

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**REQUEST FOR PROPOSALS  
Development of New HACP Website, Website Hosting &  
Maintenance Services  
RFP# 800-50-16**

**Due:  
December 2, 2016  
10:00 A.M.**

**To: Mr. Kim Detrick  
Procurement Director/  
100 Ross Street  
2<sup>nd</sup> Floor, Suite 200  
Pittsburgh, PA 15219**

## **SECTION I INTRODUCTION**

The HACP is a municipal corporation, formed under the U.S. Housing Act of 1937, codified at 42 U.S.C. Section 1401 et seq. as amended and the Housing Authority Law of Commonwealth of Pennsylvania codified at 35 P.C. 1542, et. seq. as amended. As such, the HACP is charged with providing “affordable decent, safe and sanitary housing for low-income persons.”

The HACP has approximately 350 employees and services over 10,000 residents. The Authority itself maintains approximately 5208 units of rental housing; and, through its Section 8 program, funds the rental of more than approximately 5247 other units of privately owned housing.

Major operational departments include Property Management, Maintenance, Occupancy, Section 8, and Modernization & Development. Major administrative departments include Legal, Finance, Management Information Systems, and Human Resources. Our public and community relations departments are Community Affairs and Resident Self-Sufficiency. All departments work together to achieve the goals of the Authority that are set by the Board of Commissioners. Day to day decision-making rests with the Executive Director, who reports to the Board of Commissioners on a regular basis.

The Housing Authority of the City of Pittsburgh seeks proposals from persons or organizations qualified to: Development of New HACP Website, Website Hosting & Maintenance Services

The Authority is contemplating the award of a professional service contract or contracts for a period of one(1) year with a one(1) year extension option, in the form of the Professional Services Contract (**Attachment A**) through this solicitation process. If submitting alterations to the HACP contract for review and acceptance by HACP, please submit an electronic version in MS Word format on a CD. If submitting your company contract for review and acceptance by HACP, please submit an electronic version in MS Word format on CD. If your contract is not included with your proposal it is assumed that HACP’s contract will be used and is binding.

Any questions regarding this Request for Proposals should be in writing and directed to:

Mr. Kim Detrick – Procurement Director/Contracting Officer  
Housing Authority of the City of Pittsburgh  
100 Ross Street 2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219  
412.456.5116, Option 1  
412.456.5007 fax  
kim.detrick@hacp.org

A complete proposal package may be obtained from:

Business Opportunities Section of the HACP website, [www.hacp.org](http://www.hacp.org)

Following are the Key Dates associated with this Request for Proposals:

December 2, 2016  
10:00 a.m.

Deadline for Submission of Proposals

Kim Detrick – Procurement Director  
Housing Authority of the City of Pittsburgh  
100 Ross Street 2<sup>nd</sup> Floor, Suite 200  
Pittsburgh, PA 15219

November 18, 2016  
10:00 a.m.

Pre-submission Meeting:  
Kim Detrick – Procurement Director  
Procurement Department  
Housing Authority of the City of Pittsburgh  
100 Ross Street 2<sup>nd</sup> Floor, Suite 200  
Pittsburgh, PA 15219

November 21, 2016  
10:00 a.m.

Deadline for the submission of written  
questions.

**\*\*Deadlines are subject to extension at HACP discretion and will be communicated as an  
addendum to this solicitation.**

## **SECTION II SCOPE OF SERVICES**

The selected offeror will be responsible for the Development of New HACP Website, Website Hosting & Maintenance Services.

The scope of services is specifically described below:

The selected offeror will be tasked with a complete update of the agency's web site. The Housing Authority of the City of Pittsburgh (HACP) is requesting the services of a qualified vendor to complete a comprehensive refresh of the agency's website: [www.hacp.org](http://www.hacp.org). This will include redesign of the look and feel of the site, restructure of the site menu and access, replacement of the underlying technical and administrative technology, migration or replacement of existing site applications and site content, and integration of web applications provided by other vendors.

The vendor should fully understand and be prepared to create a website that clearly defines the Housing Authority of the City of Pittsburgh as Pittsburgh's premier provider of quality, affordable housing. We require an innovative, efficient, user-friendly new website that will reflect HACP's goal of being a model for public sector housing operations.

The work will also include the creation of a secure Intranet, which can be accessed by HACP employees only. Key features of the website required by HACP include the development of a website that is easy and efficient to navigate and visually pleasing. We want the site to be designed to include ample photography (including photos provided by HACP as well as open source photography, used as needed) to ensure the site is not text dominant. We also require that the site be fully optimized for mobile device users, as more than 50 percent of visitors to the page are accessing via mobile device.

The description below is intended to more fully describe HACP's requirements with regard to site development.

### **Content Management System and Administrative Functions**

- HACP will require that the vendor base the web site on an open source or commercially supported content management software. HACP will disqualify any proposal which is based on development of a custom system to manage the structure administration of the web site. Proposals must specify which Content Management System the vendor recommends to use. If there are multiple Content Management Systems that the vendor is willing to use, the proposal should list all potential options.
- Content Editor
  - Content Management System will include a wysiwyg page editor. Authorized users should be able to add/modify/delete text, images, and video on new or existing pages, and to see the results of the edits prior to

releasing the new content for display. The system should allow the editor to select a page or object for edit, create and edit copy, modify and save the edit copy, review the edits without affecting the current display content. The user should be able to recall the edit page and release the edit page for display at a later time.

- Content Management System should include in page edit function – Authorized users should be able to toggle between edit mode and display mode while browsing the site.
  - Content Management System will include the ability to display pages as designated link display or to group content (pages, pictures, video) and display content in a random order, or in a select list.
  - Content Management System must provide HACP website administrators with the capability to manage all content housed on the website – including the capability to add and remove new pages, to modify and edit page menus, to modify home page features, etc., without relying on technical support from third-party/ vendor.
- Menu/ Structure Editor
    - Content Management System will include an editor able to add/modify/delete menu and site structures. This editor will allow the authorized user to create or modify structures and release the modified structure for display and control of the web site. This will ensure ease of use and in-house control for all aspects of content management.
- Access Logs/ Analytics
    - Content Management System should include a tracking system that allows Web Master and designated users to access data about site usage, including tracking user log-ins and activity.
- Site Security
    - Site security should be role based. A role is defined and various permissions to access components, objects, or pages within the site.
    - Roles are of two types, user requested roles, which may be requested by the user (i.e. landlord, vendor, employee) or may be administrator assigned. (i.e. page editor, structure editor)
    - Users are assigned to one or more roles. A user may access any area of the site available to any role of which they are a member unless a deny

permission to that specific are is assigned to any role to which they are a member.

- An Authenticated user may request assignment to any role to which they are not assigned. A request for role membership should be handled in the same way for an authenticated user as for a new user.
  - The Content Management System should be able to coordinate authentication to other web applications. For instance, the Content Management System should be able to submit needed data to a client portal to create a user on that portal then send data to the portal for login when an authenticated user requests access to the portal.
  - The Content Management System should assign role access permissions to menu objects, pages, links, and other objects in the site. Permissions should include view, execute and modify. Modify access applies only to data. Ability to edit the web pages should be assigned with administrative permissions.
  - The Content Management System should provide the ability to assign site maintenance permissions at the site, link, and page levels. Persons with page level maintenance permissions should be only able to modify the pages and sub-pages to which they are assigned permissions.
- User Registration and Authentication
    - The Content Management System will provide the ability for users to self-register and create a web-site username and password.
    - The Content Management System will provide the ability for users to request password reset.
    - The Content Management System will provide the ability for Web Master or designated users to manage user access and settings.
    - The Content Management System will provide the ability to qualify users to roles through several methods.
      - ❖ Automatic qualification – any user who registers may be added, at their request, to the automatic qualification roles
      - ❖ Qualification based on qualifying value – a user who registers and requests role membership must provide additional information which will be matched to values contained in a list of potential users. If a match is found the user is qualified and additional

information may be added by the matching process to the user record. If the user is not qualified they should be offered the option to request the role and the request should be entered into a queue which will be reviewed by HACP staff where the request will be either granted or refused.

- ❖ For instance, a current landlord requests a user account and qualification for the current landlord role. The user will be prompted to provide their tax id number. This number will be matched against the HACP landlord database. If the tax id matches, the role will be granted and the HACP administrative software internal id for the landlord will be added to the user record in a field not available to the user.
  - ❖ Qualification based on HACP staff review – a user who registers and requests role membership should have the request entered into a queue which will be, in some cases/ when designated, reviewed by HACP staff where the request will be either granted or refused.
  - ❖ Active Directory Integration – A user accessing the site from a workstation logged into the site based on the user logged into the workstation. If a user access the site and presents a username which is set as an Active Directory domain user, the Content Management System should submit the user to the Active Directory Domain for authentication.
- Portal Creation
    - The Content Management System should provide the ability for the HACP IT staff to create new pages and forms, and assign roles and permissions. The IT staff should be able to use the Content Manger tools to create database tables, create page forms, assign data elements in the form to their corresponding data table columns, assign data element and form role permissions, and implement add, view, modify, and delete functions for the form.
  - Database Access and Reporting
    - The database supporting the Content Management System and any included functions should be available to the HACP IT staff for reporting.
  - External web function execution (Punch Out)
    - The Content Management System should be able to branch to web functions not maintained by the Content Management System. The Content Management System should be development language agnostic.

