	0	Annual	20 0305	CEO ARP Statement and Reports Monthly Base: Monthly base fee per account for receiving ARP statements and/or optional reports delivered via CEO in PDF format. This includes Positive Pay Only accounts receiving optional reports in PDF format.
58	0	Annual	20 0399	Positive Pay Exceptions – Item: Per item charge for Positive Pay Exceptions.
59	0	Annual	20 9999	ARP Aged Issue Records on File – Item: Per item fee for maintaining issue records that remain outstanding after 60 days.
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
60	24	Annual	25 0000	ACH Monthly Base: Monthly base charge for ACH services.
61	41	Annual	25 0100	ACH Debit Item: Per Item Charge for originated ACH Debit Items
62	2863	Annual	25 0101	ACH Credit Item: Per Item Charge for originated ACH Credit Item.
63	0	Annual	25 0000	ACH Payments Base Fee: Monthly base fee assessed for each Company ID set up on ACH Payments.
64	0	Annual	25 0102	ACH One Day Item: Per item charge for originated ACH transit one-day items.
65	0	Annual	25 0102	ACH Payments One Day Item: Charge per any one-day item originated through ACH Payments.
66	0	Annual	25 0102	ACH Payments Same Day Item: Per same-day originated items.
67	0	Annual	25 0102	ACH Payments Two Day Item: Charge per any two-day item originated through ACH Payments.
68	0	Annual	25 0102	ACH Same Day Item: Per ACH same-day originated items.
69	0	Annual	25 0102	ACH Two Day Item: Per item charge for originated ACH transit two-day items.
70	44	Annual	25 0120	ACH Originated/Addenda Rec: Per addenda record charge for remittance data in originated ACH addenda records.
71	113	Annual	25 0201	Electronic Credits Posted: Per item charge for electronic and non-paper credits posted.
72	198	Annual	25 0202	ACH Received Item: Per item charged for ACH received item (credit and debit).
73	27	Annual	25 0302	ACH NOC/Info Reporting Advice: Per item charge for non-contracted bank generated ACH Notice of Change.
74	0	Annual	25 0302	ACH Return Admin/Electronic: Per item charge for ACH administrative return items.
75	0	Annual	25 0302	ACH Return Item/Electronic: Per item charge for ACH return items - information reporting and transmission reporting advice.

## Definitions

LOT 7: GENERAL ACH SERVICES – CONT'D				
RFP Item	QTY	U/M	AFP CODE	DESCRIPTION
76	0	Annual	25 0312	ACH Return Unauthorized Quality Fee: Per item charge for processing unauthorized ACH return items to cover the NACHA Unauthorized Entry Fee.
77	0	Annual	25 0400	ACH CEO Return Subscription Item: Per item (Transaction + Addenda) charge for ACH return and notification of change reporting in the ACH Return Subscription.
78	0	Annual	25 0400	ACH CEO Return Subscription Account: Monthly Maintenance Charge per ACH Company ID for ACH Return and Notification of change reporting in the ACH Return subscription.
79	0	Annual	25 0500	ACH Payments Online Batch Release: Fee for each batch the customer releases to the bank for processing.
80	0	Annual	25 0501	ACH Transmission Charge: Per file charge for ACH transmission input.
81	0	Annual	25 0620	ACH Delete/Reverse-Batch/File: Charge assessed for each ACH batch or file manually deleted before the ACH file is distributed or reversed after distribution has occurred.
82	0	Annual	25 0622	ACH Exception Process – Duplicate File: Per file charge for duplicate ACH files.
83	0	Annual	25 0642	ACH Reversal/Item: Per item charge for processing manual and CEO online ACH item reversal requests.
84	0	Annual	25 0720	ACH Customer Reports: Per day charge for end-of-day customer reports.
85	0	Annual	25 1001	ACH Fraud Filter – Set up: Per account set up charge for ACH Fraud Filter Service.
86	0	Annual	25 1010	ACH Special Investigation: Per investigation request charge for doing customer requested investigations by ACH Operations. Charges for large investigation requests are communicated in advance.
87	0	Annual	25 1050	ACH CEO Fraud Filter Review Monthly Base: Monthly base charge for ACH Fraud Filter Review Service.
88	36	Annual	25 1050	ACH CEO Fraud Filter Stop Monthly Base: Monthly base charge for CEO ACH Fraud Filter Stop Service.
89	144	Annual	25 1051	ACH CEO Fraud Filter Review – Item: Per item charge for CEO Fraud Filter Review Items (credit/debit).
90	0	Annual	25 1053	ACH CEO Fraud Filter Review – Item: Per item charge for CEO Fraud Filter Review Items (credit/debit).
91	0	Annual	25 1070	ACH Proposed Bank Notice of Change (NOC)-Info Report Advice: Per item charge for non-bank generated NOC.