The Content Management System should be able to either execute the external function within a frame created and management by the Content Management System or branch to the application and accept return from the application.

- Site Audit
  - Vendor should plan to conduct a thorough site audit of the existing HACP website, during which they identify any broken links, inefficiencies within the site design/ site map, and work with staff to identify other deficiencies within the existing website.
- Communications and Staff Contact
  - The system proposed should provide the ability to record contact information provided by those interested in receiving rental assistance through the Housing Choice Voucher program, to occupy a rental unit in our Low Income Public Housing portfolio, or doing business with the Authority. This function should include a list of contact areas and the ability for HACP web administrators to maintain the routing of contact and interest requests.

#### **Client Groups (Internal & External Site Users)**

- Procurement (internal)
  - HACP's website includes a hub for business activity. This hub provides basic information about doing business with the Housing Authority of the City of Pittsburgh for both information and as a invitation to entities able to provide goods and services to the Authority. This hub also houses all current and former Requests for Proposals (RFPs) and Invitations for Bids (IFBs). It allows external users the opportunity to register for the site, which provides them with access to procurement documents. Specific users for this hub of the site include HACP Procurement Staff as well as external users who register for the site (known as vendors).
- Landlords (external)
  - HACP's website includes a HUB for landlord outreach/ landlord resources. Landlords are defined as external site users. HACP works with thousands of private landlords to administer our Housing Choice Voucher Program. The landlord hub provides an online space for landlords to register with HACP, post property listings and digitally manage their rental listings.



- Current Clients of the Housing Authority of the City of Pittsburgh (external)
  - HACP currently has roughly 20,000 residents. We provide housing in addition to a variety of in-house social services/ programs and linkages to a variety of third-party service providers. We require a section of the website that is devoted to meeting the needs of our current residents.
- Potential Clients of the Housing Authority of the City of Pittsburgh (external)
  - The City of Pittsburgh has a growing need for affordable housing and HACP housing is currently in high demand. We require that our website be easy to navigate for individuals who visit our site to find housing options. This will include HACP's Low-Income Public Housing communities, Housing Choice Voucher Program housing and links to various third-party housing providers.
- Human Resources Staff (internal)
- Current Employees (internal)

## **Procurement Functions**

HACP's website includes a hub for business activity. This hub provides basic information about doing business with the Housing Authority of the City of Pittsburgh for both information and as an invitation to entities able to provide goods and services to the Authority. This hub also houses all current and former Requests for Proposals (RFPs) and Invitations for Bids (IFBs). It allows external users the opportunity to register for the site, which provides them with access to procurement documents. Specific users for this hub of the site include HACP Procurement Staff as well as external users who register for the site (known as vendors). The Procurement hub should provide the following functions:

1. Vendor may register. The system will require basic information of the vendor, including but not limited to Vendor/Business name, contact name, address, telephone number, fax number, and e-mail address. The vendor e-mail address will serve as the vendor account ID. Upon completed registration, the system will e-mail to the new vendor a validation code. The validation code must be entered at the next login to validate the e-mail address.
2. Vendor may indicate areas of interest. The system will present to the vendor a list of goods/services categories defined by the Authority. Vendor will select those goods and services vendor is qualified to provide to the Agency. System will store the selected categories.
3. Vendor secure return to web site. The system will allow the vendor to enter a user name (e-mail address) and password or other methods of

unique identification and authentication. System will allow the vendor to log into the system and update information previously provided as well as perform other functions as defined below.

4. Vendor activity monitoring, System will record activity of a vendor. The system will provide the ability to identify those vendors who have not logged into their account for a period of time determined by the Authority. The system will include functions to notify inactive vendors that they will be dropped from active participation if they do not log into the site. The system will also provide the ability to deactivate inactive vendors.
5. Vendor Password Reset. System should provide a forgotten password link on the login page. When password reset is selected, the system should prompt the user for their e-mail address and a qualifying question and response. Upon correct response the password should be reset to a system generated value and the new password should be e-mailed to the vendor.
6. Vendor Management. The system will provide the ability for properly authorized HACP procurement staff to create, activate, deactivate and otherwise maintain vendor records.
7. Vendor Escrow. The vendor may deposit with the Authority funds to cover the cost of production of documents included in some procurements. The system will provide the ability for properly authorized HACP staff to record the deposit of escrow funds and to make corrections to the escrow account.

- **Posting Proposals to Web Site**

1. The system should provide the ability for HACP staff to create a procurement, such as an RFP,IFB, or request for quote) and to easily publish information associated with the procurement to the web site.
2. Create Procurement. HACP staff will create a new procurement and will load a procurement invitation and procurement summary consisting of PDF documents. The summary is a short description of the procurement used to quickly identify the procurement to those potentially interested in providing goods and services to the Authority. The invitation is a longer document more fully defining the scope and requirements of the procurement. The system should index both documents using key words provided by HACP staff and the full text content of the documents.
3. Procurement Period. The system should allow HACP staff to define the procurement opening date/time and the date/time proposals/bids are due to the Authority. The procurement opening date/time is also the default download opening date/time as defined below. The proposals/bids due date/time is the default download ending date/time below.
4. Attach Procurement Documents. At any time after a procurement has been created and before proposals are due, HACP staff may attach documents to the procurement and make those documents available to the

vendors for download. Procurement documents may include a single Request for Proposals document in .pdf format, or may consist of multiple documents in several formats (i.e. .pdf, .doc, .docx, .xls, .xlsx, .odt...). When attached the system will prompt HACP staff with the current download begin and end date/time. HACP staff may override this definition at the time the document is loaded or any time up to the proposal/bid due date/time.

- **Procurement Notification**

The system should provide the ability for Authority staff to select vendors who have expressed interest in one or more procurement categories and support notification of the vendor that a procurement in which they may be interested in, has been, or will soon be, posted to the web site.

1. Vendor Selection. The system will present HACP staff with a list of HACP defined categories for which vendors have expressed interest. HACP staff will indicate the categories that apply to this procurement (this may originally be done when the procurement is created. If categories have previously been selected, the system should allow HACP staff to update the selections). The system will then create a vendor collection, record the selection criteria and the date/time that the vendor was added to the collection. The system will allow HACP staff to add vendors to the collection at any time by rerunning the selection, running a new selection, or manually adding a vendor to the collection.
2. Notification of the procurement. The system will produce the following notifications: Notification by e-mail, where an e-mail address is provided by the vendor, the system will e-mail a notification message as defined by HACP staff to all vendors in the collection including a link to the HACP web site and procurement: Notification by fax, the system will fax notifications to vendors where an e-mail address is not provided but a fax number exists: notification by mail, the system will print a letter or card with the notification message and the contact name and address of the vendor for mailing.
3. Additional notifications. If notifications have been created for the procurement and additional vendors are added to the procurement, the system will ask user if notifications should be sent to the added vendor(s). System will allow HACP staff to send additional notifications to the vendor collection at any time.
4. Notification Tracking. The system should record an identifier, the content and date created for each message. The system should also record the notification identifier, date, and notification method for when a notification was sent to each vendor.

- **Proposal Download by Vendor/ Vendor Procurement Document Download**

HUD requires that the Authority maintain a record of those who receive procurement documents.

1. **Procurement Selection.** The system will allow any registered vendor to search active procurements, return a list of procurements meeting the selection criteria. Selection criteria may include key word search and date search or a combination of both.
2. **Document Selection.** System will allow vendor to select a procurement and select documents for download within the procurement. Vendor may select all documents for the procurement or may select any single or group of documents. After selecting documents within a procurement the vendor may return to the procurement list and select additional procurements or may create a new list of selected procurements.
3. **Document Costing.** Some documents included in a procurement are downloaded at no charge to the vendor. Other documents, due to the cost of their production or other considerations may only be available for a charge. Cost to download will be assigned by the Procurement staff when the documents are posted to the site. A vendor will be charged only for the first download of the document set. Additional downloads of the same document set will be at no charge.
4. **Vendor Check Out.** At check-out the system will provide a list of documents requested for download along with any costs that will be accrued by the vendor should the documents be downloaded. The system will also display the vendor current escrow balance and the ending escrow balance should the currently selected documents be downloaded. The system will allow the vendor to remove documents from the list, return to the document selection function, or proceed with the download. If the vendor proceeds with the download the system will record the documents, download date, document charge. The system will then record a charge transaction against the vendor's escrow account.
5. **Download management.** The system will provide the ability for the Authority to set a beginning date/time and ending date/time for each procurement. The system will allow HACP staff to indicate an override beginning date/time and ending date/time for each document within a procurement. The system will prevent any vendor from downloading the document before the beginning and after the ending definitions.

- **Vendor Communications**

The system should provide the ability to communicate with vendors as described in procurement notification above not identified with a specific procurement.

- **Vendor Escrow Accounting**

The system must provide the ability to create reports and export files showing charges and adjustments made to vendor escrow accounts. This information will be used to update the Authority accounting system.

- **Close Procurement and Post Results**

The system should allow a properly authenticated user to do the following:

1. Close the Procurement, ensuring that no further activity is allowed once closed.
2. Publicly post procurement results, making results available to any user of the site, including authenticated users or guests.
3. Procurement postings should include: procurement number, summary description, successful offeror or offerors (awardees) or notice of cancellation of procurement, notice of rebid (if applicable), effective date of procurement, expiration date of procurement.
4. Closed procurement section must also include a search feature that allows guests or authenticated users the ability to search based on any of the above criteria, i.e. procurement number, summary description, name of offeror, etc.
5. Upon closure of a procurement, the system should provide the ability to create a procurement summary report in PDF format and e-mail the report to users designated at the system or procurement level.

- **Management Reporting**

The system should provide management reports including, but not limited to the following.

1. Report of Open procurements
2. Report of Closed procurements for a period
3. Report of all entities notified concerning a procurement posting
4. Report of all entities who download documents for a specific procurement

### **Landlord Portal/ Property Search**

HACP's website includes a HUB for landlord outreach/ landlord resources. Landlords are defined as external site users. HACP works with thousands of private landlords to administer our Housing Choice Voucher Program. The landlord hub provides an online space for landlords to register with HACP, post property listings and digitally manage their rental listings. Their listings are then grouped into a public-facing "Property Search" that lists all available properties. This section can be managed by external landlords, but must also include site controls that allow Staff to manage listings as needed.

- Specific roles/ activities within this hub include:

- Register User and Request Role (Landlord is automatic role, Current Landlord is qualification based on value)
- Create Available Property Entry/ Available Unit (Landlord) – The system should provide the ability for City of Pittsburgh Landlords to log onto the system and register homes and apartments available to rent. The system

should also include the ability to link to the Allegheny County Tax Assessors web site and import photographs of the available units.

- Approve/ Manage Property Listings – Staff website users can approve, edit and/or delete property listings as needed.

### **Housing Search Functions/ HACP Communities**

The site should contain hub where the Authority will market our services and our properties. The hub should be a primary outreach tool for the Housing Authority of the City of Pittsburgh and should contain the following:

- Pages describing the various programs of the Housing Authority of the City of Pittsburgh.
- Pages describing and marketing the communities managed by the Housing Authority of the City of Pittsburgh.
- Pages providing access to documents needed to apply for HACP goods and services.
- Punch out to web sites (portals) for application for housing.
- Vacant Apartment Search. The system should allow anyone to search the vacant unit database. The search criteria should include number of bedrooms, bathrooms, location, and amenities. The system should also be able to constrain search for units indicated by the landlord as available for Section 8 voucher occupancy.

### **Housing Authority of the City of Pittsburgh Programs & Services**

The site will contain pages where the Housing Authority of the City of Pittsburgh can communicate with current residents and program participants. The pages should include basic instructions about the operation of the Authority, requirements of participants in each program of the agency, and other services and communications functions. The Current Clients hub should also include punch outs to web sites where current residents will interact with the agency staff (payment portal, certification scheduling and communications, etc.)

### **Content Migration**

Vendor will be responsible for migrating content from the existing site to the new site.

### **Site Maintenance and Upgrades**

Successful vendor will be responsible for ongoing support and maintenance of the site. Vendor will be expected to do the following.

- Upgrade Content Management System – keep the content management system on the site up to date by loading new releases and patches as available and insuring that updated software does not adversely impact the operation of the site.
- Add new functions or applications – when requested by authorized HACP staff members, vendor will be expected to add new functions and features to the web site. Vendor will provide HACP staff members information concerning cost of work to add the new functions
- Problem resolution – vendor must have a single-point of contact designated for support/ problem resolution. HACP requires vendor address site problems within 24 hours of notification.

## **Intranet**

Vendor will be required to develop a secure Intranet to serve as an internal communication and training tool for existing HACP employees. The intranet will be restricted to authenticated users. Authentication may be through the HACP Active Directory or may be a “Qualification based on HACP staff review” user where the user does not have an Active Directory login.

Functions of the Intranet will include but not limited to:

- Executive Directors Blog – used by senior management as a tool for communications with HACP staff members.
- Messaging System or wiki – a central messaging system on Intranet homepage that allows Human Resources Staff and/or Executive Staff members the ability to issue visible updates/ statements to all Intranet users
- Calendar – a central calendar to post relevant dates, times, locations, etc. for all staff to share/ see.
- Staff Directory – a catalog/ phone book of employees, titles and relevant contact information
- HACP Library – a central hub for posting employee handbook and relevant policies and procedures
- Staff Resources – essentially, a links page that directs employees to useful sites, such as: benefits information, time keeping & other self service functions
- Internal Discussion Board – an interactive messaging system, moderated by the Human Resources Dept., designed to encourage exchange of information
- Training Hub

- Punch out to the Human Resources site as noted above

The Intranet function should support creation of roles which allow the Authority to secure content within the Intranet. For instance, the site should support creating an Authority Board role (for HACP's Board of Commissioners) which would have access to the Intranet functions, but whose content would be secure from other Intranet users.

### **Interface with Social Media**

Vendor will need to develop mechanism to ensure that the website is inter-connect with HACP's social media outreach platforms (Twitter and LinkedIn) – Twitter, LinkedIn posts should automatically be captured on HACP's websites; new press releases or events added to HACP.org should be automatically be promoted on Twitter.

### **Interactive Media Library**

Website should include a media library that hosts photos, video, and audio as provided by HACP content administrators. Photos and video posted in the Media Library should be easily accessed and shared to other pages within the site in order to ensure that visual aspects of site do not become stagnant.

### **Overall Objective**

In addition to the development requirements provided above, vendor will also be required to conduct extensive research on effectiveness of current HACP website and provide recommendations for improving navigation. This will require analysis of site statistics, comparisons versus other industry leaders and test groups consisting of various groups of stakeholders (at least three test groups).

HACP believes we have one of the best website operated by a public housing authority. With this refresh, we fully expect to have our site set the standard for a housing authority's online presence.

We require a site that is attractive, dynamic and efficient. We require a site that offers a relative ease of use for both internal and external site users as well as site visitors.

### **Additional submission requirements**

Vendors should provide upon submission examples of relevant work samples, including at least three websites created by the vendor (provide links as well as print-outs of home pages)

Specifically note which open source Content Management System recommended by vendor – if there are multiple options, list all options.

Provide a mock-up design for a suggested homepage format for the new HACP.org; also include a recommended site map/ menu structure for HACP.org.



Provide a timetable for implementation of entire site build project.

The Professional Services Contract that is anticipated for use to obtain these services is included herein as **Attachment A**.

### **SECTION III GENERAL REQUIREMENTS**

An Offeror may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP.

If an Offeror has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Each Offeror must be in good standing with HACP, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If Offeror is not in good standing with HACP, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with an Offeror for deficiencies or defaults, that Offeror must disclose this information to HACP. HACP will consider such facts and circumstances during its evaluation of the Offeror's proposal. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Offeror must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.

## SECTION IV

### CONTENT OF RESPONSE DOCUMENTS

Offerors submitting Proposals should fully read and comprehend the *Instructions to Offerors Non-Construction* provided in **Attachment B** and *General Conditions – Non Construction* provided in **Attachment C**. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one original plus three (3) paper copies of their technical proposal and one (1) electronic copy in .PDF format on a CD. **In a separate sealed envelope** submit one (1) original paper, one (1) paper copy and (1) electronic copy in .PDF format of the fee proposal. Proposals must include, in the same order as below and using the forms attached hereto, the following information, exhibits and schedules:

#### A. General Information

1. Letter of Interest (Cover letter)
2. Type of Organization; Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principals and any other persons exercising control over the Firm.
3. Description of the Offeror's capacity including staff resources
4. Organizational Certifications:
  - (a) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.
  - (b) A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

#### B. Previous Related Experience

1. The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this RFP. Name of the contracting entity.
2. Name, title and a telephone number of a contract person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted facility or project and who was involved in managing the contract between the Offeror and the contracting entity.
3. In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.
4. All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

**C. Proposed Staffing and Sub-consultants Responsibilities and Qualifications**

Provide the following information relative to the proposed staffing and sub-consultants for this contact:

1. Provide background information regarding each identified Staff member that accurately describes his or her employment history and relevant experience providing services similar to those described in this Request for Proposals.
2. Description of the Scope of Services for at least three (3) projects in which the Staff and/or sub-consultant has provided services similar to those described in this Request for Proposals. Please include the individual's role in each project and all relevant aspects of each project.

**D. Methodology**

**Project Approach:** Provide a brief narrative of the Offeror's approach to the services described in this Request for Proposals. **Availability:** Describe the availability of the Staff proposed and the turnaround time for each request to be made by the Authority.

**E. Certifications and Representations of Offerors**

Each Offeror must complete the Certifications and Representations of Offerors provided in **Attachment D**.

**F. Minority and Women Business Participation Plan**

*HACP MBE and WBE Goals.* It is the policy of HACP to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by HACP. In accordance with Executive Order 11625, HACP has established a minimum threshold of eighteen percent (18%) of the total dollar amount for MBE utilization in this contract. HACP has established a seven percent (7%) minimum threshold for participation of WBEs, and, HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African-Americans, Hispanic-Americans, Native-Americans, and Asian-Americans. A WBE/MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

**Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals. HACP's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE and ten (10) certified WBE contractors could not be identified. Each contractor**

**shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

If you have any questions regarding the HACP MBE/WBE goals please contact Anthony Mannella, MBE/WBE Compliance Specialist, by e-mail at Anthony.Mannella@HACP.org or by contacting him at the Procurement Department, Housing Authority of the City of Pittsburgh, 100 Ross Street, 2nd Floor, Pittsburgh PA 15219, telephone (412) 456-5000, x8506. Proposals must demonstrate how the Offeror intends to meet or exceed these goals. Also, complete the table provided in **Attachment E** and include with your proposal.