## Definitions

<b>LOT 8: WIRE &amp; OTHER FUNDS TRANSFER SERVICES</b>				
<b>RFP Item</b>	<b>QTY</b>	<b>U/M</b>	<b>AFP CODE</b>	<b>DESCRIPTION</b>
92	15	Annual	35 0104	Wire Out Domestic-CEO: Outgoing domestic wire (freeform or templated) initiated via CEO Wire Transfer (legacy) or CEO Wires (new). Includes transfers where the US debit and credit accounts (Hogan) are not linked on the Wire Transfer system (MTS) for book transfer pricing.
93	7	Annual	35 0300	Wire In Domestic: Incoming domestic wire sent to a Proposed Bank, US account (Hogan), this includes incoming wires when the accounts are not linked on the proposed bank wire transfer system (MTS).
94	2	Annual	35 9999	Wire Account Add/CEO: One-time charge for the additional of each account on the CEO Wire.
<b>LOT 9: INFORMATION SERVICES</b>				
<b>RFP Item</b>	<b>QTY</b>	<b>U/M</b>	<b>AFP CODE</b>	<b>DESCRIPTION</b>
95	0	Annual	40 0000	CEO Previous Day Subscription Monthly Base: Monthly maintenance charge per account for previous day reporting of proposed bank and domestic data exchange accounts.
96	0	Annual	40 0002	CEO Basic Banking – Monthly Base: Monthly fee for CEO Basic Banking service. Includes access to service and first linked account. Additional accounts may be linked for an additional fee.
97	0	Annual	40 0002	CEO Basic Banking – Additional Account/Monthly Base: CEO Basic Banking Extra Account Fee - Monthly surcharge fee for each account after the first that is linked to Basic Banking.
98	0	Annual	40 0003	Desktop Deposit Monthly Base: For each account set up for the Desktop Deposit service, a volume of one will be made to the customer.
99	12	Annual	40 0003	CEO Intraday Subscription Monthly Base: Monthly account maintenance charge for the Intraday Subscription.
100	0	Annual	40 0224	CEO Intraday Item Viewed: Per detail item reported charge for Intraday Subscription.
101	0	Annual	40 0231	Desktop Deposit Report Per Item: For each item on a report pulled on the Desktop Deposit service, a volume of one will be made. Charge is incurred each and every time the report is pulled.
102	0	Annual	40 02ZZ	CEO Event Messaging Service/Email: Event Messaging (EM) is an outbound notification service of the CEO. Items reported are delivered in a text message via e-mail.
103	36	Annual	40 1001	Photocopy Customer Service/Item: Per item charge for photocopy or image request initiated by Customer Service.
104	2168	Annual	40 9999	Desktop Deposit Discretionary Data: For each record of discretionary data submitted to the bank for reporting through Desktop Deposit, a charge of one will be made to the customer. Discretionary Data does not include MICR information or check amount.
105	3459	Annual	40 066Z	Online Item Viewed: For detail item reported Online. Extended History
107	12	Annual	40 9999	Desktop Deposit Discretionary Data: For each record of discretionary data submitted to the bank for reporting through Desktop Deposit, a charge of one will be made to the customer. Discretionary Data does not include MICR information or check amount.