### **G. Section 3 Participation**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the “Act”) requires the Housing Authority of the City of Pittsburgh to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act HACP requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran’s or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HACP shall examine and consider a contractor’s potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to directly perform under the contract or by committing a dollar amount to HACP’s Section 3 program in an amount consistent with the chart below.

Below are the HACP Section 3 Guidelines as listed in the HACP Program Manual:

**RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE**

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT LABOR AS A % OF TOTAL LABOR A. DOLLARS</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

*\*\*A copy of HACP's Section 3 Program Manual is available for download at [www.HACP.org](http://www.HACP.org)*

A copy of HUD's Section 3 requirement is provided in Attachment F. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contract Lloyd C. Wilson, Jr., Section 3 Liaison, by e-mail at [Lloyd.Wilson@HACP.org](mailto:Lloyd.Wilson@HACP.org) or by contacting him at Housing Authority of the City of Pittsburgh, Bedford Hope Center 2305 Bedford Avenue, Pittsburgh PA 15219, telephone (412) 456-5000 ext. 1048. Proposals must demonstrate how the Offeror intends to meet or exceed the Authority's Section 3 requirements. Also, complete **Attachment F Section 3 Opportunities Plan** and include with your proposal.

**Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

**H. Firm Demographics**

Provide demographic description of all employees of your firm using the table provided in Attachment G.

**I. TIN/W-9 Form**

Complete a W-9 Request for Tax Payer Identification Number and Certification, as provided in Attachment H.

**J. MBE/WBE Letter of Intent**

Complete a Letter of Intent for each MBE/WBE firm contacted. A sample letter is provided in Attachment I.

## SECTION V EVALUATION CRITERIA

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. It is noted that the proposed Fee will be evaluated separately. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

**Experience of Offeror:****Maximum 20 points**

Demonstrated successful experience and capability of the proposed staff and sub-consultants proposed for this project in providing the services described in this Request for Proposals.

**Capacity:****Maximum 25 points**

Demonstrated ability of the Offeror to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of HACP's goals and objectives as described in this solicitation.

**Proposed Fee:****Maximum 15 points**

Proposed rates and level of service are reasonable and appropriate in relation to the services requested.

**Methodology:****Maximum 15 points**

The Offeror's proposed methodology is reasonable and logical and will ensure that HACP requirements will be met and indicates that the Offeror has a clear understanding of the scope of services required.

**MBE/WBE Participation****Maximum 10 points**

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirement and goals related to Minority/Women Business Participants.

**Section 3****Maximum 15 points**

Demonstrated commitment to assist the HACP in meeting its requirements and goals related to Section 3.

**Deductions**

Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

## **SECTION VI PROCUREMENT AND AWARD PROCESS**

Pursuant to 24 C.F.R. Section 85.36 (d)(3), Network Engineering and Support are being procured as described in Section II of this solicitation. The following instructions are intended to aid Offerors in the preparation of their Proposals:

### **A. Pre-Submission Conference**

A pre-submission conference will be conducted on **November 18, 2016 at 10:00 am, at 100 Ross Street, 2<sup>nd</sup> Floor, Suite 200 Pittsburgh, PA 15219**. Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

Each firm shall submit in writing to the Contract Manager to request additional information as follows:

1. Describe any items, information, reports or the like, if any, that the Proposer will require from the HACP in order to comply with the scope of Services.
2. Identify any revisions to the Sample Contract that the Proposer will require in order to provide the services identified herein. Proposers are required to submit requests for revisions to the Contract, if any, to the HACP in writing at the time of proposal submission.

### **B. Amendments to Solicitation**

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit Responses.



**C. Submission of Proposals and/or Amendments to Proposals; Deadlines**

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

Mr. Kim Detrick  
Procurement Director/Contracting Officer  
Housing Authority of the City of Pittsburgh  
100 Ross Street, 2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219

Proposals must be received at the above address no later than **December 2, 2016 at 10:00 a.m.**, regardless of the selected delivery mechanism.

Each Response will be date-time stamped immediately upon its receipt at HACP to document its timeliness. Any Proposal received after the specified deadline shall be automatically rejected and will be returned unopened except as identified in the Instructions to Offerors attached hereto.

Any amendments to a response must be received before the specified response due date and time established for the delivery of the original Proposal except as identified in the Instructions to Offerors attached hereto.

**D. Evaluation and Award Process**

HACP staff will review each Proposal to determine if it was complete and if it was responsive to this Request for Proposals. HACP may allow an Offeror to correct minor deficiencies in its Proposal that do not materially affect the Proposal.

All Proposals determined to be complete and responsive will be provided to an HACP Evaluation Committee. HACP's Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section V of this Request for Proposals.

HACP reserves the right to interview Offerors in the competitive range, request additional information from selected Offerors and/or negotiate terms and conditions with selected Offerors.

HACP will perform a responsibility determination of the highest ranked Offeror which may include reference and financial background checks.

HACP will award a contract to the highest-ranked Offeror or Offerors determined to be responsive and responsible and whose offer is in the best interest of HACP.

HACP shall not be responsible for and will not reimburse any Offeror for any cost(s) associated with preparing a proposal.

A Proposal submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other notice of Award

or of the intent to Award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

Prior to contract execution of any professional service contracts which have a potential amount of \$25,000.00 or greater, the selected firm may be required to appear before and present a Minority and Woman Owned Business participation plan to the City of Pittsburgh Equal Employment Opportunity Review Commission for approval. Any HACP contract which has a potential amount of \$50,000.00 or more is subject to approval by the HACP Board of Directors.

# ATTACHMENT A

## CONTRACT

(Shaded areas of the contract and Contract Exhibits must be filled out and contract returned with proposal)

**PROFESSIONAL SERVICE CONTRACT  
FOR  
Development of New HACP Website, Website Hosting & Maintenance Services**

This Agreement is made as of \_\_\_\_\_ between HOUSING AUTHORITY OF THE CITY OF PITTSBURGH, a body corporate and politic created under the provisions of the Housing Authorities Law, as amended, having its principal office at 200 Ross Street, Pittsburgh, Pennsylvania 15219 ("**Authority**"), and \_\_\_\_\_, having its principal office at \_\_\_\_\_ ("**Contractor**").

**PREAMBLE**

Authority desires the Contractor to provide Development of New HACP Website, Website Hosting & Maintenance Services.

Contractor desires to provide to the Authority Development of New HACP Website, Website Hosting & Maintenance Services.

**AGREEMENT**

In consideration of the mutual covenants and promises set forth herein, the parties hereto, intending to be legally bound hereby, agree as follows:

**1. Engagement.** Authority hereby engages Contractor to render the following services set forth on Exhibit A (the "**Services**").

Contractor hereby accepts such engagement and covenants that Contractor will devote and will cause its employees to devote their best efforts, knowledge and skill to the performance of the Services and such additional services as may be mutually agreed upon by Authority and Contractor.

It is understood that the Contractor's Services shall be rendered at such times and places as directed by Authority.

Authority may at any time make changes to the Services to be performed. If any such change causes an increase or decrease in the rates or the time required for performance of the Services, Authority shall make an equitable adjustment in the rates and the time required for performance of the Services, and shall modify this Agreement accordingly.

**2. Contractor Conflicts.** Contractor agrees that neither Contractor nor its employees shall, directly or indirectly, engage in any activity, which would detract from Contractor's ability or its employees' ability to apply their best efforts, knowledge and skill to the performance of the Services. Contractor is charged with the responsibility to promptly disclose to Authority any situations that may create possible conflicts of interest so that appropriate action

can be taken to address such situations. No member, official, or employee of Authority, during his or her tenure or for one year thereafter, shall have any interest in this Agreement or the proceeds thereof.

Contractor may not participate in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

In the event Contractor is or becomes aware of a conflict of interest and fails to disclose the conflict to Authority; the Authority may immediately terminate this Agreement pursuant to paragraph 7(ii)(b) hereof.

**3. Compensation.** In full compensation for the Services to be rendered by Contractor to Authority hereunder, Authority agrees to pay Contractor for the Services in accord with the Fee Schedule set forth on **Exhibit B**; however, the compensation of costs for services not to exceed fee of \$\_\_\_\_\_. No work or expenses for which an additional cost or fee will be charged by Contractor shall be furnished without the prior written consent of Authority.

Contractor shall submit monthly invoices to Authority, which invoices shall include an itemization of the hours expended by Contractor and Contractor's employees and the nature of the Services performed and shall be prepared in a form reasonably satisfactory to Authority.

Contractor shall use its reasonable business efforts to submit invoices within 45 days of rendering Services.

All invoices should be mailed to:     Housing Authority of the City of Pittsburgh  
100 Ross Street 2<sup>nd</sup> Fl. Suite 200  
Pittsburgh, PA 15219  
Attn: Invoicing and Receiving

Authority shall use its reasonable business efforts to process and pay each such invoice within 30 days of its receipt.

**4. Term.** The commencement date for performing the Services shall be the date of this Agreement, listed above, and will continue for a term of one(1) year with a one(1) year extension option at the discretion of the Authority, unless sooner terminated as provided herein.

**5. Contractor's Obligations.** Contractor shall comply with the following:

(a) If requested, Contractor will submit monthly written narrative progress reports to the Authority. Contractor shall retain all records in connection with this Agreement or the Services provided herein for a period of three years after all payments required herein are made and all other pending matters are closed.