## Items For Pricing

RFP					
Section	QTY	Cost	U/M	AFP Code	Comments
<b>Lot 1: Balance &amp; Compensation Information</b>					
1	1884		Annual	00 0230	
<b>Lot 2: General Account Services</b>					
2	36		Annual	01 0000	
3	0		Annual	01 0010	
4	0		Annual	1 0020	
5	0		Annual	01 0021	
6	154		Annual	01 0100	
7	48		Annual	01 0101	
8	0		Annual	01 0102	
9	0		Annual	01 0630	
<b>Lot 3: Purchasing Card Services</b>					
10	0		Annual	08 0000	
11	0		Annual	08 0000	
12	0		Annual	08 0100	
<b>Lot 4: Depository Services</b>					
13	0		Annual	10 0000	
14	32		Annual	10 0000	
15	0		Annual	10 0000	
16	0		Annual	10 0000	
17	215		Annual	10 0000	
18	0		Annual	10 0015	
19	0		Annual	10 0015	
20	0		Annual	10 0048	
21	0		Annual	10 0048	
22	33		Annual	10 0220	
23	0		Annual	10 0220	
24	0		Annual	10 0223	
25	803		Annual	10 0224	
26	0		Annual	10 0230	
27	0		Annual	10 0400	
28	0		Annual	10 0410	
29	0		Annual	10 0410	
30	0		Annual	10 0414	
31	0		Annual	10 0414	
32	0		Annual	10 0511	
33	0		Annual	10 0701	

## Items For Pricing

RFP					
Section	QTY	Cost	U/M	AFP Code	Comments
<b>Lot 5: Paper Disbursement Services</b>					<b>Comments</b>
34	24		Annual	01 0030	
35	1135		Annual	15 0100	
36	1215		Annual	15 0120	
37	0		Annual	15 0122	
38	0		Annual	15 0129	
39	0		Annual	15 0240	
40	0		Annual	15 0240	
41	0		Annual	15 0240	
42	0		Annual	15 0240	
43	0		Annual	15 0310	
44	0		Annual	15 0400	
45	0		Annual	15 0401	
46	10		Annual	15 0410	
47	1		Annual	15 0511	
48	88		Annual	15 0723	
49	19186		Annual	15 0810	
50	12		Annual	15 350	
51	1870		Annual	15 1351	
51A	0		Annual	15 1352	
52	0		Annual	15 1352	
53	0		Annual	15 1352	
54	0		Annual	15 1353	
55	0		Annual	15 1399	
56	0		Annual	20 0200	
57	0		Annual	20 0305	
58	0		Annual	20 0399	
<b>Lot 6: Paper Disbursement Recon Services</b>					
59	0		Annual	20 9999	
60	24		Annual	25 0000	
61	41		Annual	25 0100	
62	2863		Annual	25 0101	
<b>Lot 7: General ACH Services</b>					
63	0		Annual	25 0000	
64	0		Annual	25 0102	
65	0		Annual	25 0102	
66	0		Annual	25 0102	
67	0		Annual	25 0102	
68	0		Annual	25 0102	
69	0		Annual	25 0102	
70	44		Annual	25 0201	
71	113		Annual	25 0202	
72	198		Annual	25 0302	

## Items For Pricing

RFP					
Section	QTY	Cost	U/M	AFP Code	Comments
Lot 7: General ACH Services			Con't		
73	27		Annual	25 0302	
74	0		Annual	25 0302	
75	0		Annual	25 0302	
76	0		Annual	25 0312	
77	0		Annual	25 0400	
78	0		Annual	25 0400	
79	0		Annual	25 500	
80	0		Annual	25 0501	
81	0		Annual	25 0620	
82	0		Annual	25 0622	
83	0		Annual	25 0642	
84	0		Annual	25 0720	
85	0		Annual	25 1001	
86	0		Annual	25 1010	
87	0		Annual	25 1050	
88	36		Annual	25 1050	
89	144		Annual	25 1051	
90	0		Annual	25 1053	
91	0		Annual	25 1070	
Lot 8: Wire & Other Funds Transfer Services					
92	15		Annual	35 0104	
93	7		Annual	35 0300	
94	2		Annual	35 9999	
Lot 9: Information Services					
95	0		Annual	40 0000	
96	0		Annual	40 0002	
97	0		Annual	40 0002	
98	0		Annual	40 0003	
99	12		Annual	40 0003	
100	0		Annual	40 0224	
101	0		Annual	40 0231	
102	0		Annual	40 022Z	
103	36		Annual	40 1001	
104	2168		Annual	40 9999	
105	3459		Annual	40 006Z	
106	0		Annual	40 1001	
107	12		Annual	40 9999	

# Instructions to Offerors Non-Construction

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



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.