(b) This Agreement is subject to and incorporates herein the provisions of the U. S. Department of Housing and Urban Development regulations and the sections of the Code of Federal Regulations that are applicable to said program.

(c) The rules and regulations of the Office of Management and Budget (OMB) Circular A-133 apply. If the Contractor is a non-profit organization incorporated or registered to do business in Pennsylvania under the laws of the Commonwealth of Pennsylvania, Contractor shall provide a copy of its annual Audit or Review, whichever is required to the Pennsylvania Bureau of Charitable Organizations.

(d) If Contractor is a Subrecipient or pass-through entity, Contractor must comply with applicable regulations pertaining to this Agreement.

**6. Insurance.** Contractor will obtain and maintain (a) workers' compensation insurance in accordance with State Workers' Compensation Law; and (b) liability insurance with a combined single limit of not less than \$100,000 per occurrence with insurers reasonably acceptable to the Authority. Authority will be named as an additional insured on each of such liability policies and such coverage shall be on a primary and non contributory basis. Contractor will deliver to Authority certificates evidencing such policies prior to the commencement of the Services, and will deliver evidence of the renewal or replacement of such policies at least 30 days prior to the expiration thereof. Each of such policies will contain a waiver of the insurer's rights of subrogation against Authority.

**7. Termination.**

(i) The Authority may terminate this Agreement for convenience upon 30 days' prior written notice to the Contractor.

(ii) This Agreement shall terminate automatically without notice upon the occurrence of any of the following events:

(a) A material breach of this Agreement by Contractor;

(b) Contractor or Contractor's employees engaging in conduct materially injurious to the Authority or to itself/themselves, including but not limited to acts of dishonesty or fraud, commission of a felony or a crime of moral turpitude, or alcohol or substance abuse;

(c) Contractor's refusal to substantially perform the Services;

(d) Contractor becomes insolvent or makes a general assignment for the benefit of creditors; or

(e) Contractor files a petition in bankruptcy or such petition is filed against Contractor.

Authority shall be liable only for payment for Services rendered prior to the effective date of termination. If this Agreement is terminated pursuant to subparagraphs (a) or (c) Authority may take over the Services and prosecute the same to completion by contract or otherwise, and Contractor shall be liable for any additional costs incurred by Authority. Authority may

withhold any payments to Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owed to Authority by Contractor.

**8. Minority/Women Participation.** Contractor shall use its best efforts to ensure that minority-owned businesses and women's business enterprises shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds provided under this contract. In this regard, Contractor shall take all necessary steps in accordance with 24 CFR 85.36(e), to ensure that minority-owned businesses and women's business enterprises have the maximum opportunity to compete for and perform contracts. Contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts assisted by the U.S. Department of Housing and Urban Development.

Failure of Contractor to carry out the requirements set forth in 24 CFR 85.36(e) shall constitute a breach of contract and, after notification from the U.S. Department of Housing and Urban Development or Authority, may result in termination of this contract or such other remedy as is deemed appropriate.

For the purposes hereof, a minority-owned business shall mean sole proprietorship, partnership or corporation-owned, operated and controlled by minority group members who have at least 51% ownership. The minority group members must have operational control and interest in capital and earnings commensurate with their respective percentage of ownership. Furthermore, to qualify as a minority-owned business, the business must be certified as an MBE by either the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania or some other governmental entity whose certification is acceptable to Authority. Minority group members include, but are not limited to, African-Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans and Hasidic Jewish American.

A women's business enterprise is defined as a sole proprietorship, partnership or corporation owned, operated and controlled by women who have at least 51% ownership. Women must have operational control and interest in capital and earnings commensurate with their respective percentage ownership. Furthermore, to qualify as a women's business enterprise, the business must be certified as a WBE by either the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania or some other governmental entity whose certification is acceptable to Authority.

In the event of a contractor's failure to comply with the equal employment opportunity and affirmative action provisions, including the affirmative action undertaking outlined in its proposal, or with any of the rules, regulations or orders referenced within this contract, HACP, at its discretion, may exercise any one or more of the following rights and remedies:

- i. cancel, terminate or suspend the contract in whole or in part
- ii. recover from the Contractor, by set off against the unpaid portion of the contract, as liquidated damages and not as a penalty, an agreed upon sum for each day that the contractor fails to comply with the contract, the sum being fixed and agreed upon by and between contractor and HACP

because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which HACP would sustain in the event of such a breach

- iii. such other rights and remedies (which are cumulative and not exclusive) available under applicable law on in equity.

**9. Acceptance of the Services.** Authority has the right to review and/or require correction of any Services provided by Contractor. Contractor shall make any required corrections to any Service within 10 days at no additional charge. The payment of any invoice by Authority does not indicate acceptance of Services provided. Further, the Authority reserves the right at any time to reject or disapprove any Service provided. If Contractor fails to make the necessary corrections within a reasonable time after notice to do so from the Authority, or if the submission of any corrected Service remains unacceptable, the Authority may immediately terminate this Agreement pursuant to paragraph 7(ii)(a) hereof or reduce the hourly rate to reflect the reduced value of the Services provided.

**10. Confidential Information.** Contractor agrees that Contractor will not knowingly reveal to a third party or use for Contractor's own benefit, either during or after the term of this Agreement, without the prior written consent of Authority, any confidential information pertaining to the business and affairs of Authority, its officers, employees and directors obtained while working with Authority except for information clearly established to be in the public record.

**11. Representation and Warranties of Contractor.** Contractor hereby represents and warrants to Authority that Contractor is not a party to or otherwise subject to or bound by any contract, agreement or understanding which would limit or otherwise adversely affect Contractor's ability to perform the Services or which would be breached by Contractor's execution and delivery of this Agreement or by the performance of the Services.

**12. Indemnification.** Contractor agrees to indemnify and hold Authority harmless from any and all claims, damages, liabilities, costs and expenses (collectively "Claims") arising out of or in connection with Contractor's or its employees' performance of the Services on behalf of Authority.

**13. Independent Contractor.** Contractor shall perform the Services hereunder as an independent contractor and not as an agent or employee of the Authority. Contractor shall be responsible for paying any and all required Federal, state or local taxes arising from the performance of the Services. Contractor agrees to remove any employee from the performance of the Services at the request of Authority.

**14. Copyright.** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. Authority shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials and documentation prepared by Contractor under this Agreement.



**15. Inspections; Work Product.** Pursuant to 24 CFR 85.36(i)(10) and (11), access shall be given by Contractor to Authority, the United States Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of Contractor which are directly pertinent to this Agreement for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after Authority makes final payment and all other pending matters on which Contractor performed Services are closed.

All work product produced by Contractor, including Contractor's employees, in accordance with this Agreement shall become the sole property of Authority in perpetuity. "**Work product**" shall include all records and other documents resulting from the Services performed under this Agreement. It is understood that Authority may reproduce any such work product without modifications and distribute such work product without incurring obligations for additional compensation to Contractor.

**16. Return of Authority Property.** Promptly after termination of this Agreement, Contractor shall return and shall cause its employees to return to Authority all property of the Authority then in Contractor's possession, including without limitation papers, documents, records, files, computer disks and confidential information, and shall neither make nor retain copies of the same. Authority's obligation to make final payment to Contractor following termination, including without limitation accrued but unpaid fees under paragraph 3 hereof, shall be contingent upon Contractor's compliance with this paragraph.

**17. Third Party Solicitation.** Contractor warrants that Contractor has not retained any company, firm or person to solicit or secure this Agreement and has not paid or agreed to pay any company, firm or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**18. Release.** Prior to final payment under this Agreement, or prior to settlement upon termination of this Agreement, and as a condition precedent thereto, Contractor shall execute and deliver to Authority a final release ("**Release**"), in a form acceptable to Authority, of all claims against Authority by Contractor under and by virtue of this Agreement, other than such claims, if any, as may be specifically excepted by Contractor in stated amounts set forth therein.

**19. Disputes.** All disputes arising under or related to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.

- (a) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the Authority against the contractor shall be subject to a written decision by the Contracting Officer.
- (b) The Contracting Officer shall, within 30 days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (c) The Contracting Officer's decision shall be final unless the Contractor

- 1) Appeals in writing to a higher level in the Authority in accordance with the Authority's policy and procedures;
  - 2) Refers the appeal to an independent mediator or arbitrator; or
  - 3) Files suit in a court of competent jurisdiction. Such appeal must be made within 30 days after receipt of Contracting Officer's decision.
- (d) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action under or relating to the contract, and comply with any decision of the Contracting Officer.

**20. Notices.** All notices or other communications to either party by the other shall be deemed given when made in writing and deposited with the United States Postal Service addressed as follows:

If to the Authority: Housing Authority of the City of Pittsburgh  
Chuck Rohrer  
 200 Ross St. 7<sup>th</sup> Fl  
 Pittsburgh, PA 15219  
 412-456-5000 x8005  
 Chuck.Rohrer@hacp.org

And a copy of the notice or other communication should be sent to:

Housing Authority of the City of Pittsburgh  
 100 Ross St. 2<sup>nd</sup> Fl. Suite 200  
 Pittsburgh, PA 15219  
 Attn: Kim Detrick, Procurement Director/Contracting Officer

If to Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
 \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**21. Compliance with Law.** Contractor shall comply with all Federal, State and Local laws, regulations ordinances and codes relating to the operation and activities of Authority and all Services performed pursuant to this Agreement, including, but not limited to completing the following items which shall be attached as exhibits:

- |     |                            |             |
|-----|----------------------------|-------------|
| (a) | Non-Debarment Certificate  | (Exhibit C) |
| (b) | Certification re: Lobbying | (Exhibit D) |

(c) Disclosure of lobbying activity (Exhibit E)

(d) Conflict of Interest (Exhibit F)

**22. Transfer by Contractor.** Contractor shall not transfer all or any part of its rights or obligations herein to any person or legal entity.

**23. Liquidated Damages.** Contractor shall pay \$ 0.00 per day for each day of delay.

**24. Miscellaneous.** The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. This Agreement embodies the entire Agreement between the parties hereto and supersedes any and all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties. This Agreement may be executed in several counterparts, each of which shall be deemed original, but all of which together shall constitute one and the same instrument. The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation hereof. This Agreement is executed in and shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. This Agreement may only be amended by written agreement of both parties hereto. This Agreement shall inure to the benefit of the Authority, its successors and assigns.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**SIGNATURE PAGE TO  
PROFESSIONAL SERVICE CONTRACT  
FOR  
Development of New HACP Website, Website Hosting & Maintenance Services**

HOUSING AUTHORITY OF THE CITY  
OF PITTSBURGH

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Vendor Name

Date: \_\_\_\_\_

By: \_\_\_\_\_

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

## **EXHIBIT A SCOPE OF SERVICES**

The selected offeror will be tasked with a complete update of the agency's web site. The Housing Authority of the City of Pittsburgh (HACP) is requesting the services of a qualified vendor to complete a comprehensive refresh of the agency's website: [www.hacp.org](http://www.hacp.org). This will include redesign of the look and feel of the site, restructure of the site menu and access, replacement of the underlying technical and administrative technology, migration or replacement of existing site applications and site content, and integration of web applications provided by other vendors.

The vendor should fully understand and be prepared to create a website that clearly defines the Housing Authority of the City of Pittsburgh as Pittsburgh's premier provider of quality, affordable housing. We require an innovative, efficient, user-friendly new website that will reflect HACP's goal of being a model for public sector housing operations.

The work will also include the creation of a secure Intranet, which can be accessed by HACP employees only. Key features of the website required by HACP include the development of a website that is easy and efficient to navigate and visually pleasing. We want the site to be designed to include ample photography (including photos provided by HACP as well as open source photography, used as needed) to ensure the site is not text dominant. We also require that the site be fully optimized for mobile device users, as more than 50 percent of visitors to the page are accessing via mobile device.

The description below is intended to more fully describe HACP's requirements with regard to site development.

### **Content Management System and Administrative Functions**

- HACP will require that the vendor base the web site on an open source or commercially supported content management software. HACP will disqualify any proposal which is based on development of a custom system to manage the structure administration of the web site. Proposals must specify which Content Management System the vendor recommends to use. If there are multiple Content Management Systems that the vendor is willing to use, the proposal should list all potential options.
- Content Editor
  - Content Management System will include a wysiwyg page editor. Authorized users should be able to add/modify/delete text, images, and video on new or existing pages, and to see the results of the edits prior to releasing the new content for display. The system should allow the editor to select a page or object for edit, create and edit copy, modify and save the edit copy, review the edits without affecting the current display

content. The user should be able to recall the edit page and release the edit page for display at a later time.

- Content Management System should include in page edit function – Authorized users should be able to toggle between edit mode and display mode while browsing the site.
  - Content Management System will include the ability to display pages as designated link display or to group content (pages, pictures, video) and display content in a random order, or in a select list.
  - Content Management System must provide HACP website administrators with the capability to manage all content housed on the website – including the capability to add and remove new pages, to modify and edit page menus, to modify home page features, etc., without relying on technical support from third-party/ vendor.
- Menu/ Structure Editor
    - Content Management System will include an editor able to add/modify/delete menu and site structures. This editor will allow the authorized user to create or modify structures and release the modified structure for display and control of the web site. This will ensure ease of use and in-house control for all aspects of content management.
- Access Logs/ Analytics
    - Content Management System should include a tracking system that allows Web Master and designated users to access data about site usage, including tracking user log-ins and activity.
- Site Security
    - Site security should be role based. A role is defined and various permissions to access components, objects, or pages within the site.
    - Roles are of two types, user requested roles, which may be requested by the user (i.e. landlord, vendor, employee) or may be administrator assigned. (i.e. page editor, structure editor)
    - Users are assigned to one or more roles. A user may access any area of the site available to any role of which they are a member unless a deny permission to that specific area is assigned to any role to which they are a member.

- An Authenticated user may request assignment to any role to which they are not assigned. A request for role membership should be handled in the same way for an authenticated user as for a new user.
  - The Content Management System should be able to coordinate authentication to other web applications. For instance, the Content Management System should be able to submit needed data to a client portal to create a user on that portal then send data to the portal for login when an authenticated user requests access to the portal.
  - The Content Management System should assign role access permissions to menu objects, pages, links, and other objects in the site. Permissions should include view, execute and modify. Modify access applies only to data. Ability to edit the web pages should be assigned with administrative permissions.
  - The Content Management System should provide the ability to assign site maintenance permissions at the site, link, and page levels. Persons with page level maintenance permissions should be only able to modify the pages and sub-pages to which they are assigned permissions.
- User Registration and Authentication
    - The Content Management System will provide the ability for users to self-register and create a web-site username and password.
    - The Content Management System will provide the ability for users to request password reset.
    - The Content Management System will provide the ability for Web Master or designated users to manage user access and settings.
    - The Content Management System will provide the ability to qualify users to roles through several methods.
      - ❖ Automatic qualification – any user who registers may be added, at their request, to the automatic qualification roles
      - ❖ Qualification based on qualifying value – a user who registers and requests role membership must provide additional information which will be matched to values contained in a list of potential users. If a match is found the user is qualified and additional information may be added by the matching process to the user record. If the user is not qualified they should be offered the option to request the role and the request should be entered into a

queue which will be reviewed by HACP staff where the request will be either granted or refused.

- ❖ For instance, a current landlord requests a user account and qualification for the current landlord role. The user will be prompted to provide their tax id number. This number will be matched against the HACP landlord database. If the tax id matches, the role will be granted and the HACP administrative software internal id for the landlord will be added to the user record in a field not available to the user.
  - ❖ Qualification based on HACP staff review – a user who registers and requests role membership should have the request entered into a queue which will be, in some cases/ when designated, reviewed by HACP staff where the request will be either granted or refused.
  - ❖ Active Directory Integration – A user accessing the site from a workstation logged into the site based on the user logged into the workstation. If a user access the site and presents a username which is set as an Active Directory domain user, the Content Management System should submit the user to the Active Directory Domain for authentication.
- Portal Creation
    - The Content Management System should provide the ability for the HACP IT staff to create new pages and forms, and assign roles and permissions. The IT staff should be able to use the Content Manger tools to create database tables, create page forms, assign data elements in the form to their corresponding data table columns, assign data element and form role permissions, and implement add, view, modify, and delete functions for the form.
  - Database Access and Reporting
    - The database supporting the Content Management System and any included functions should be available to the HACP IT staff for reporting.
  - External web function execution (Punch Out)
    - The Content Management System should be able to branch to web functions not maintained by the Content Management System. The Content Management System should be development language agnostic. The Content Management System should be able to either execute the external function within a frame created and management by the Content



Management System or branch to the application and accept return from the application.

- Site Audit
  - Vendor should plan to conduct a thorough site audit of the existing HACP website, during which they identify any broken links, inefficiencies within the site design/ site map, and work with staff to identify other deficiencies within the existing website.
- Communications and Staff Contact
  - The system proposed should provide the ability to record contact information provided by those interested in receiving rental assistance through the Housing Choice Voucher program, to occupy a rental unit in our Low Income Public Housing portfolio, or doing business with the Authority. This function should include a list of contact areas and the ability for HACP web administrators to maintain the routing of contact and interest requests.

#### **Client Groups (Internal & External Site Users)**

- Procurement (internal)
  - HACP's website includes a hub for business activity. This hub provides basic information about doing business with the Housing Authority of the City of Pittsburgh for both information and as a invitation to entities able to provide goods and services to the Authority. This hub also houses all current and former Requests for Proposals (RFPs) and Invitations for Bids (IFBs). It allows external users the opportunity to register for the site, which provides them with access to procurement documents. Specific users for this hub of the site include HACP Procurement Staff as well as external users who register for the site (known as vendors).
- Landlords (external)
  - HACP's website includes a HUB for landlord outreach/ landlord resources. Landlords are defined as external site users. HACP works with thousands of private landlords to administer our Housing Choice Voucher Program. The landlord hub provides an online space for landlords to register with HACP, post property listings and digitally manage their rental listings.