(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

#### 7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

#### 8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

#### 9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

# General Conditions for Non-Construction Contracts

## Section I — (With or without Maintenance Work)

## U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for non-construction contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

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

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$250,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$250,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$250,000 — use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$250,000

#### 1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

#### 2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

- proposal submitted before final payment of the contract.
- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
  - (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

#### 3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

#### 4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

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- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
  - (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
    - (i) appeals under the clause titled Disputes;
    - (ii) litigation or settlement of claims arising from the performance of this contract; or,
    - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

#### 5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

#### 6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

#### 7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section 111, Labor Standards Provisions, including any claims for damages for the alleged breach there of which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

#### 8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

#### 9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

#### 10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

#### 11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - ( ) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

#### 12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any



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product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

### 13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

### 15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(v) The prohibition does not apply as follows:

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- (1) Agency and legislative liaison by Own Employees.
- (a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.
- (b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.
- (c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:
- (1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,
- (2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.
- (d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:
- (1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;
- (2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and
- (3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.
- (e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.
- (2) Professional and technical services.
- (a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-
- (i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.
- (i) Any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.
- (b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.
- (c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.
- (d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.
- (iii) Selling activities by independent sales representatives.
- (c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:
- (i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and
- (ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.
- (d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.
- (e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.
- (f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.
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## 16. Equal Employment Opportunity

During the performance of this contract, the

Contractor/Seller agrees as follows:

(a) The [contractor/seller] will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. The

[contractor/seller] will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(b) The [contractor/seller] will, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(c) The [contractor/seller] will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the [contractor/seller]'s legal duty to furnish information.

(d) The [contractor/seller] will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the [contractor/seller]'s commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The [contractor/seller] will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The [contractor/seller] will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The [contractor/seller] will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub[contractor/seller] or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

## 17. Equal Opportunity for Workers with Disabilities

1. The [contractor/seller] will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The [contractor/seller] agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the [contractor/seller];
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the [contractor/seller] including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

2. The [contractor/seller] agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the [contractor/seller] noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the [contractor/seller]'s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The [contractor/seller] must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Brail or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the [contractor/seller], a [contractor/seller] will satisfy its posting obligations by posting such notices in an electronic format, provided that the [contractor/seller] provides computers, or access to computers, that can access the electronic posting to such employees, or the [contractor/seller] has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the [contractor/seller] to notify job applicants of their rights if the [contractor/seller] utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The [contractor/seller] will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the [contractor/seller] is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, individuals with physical or mental disabilities.

6. The [contractor/seller] will include the provisions of this clause in every subcontract or purchase order in excess of \$ 10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. The [contractor/seller] must, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

## 18. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

## 19. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

## 20. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

## 21. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

## 22. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, 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 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04).
- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. 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 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

## 23. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered

materials practicable consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract

# General Conditions for Non-Construction Contracts

## Section II – (With Maintenance Work)

## U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for maintenance contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

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

- 1) Non-construction contracts (*without* maintenance) greater than \$250,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$250,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$250,000 – use Sections I and II.

### Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

#### 1. Minimum Wages

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

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

#### 2. Withholding of funds

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

#### 3. Records

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

#### 4. Apprentices and Trainees

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

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

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

## 5. Disputes concerning labor standards

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

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

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

## 6. Contract Work Hours and Safety Standards Act

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

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

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

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

## **7. Subcontracts**

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

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

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





## Insurance Requirements

Insurance Coverage Type	Required Minimums
<b>Professional Liability</b>	
AHA and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to AHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
<b>Business Automobile Liability</b>	
AHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle(s) to do work on AHA properties.	<i>\$500,000 Combined Single Limit Per Occurrence</i>
<b>Workers Compensation and Employer's Liability</b>	
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two persons. <b><i>A Waiver of Subrogation in favor of AHA must be included in the Workers' Compensation policy.</i></b>  <b><i>AHA and its affiliates must be a Certificate Holder.</i></b>	<i>Statutory Employers Liability is \$500,000</i>
<b>Commercial General Liability</b>	
This is required for any vendor who will be doing hands-on work at AHA properties. AHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	<i>\$1,000,000 per accident \$2,000,000 aggregate or per project specifications, whichever is higher</i>
<b>Builder's Risk</b>	
Builder shall carry Builder's Risk to cover the loss of materials, and/or the building under construction/rehabilitation. AHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	<i>Equal to the Contract Cost of the construction or rehabilitation project stated in the contract.</i>

## DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> :  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

# Certification of Payments to Influence Federal Transactions

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

Public reporting burden for this information collection is estimated to average 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

# 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/offers to certify to the HA's 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 or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> 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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**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**Representations, Certifications,  
and Other Statements of Bidders**  
**Public and Indian Housing Programs**

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

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

(1) Is the person in the bidder'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's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder'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 deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

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

(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.