- Current Clients of the Housing Authority of the City of Pittsburgh (external)
  - HACP currently has roughly 20,000 residents. We provide housing in addition to a variety of in-house social services/ programs and linkages to a variety of third-party service providers. We require a section of the website that is devoted to meeting the needs of our current residents.
- Potential Clients of the Housing Authority of the City of Pittsburgh (external)
  - The City of Pittsburgh has a growing need for affordable housing and HACP housing is currently in high demand. We require that our website be easy to navigate for individuals who visit our site to find housing options. This will include HACP's Low-Income Public Housing communities, Housing Choice Voucher Program housing and links to various third-party housing providers.
- Human Resources Staff (internal)
- Current Employees (internal)

## **Procurement Functions**

HACP's website includes a hub for business activity. This hub provides basic information about doing business with the Housing Authority of the City of Pittsburgh for both information and as an invitation to entities able to provide goods and services to the Authority. This hub also houses all current and former Requests for Proposals (RFPs) and Invitations for Bids (IFBs). It allows external users the opportunity to register for the site, which provides them with access to procurement documents. Specific users for this hub of the site include HACP Procurement Staff as well as external users who register for the site (known as vendors). The Procurement hub should provide the following functions:

8. Vendor may register. The system will require basic information of the vendor, including but not limited to Vendor/Business name, contact name, address, telephone number, fax number, and e-mail address. The vendor e-mail address will serve as the vendor account ID. Upon completed registration, the system will e-mail to the new vendor a validation code. The validation code must be entered at the next login to validate the e-mail address.
9. Vendor may indicate areas of interest. The system will present to the vendor a list of goods/services categories defined by the Authority. Vendor will select those goods and services vendor is qualified to provide to the Agency. System will store the selected categories.
10. Vendor secure return to web site. The system will allow the vendor to enter a user name (e-mail address) and password or other methods of

unique identification and authentication. System will allow the vendor to log into the system and update information previously provided as well as perform other functions as defined below.

11. Vendor activity monitoring, System will record activity of a vendor. The system will provide the ability to identify those vendors who have not logged into their account for a period of time determined by the Authority. The system will include functions to notify inactive vendors that they will be dropped from active participation if they do not log into the site. The system will also provide the ability to deactivate inactive vendors.
  12. Vendor Password Reset. System should provide a forgotten password link on the login page. When password reset is selected, the system should prompt the user for their e-mail address and a qualifying question and response. Upon correct response the password should be reset to a system generated value and the new password should be e-mailed to the vendor.
  13. Vendor Management. The system will provide the ability for properly authorized HACP procurement staff to create, activate, deactivate and otherwise maintain vendor records.
  14. Vendor Escrow. The vendor may deposit with the Authority funds to cover the cost of production of documents included in some procurements. The system will provide the ability for properly authorized HACP staff to record the deposit of escrow funds and to make corrections to the escrow account.
- **Posting Proposals to Web Site**
    5. The system should provide the ability for HACP staff to create a procurement, such as an RFP,IFB, or request for quote) and to easily publish information associated with the procurement to the web site.
    6. Create Procurement. HACP staff will create a new procurement and will load a procurement invitation and procurement summary consisting of PDF documents. The summary is a short description of the procurement used to quickly identify the procurement to those potentially interested in providing goods and services to the Authority. The invitation is a longer document more fully defining the scope and requirements of the procurement. The system should index both documents using key words provided by HACP staff and the full text content of the documents.
    7. Procurement Period. The system should allow HACP staff to define the procurement opening date/time and the date/time proposals/bids are due to the Authority. The procurement opening date/time is also the default download opening date/time as defined below. The proposals/bids due date/time is the default download ending date/time below.
    8. Attach Procurement Documents. At any time after a procurement has been created and before proposals are due, HACP staff may attach documents to the procurement and make those documents available to the

vendors for download. Procurement documents may include a single Request for Proposals document in .pdf format, or may consist of multiple documents in several formats (i.e. .pdf, .doc, .docx, .xls, .xlsx, .odt...). When attached the system will prompt HACP staff with the current download begin and end date/time. HACP staff may override this definition at the time the document is loaded or any time up to the proposal/bid due date/time.

- **Procurement Notification**

The system should provide the ability for Authority staff to select vendors who have expressed interest in one or more procurement categories and support notification of the vendor that a procurement in which they may be interested in, has been, or will soon be, posted to the web site.

5. Vendor Selection. The system will present HACP staff with a list of HACP defined categories for which vendors have expressed interest. HACP staff will indicate the categories that apply to this procurement (this may originally be done when the procurement is created. If categories have previously been selected, the system should allow HACP staff to update the selections). The system will then create a vendor collection, record the selection criteria and the date/time that the vendor was added to the collection. The system will allow HACP staff to add vendors to the collection at any time by rerunning the selection, running a new selection, or manually adding a vendor to the collection.
6. Notification of the procurement. The system will produce the following notifications: Notification by e-mail, where an e-mail address is provided by the vendor, the system will e-mail a notification message as defined by HACP staff to all vendors in the collection including a link to the HACP web site and procurement: Notification by fax, the system will fax notifications to vendors where an e-mail address is not provided but a fax number exists: notification by mail, the system will print a letter or card with the notification message and the contact name and address of the vendor for mailing.
7. Additional notifications. If notifications have been created for the procurement and additional vendors are added to the procurement, the system will ask user if notifications should be sent to the added vendor(s). System will allow HACP staff to send additional notifications to the vendor collection at any time.
8. Notification Tracking. The system should record an identifier, the content and date created for each message. The system should also record the notification identifier, date, and notification method for when a notification was sent to each vendor.

- **Proposal Download by Vendor/ Vendor Procurement Document Download**

HUD requires that the Authority maintain a record of those who receive procurement documents.

6. Procurement Selection. The system will allow any registered vendor to search active procurements, return a list of procurements meeting the selection criteria. Selection criteria may include key word search and date search or a combination of both.
7. Document Selection. System will allow vendor to select a procurement and select documents for download within the procurement. Vendor may select all documents for the procurement or may select any single or group of documents. After selecting documents within a procurement the vendor may return to the procurement list and select additional procurements or may create a new list of selected procurements.
8. Document Costing. Some documents included in a procurement are downloaded at no charge to the vendor. Other documents, due to the cost of their production or other considerations may only be available for a charge. Cost to download will be assigned by the Procurement staff when the documents are posted to the site. A vendor will be charged only for the first download of the document set. Additional downloads of the same document set will be at no charge.
9. Vendor Check Out. At check-out the system will provide a list of documents requested for download along with any costs that will be accrued by the vendor should the documents be downloaded. The system will also display the vendor current escrow balance and the ending escrow balance should the currently selected documents be downloaded. The system will allow the vendor to remove documents from the list, return to the document selection function, or proceed with the download. If the vendor proceeds with the download the system will record the documents, download date, document charge. The system will then record a charge transaction against the vendor's escrow account.
10. Download management. The system will provide the ability for the Authority to set a beginning date/time and ending date/time for each procurement. The system will allow HACP staff to indicate an override beginning date/time and ending date/time for each document within a procurement. The system will prevent any vendor from downloading the document before the beginning and after the ending definitions.

- **Vendor Communications**

The system should provide the ability to communicate with vendors as described in procurement notification above not identified with a specific procurement.

- **Vendor Escrow Accounting**

The system must provide the ability to create reports and export files showing charges and adjustments made to vendor escrow accounts. This information will be used to update the Authority accounting system.

- **Close Procurement and Post Results**

The system should allow a properly authenticated user to do the following:

6. Close the Procurement, ensuring that no further activity is allowed once closed.
7. Publicly post procurement results, making results available to any user of the site, including authenticated users or guests.
8. Procurement postings should include: procurement number, summary description, successful offeror or offerors (awardees) or notice of cancellation of procurement, notice of rebid (if applicable), effective date of procurement, expiration date of procurement.
9. Closed procurement section must also include a search feature that allows guests or authenticated users the ability to search based on any of the above criteria, i.e. procurement number, summary description, name of offeror, etc.
10. Upon closure of a procurement, the system should provide the ability to create a procurement summary report in PDF format and e-mail the report to users designated at the system or procurement level.

- **Management Reporting**

The system should provide management reports including, but not limited to the following.

5. Report of Open procurements
6. Report of Closed procurements for a period
7. Report of all entities notified concerning a procurement posting
8. Report of all entities who download documents for a specific procurement

### **Landlord Portal/ Property Search**

HACP's website includes a HUB for landlord outreach/ landlord resources. Landlords are defined as external site users. HACP works with thousands of private landlords to administer our Housing Choice Voucher Program. The landlord hub provides an online space for landlords to register with HACP, post property listings and digitally manage their rental listings. Their listings are then grouped into a public-facing "Property Search" that lists all available properties. This section can be managed by external landlords, but must also include site controls that allow Staff to manage listings as needed.

- Specific roles/ activities within this hub include:

- Register User and Request Role (Landlord is automatic role, Current Landlord is qualification based on value)
- Create Available Property Entry/ Available Unit (Landlord) – The system should provide the ability for City of Pittsburgh Landlords to log onto the system and register homes and apartments available to rent. The system

should also include the ability to link to the Allegheny County Tax Assessors web site and import photographs of the available units.

- Approve/ Manage Property Listings – Staff website users can approve, edit and/or delete property listings as needed.

### **Housing Search Functions/ HACP Communities**

The site should contain hub where the Authority will market our services and our properties. The hub should be a primary outreach tool for the Housing Authority of the City of Pittsburgh and should contain the following:

- Pages describing the various programs of the Housing Authority of the City of Pittsburgh.
- Pages describing and marketing the communities managed by the Housing Authority of the City of Pittsburgh.
- Pages providing access to documents needed to apply for HACP goods and services.
- Punch out to web sites (portals) for application for housing.
- Vacant Apartment Search. The system should allow anyone to search the vacant unit database. The search criteria should include number of bedrooms, bathrooms, location, and amenities. The system should also be able to constrain search for units indicated by the landlord as available for Section 8 voucher occupancy.