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

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

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.



(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder 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 business enterprise. "Women-owned business enterprise," as used in this provision, means a 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 business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled 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

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

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

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

# **AHA and State of Texas Forms**

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is no Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 (month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



**PROFILE OF FIRM FORM (Page 1 of 2)**

Prime     Joint Venture/Partner     Sub-Contractor    (This form shall be completed by and for each).

**Legal Name of Firm:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Street Address, City, State, Zip:** \_\_\_\_\_

**Identify principals/partners in firm:**

Name	Title	% of Ownership

**Indicate the operating structure of the firm:**

<input type="checkbox"/> Publicly Held Corporation	<input type="checkbox"/> Privately Held Corporation	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
--	---	--	--	--------------------------------------	--

**Proposer's Diversity Statement**

You must check all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each.

Minority (MBE) or Woman-Owned (WBE) Business Enterprises qualify by virtue of 51% or more ownership and active management by one or more of the following:

<input type="checkbox"/> African American _____ %	<input type="checkbox"/> Native American _____ %	<input type="checkbox"/> Hispanic American _____ %	<input type="checkbox"/> Asian/Pacific American _____ %	<input type="checkbox"/> Hasidic Jew _____ %	<input type="checkbox"/> Asian/Indian American _____ %
<input type="checkbox"/> Woman-Owned (MBE) _____ %	<input type="checkbox"/> Woman-Owned (Caucasian) _____ %	<input type="checkbox"/> Disabled Veteran _____ %	<input type="checkbox"/> Caucasian American (Male) _____ %	<input type="checkbox"/> Other (Specify): _____ _____ %	

**Is the business 51% or more owned by a public housing resident?**     Yes     No

If yes, provide name and address of the public housing facility:

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

Facility Address: \_\_\_\_\_ City: \_\_\_\_\_

**SWMBE Certification Number:** \_\_\_\_\_

(NOTE: A CERTIFICATION NUMBER IS NOT REQUIRED. ENTER IF AVAILABLE.)

**Certification Agency:** \_\_\_\_\_

**Federal Tax ID Number:** \_\_\_\_\_

**City of San Antonio Business License No.:** \_\_\_\_\_

**State of Texas License Type and No.:** \_\_\_\_\_



**PROFILE OF FIRM FORM (Page 2 of 2)**

Has your firm or any member of your firm been a party to litigation with a public entity? If yes, when, with whom and state the circumstances and any resolution.

\_\_\_\_\_

\_\_\_\_\_

Has your firm or any member of your firm ever sued or been sued by any Public Housing Agency or its affiliated entities? If yes, when and state the circumstances and any resolution of the lawsuit.

\_\_\_\_\_

\_\_\_\_\_

Has your firm or any member of your firm ever had a claim brought against because of breach of contract or non-performance? If yes, when and state the circumstances and any resolution of the matter.

\_\_\_\_\_

\_\_\_\_\_

**Debarred Statement:** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas?

Yes  No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**Initials** \_\_\_\_\_

**Disclosure Statement:** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of AHA?  Yes  No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**Initials** \_\_\_\_\_

**Non-Collusive Affidavit:** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said Offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any Offeror or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other Offeror, to fix overhead, profit or cost element of said proposal price, or that of any other Offeror or to secure any advantage against the AHA or any person interested in the proposed contract; and that all statements in said proposal are true.

**Initials** \_\_\_\_\_

**Verification Statement:** The undersigned Offeror hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the SAHA discovers that any information entered herein is false, that shall entitle the AHA to not consider nor make award or to cancel any award with the undersigned party.

**Initials** \_\_\_\_\_

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.

**Initials** \_\_\_\_\_

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

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

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**





## Company Biography

**Company Name:** \_\_\_\_\_

**Headquarters Location:** \_\_\_\_\_

**Field Office Location(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Business Specialty or Focus:** \_\_\_\_\_

**Number of Full Time Staff:** \_\_\_\_\_

**Founding Date and Brief History:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Texas Projects and/or Clients (Past and Current):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Housing Authority Experience:**      YES      NO

**List the Authorities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



***Note: A completed Profile of Firm Form and Company Biography must be submitted for each proposed subcontractor.***

<b>Sub #</b>	<b>Company Name / Individual</b>	<b>City and State</b>	<b>Specialty</b>	<b>Phone</b>
1				
2				
3				
4				
5				
6				

I understand and agree that if awarded a contract as a result of this solicitation that the use of the above subcontractors is subject to the approval of AHA and becomes a part of the contract. I further understand that any change in subcontractors also requires the pre-approval of AHA.

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

\_\_\_\_\_  
**Printed Name & Title**

\_\_\_\_\_  
**Company Name**



## Section 3 Statement

### **SECTION 3 STATEMENT: (IF APPLICABLE)**

**Are you claiming a Section 3 business preference? YES \_\_\_ NO \_\_\_**  
**If "YES," which category are you claiming?**

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

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

\_\_\_ Category III – HUD YouthBuild Program

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



## Respondent's Certification

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

1. He/she has full authority to bind Respondent and that no member of Respondent's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency.
2. Items for which Bids were provided herein will be delivered as specified in the Bid.
3. In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.
4. Respondent agrees that this bid shall remain open and valid for at least a period of 90 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by Opportunity Home and subject to the terms and conditions of such acceptance, shall result in a contract between Opportunity Home and the undersigned Respondent.
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Bid.
6. Respondent, nor the firm, corporation, partnership, or institution represented by the Respondent, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.
7. Respondent has not received compensation for participation in the preparation of the specifications for this RFP.
8. **Non-Collusive Affidavit:** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other Respondent, to fix overhead, profit or cost element of said bid price, or that of any other Respondent or to secure any advantage against Opportunity Home or any person interested in the proposed contract; and that all statements in said bid are true.
9. **Child Support:** Pursuant to Section 231.006 (d) of the Texas Family Code, regarding child support, the Respondent certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
10. **Lobbying Prohibition:** The Consultant agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.
11. **Non-Boycott of Israel:** Opportunity Home may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting these General Conditions and any associated contract, the CONTRACTOR certifies that it does not Boycott Israel, and agrees that during the term of this contract will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.
12. **TX Gov. Code 2252.152:** Prohibits a government entity from awarding a contract to a company engaged in business with Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts. By signature hereon Respondent certifies that it is not affiliated in any manner with the businesses on this list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Phone

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Email Address



## Acknowledgement of Addendum's

Addendum #	Signature of Acknowledgement	Date Acknowledged
1		
2		
3		
4		

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

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

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**



## BUSINESS REFERENCES

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

<b>Company/Agency Name</b>		
<b>Contact Person</b>		Phone:
<b>Address</b>		
<b>Email</b>		
<b>Description of Engagement and \$ Value</b>		

<b>Company/Agency Name</b>		
<b>Contact Person</b>		Phone:
<b>Address</b>		
<b>Email</b>		
<b>Description of Engagement and \$ Value</b>		

<b>Company/Agency Name</b>		
<b>Contact Person</b>		Phone:
<b>Address</b>		
<b>Email</b>		
<b>Description of Engagement and \$ Value</b>		

Add as sheets as necessary to submit the proper number of references.



**FORM OF NON-COLLUSIVE AFFIDAVIT**  
(PRIME RESPONDER/BIDDER)

State of \_\_\_\_\_  
County \_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_, the party making the foregoing proposal or bid, and attests to the following:

1. That affiant employed no person, confirmation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction of the public building or project in securing the public contract were in the regular course of their duties for Affiant; and
2. That no part of the contract price received by Affiant was paid to any person, corporation, firm, association or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for Affiant.
3. That such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or try to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of Affiant or of any other Bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

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

\*Bidder if the Bidder is an individual; all partners if Bidder is a partnership; officer if the Bidder is a corporation.

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_, 20\_\_