### **Housing Authority of the City of Pittsburgh Programs & Services**

The site will contain pages where the Housing Authority of the City of Pittsburgh can communicate with current residents and program participants. The pages should include basic instructions about the operation of the Authority, requirements of participants in each program of the agency, and other services and communications functions. The Current Clients hub should also include punch outs to web sites where current residents will interact with the agency staff (payment portal, certification scheduling and communications, etc.)

### **Content Migration**

Vendor will be responsible for migrating content from the existing site to the new site.

### **Site Maintenance and Upgrades**

Successful vendor will be responsible for ongoing support and maintenance of the site. Vendor will be expected to do the following.

- Upgrade Content Management System – keep the content management system on the site up to date by loading new releases and patches as available and insuring that updated software does not adversely impact the operation of the site.
- Add new functions or applications – when requested by authorized HACP staff members, vendor will be expected to add new functions and features to the web site. Vendor will provide HACP staff members information concerning cost of work to add the new functions
- Problem resolution – vendor must have a single-point of contact designated for support/ problem resolution. HACP requires vendor address site problems within 24 hours of notification.

### **Intranet**

Vendor will be required to develop a secure Intranet to serve as an internal communication and training tool for existing HACP employees. The intranet will be restricted to authenticated users. Authentication may be through the HACP Active Directory or may be a “Qualification based on HACP staff review” user where the user does not have an Active Directory login.

Functions of the Intranet will include but not limited to:

- Executive Directors Blog – used by senior management as a tool for communications with HACP staff members.
- Messaging System or wiki – a central messaging system on Intranet homepage that allows Human Resources Staff and/or Executive Staff members the ability to issue visible updates/ statements to all Intranet users
- Calendar – a central calendar to post relevant dates, times, locations, etc. for all staff to share/ see.
- Staff Directory – a catalog/ phone book of employees, titles and relevant contact information
- HACP Library – a central hub for posting employee handbook and relevant policies and procedures
- Staff Resources – essentially, a links page that directs employees to useful sites, such as: benefits information, time keeping & other self service functions
- Internal Discussion Board – an interactive messaging system, moderated by the Human Resources Dept., designed to encourage exchange of information
- Training Hub



- Punch out to the Human Resources site as noted above

The Intranet function should support creation of roles which allow the Authority to secure content within the Intranet. For instance, the site should support creating an Authority Board role (for HACP's Board of Commissioners) which would have access to the Intranet functions, but whose content would be secure from other Intranet users.

### **Interface with Social Media**

Vendor will need to develop mechanism to ensure that the website is inter-connect with HACP's social media outreach platforms (Twitter and LinkedIn) – Twitter, LinkedIn posts should automatically be captured on HACP's websites; new press releases or events added to HACP.org should be automatically be promoted on Twitter.

### **Interactive Media Library**

Website should include a media library that hosts photos, video, and audio as provided by HACP content administrators. Photos and video posted in the Media Library should be easily accessed and shared to other pages within the site in order to ensure that visual aspects of site do not become stagnant.

### **Overall Objective**

In addition to the development requirements provided above, vendor will also be required to conduct extensive research on effectiveness of current HACP website and provide recommendations for improving navigation. This will require analysis of site statistics, comparisons versus other industry leaders and test groups consisting of various groups of stakeholders (at least three test groups).

HACP believes we have one of the best website operated by a public housing authority. With this refresh, we fully expect to have our site set the standard for a housing authority's online presence.

We require a site that is attractive, dynamic and efficient. We require a site that offers a relative ease of use for both internal and external site users as well as site visitors.

### **Additional submission requirements**

Vendors should provide upon submission examples of relevant work samples, including at least three websites created by the vendor (provide links as well as print-outs of home pages)

Specifically note which open source Content Management System recommended by vendor – if there are multiple options, list all options.

Provide a mock-up design for a suggested homepage format for the new HACP.org; also include a recommended site map/ menu structure for HACP.org.

Provide a timetable for implementation of entire site build project.

**EXHIBIT B**

**FEE SCHEDULE**

Contractor will be paid based on the following:

***Attachment K, Fee Sheet of RFP 800-50-16 to be incorporated here.***

**EXHIBIT C - CERTIFICATION OF PROPOSER**

REGARDING DEBARMENT SUSPENSION AND OTHER RESPONSIBILITY MATTERS

(Proposer) \_\_\_\_\_ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this bid been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three year period preceding this bid had one or more public transaction (Federal, State or Local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, the Proposer shall attach an explanation to this certification.

(Proposer) \_\_\_\_\_ CERTIFIES  
OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF  
THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND  
UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ.  
ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official

**EXHIBIT D - CERTIFICATION REGARDING LOBBYING**

I, \_\_\_\_\_,  
Hereby Certify on (Name and Title of Authorized Official)

Behalf of \_\_\_\_\_ that  
(Subcontractor)

- (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, and 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 any 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 subrecipients 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.

\_\_\_\_\_  
Signature and Title of Authorized Official

**EXHIBIT E - DISCLOSURE OF LOBBYING ACTIVITIES**

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

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget sent it to the address provided by the sponsoring agency.

1. Type of Federal Action:  ____ a. contract ____ b. grant ____ c. cooperative agreement ____ d. loan ____ e. loan guarantee ____ f. loan insurance	2. Status of Federal Action:  ____ a. bid/offer/application ____ b. initial award ____ c. post-award	3. Report Type:  ____ a. initial filing ____ b. material change For Material Change Only year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity:  ____ Prime ____ Subawardee Tier _____, if known:  Congressional District, if known:		5. If reporting entity in No. 4 if Subawardee, enter name and address of Prime.  Congressional District, if known:
6. Federal Department/Agency:		6. Federal Program Name/Description:  CFDA Number, if applicable:
8. Federal Action Number, if known:		9. Award Amount, if known: \$
10a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):		b. Individuals performing services (Include address if different from No. 10a) (last name, first name, MI):
I. Information requested through this form is authorized by Sec 319, Pub L. 101-121, 103 Stat. 750, as amended by Sec. 10: Pub. L. 104-65, Stat 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made entered into. This disclosure is required pursuant to 31 U.S.A.C. 1352. This information will be reported to the Congress semiannually and 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: _____
Federal Use Only		Authorized for Local Reproduction Standard Form LLL (1/96)

Authorized for Local Reproduction

Standard Form LLL (1/96)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY 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 of any lobby 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. Use the SF-LLL-A Continuation Sheet for additional information in the space on the form is inadequate. Complete all items that apply for both the initial filing and material change reports. 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 lobby 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 follow up 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 a subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is in the 1<sup>st</sup> 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 (CFOA) number for grants, cooperation 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-90-00).
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 entity 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. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual or will be made 9planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal Official (s) or employee (s) contacted of the officer (s) employee (s) or Member (s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet (s) is attached.
16. The certifying individual shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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 respect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-004-5), Washington, D.C. 20503.

**EXHIBIT F - CONFLICTS OF INTEREST**

\_\_\_\_\_("Contractor") certifies  
that:

1. No employee, officer, or agent of the Housing Authority of the City of Pittsburgh ("HACP") participated in the selection, or in the award or administration of the Contractor's Agreement with HACP, which would involve a conflict of interest, real or apparent. A conflict would arise when (i) a HACP employee, officer or agent, (ii) any member of his or her immediate family, (iii) his or her parents (iv) his or her business associates or (v) an organization that employs, or is about to employ, any of the foregoing, receives a payment from the Contractor or any affiliate thereof, or has a financial or other interest in the Contractor or the Contractor's Agreement with HACP.
2. Contractor shall not enter into any contract, subcontract or agreement with any officer, agent or employee of HACP during his or her tenure nor for one year thereafter shall any officer, agent or employee of HACP have any interest, direct or indirect, in the Contract Agreement, including the proceeds thereof.

CONTRACTOR

Date: \_\_\_\_\_, 2016

By: \_\_\_\_\_

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

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

## ATTACHMENT B

Instructions to Offerors  
Non-ConstructionU.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 offer or 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:]

**ATTACHMENT C**

**GENERAL CONDITIONS FOR NONCONSTRUCTION CONTRACTS**

# 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. 1/31/2017)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

**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 \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$100,000

#### 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.

- (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 III, Labor Standards Provisions, including any claims for damages for the alleged breach thereof 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
  - (ii) 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

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.

- (ii) The prohibition does not apply as follows:

(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.

(ii) 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.

---

## 16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 17. 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.

## 18. 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.

## 19. 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.

## 20. Liens

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

## 21. 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 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (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 preference, shall set forth minimum number and job titles subject to hire, availability of

apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## 22. 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.



## ATTACHMENT C.1 – SUPPLEMENTAL GENERAL CONDITIONS

### SUPPLEMENTAL GENERAL CONDITIONS

*To the extent that there is a conflict between the terms of the General Conditions and the terms of the Supplemental General Conditions, the terms of the Supplemental General Conditions shall govern to the extent of such conflict.*

***If HUD 5370 applies:***

*Section 31(e) of the General Conditions shall be deleted in its entirety and replaced by the following:*

*31(e). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.*

***If HUD 5370-EZ applies:***

*Section 3(d) of the General Conditions shall be deleted in its entirety and replaced by the following:*

*31(d). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.*

***If HUD 5370-C applies:***

*Section 1 Item 7(d) of the General Conditions shall be deleted in its entirety and replaced by the following:*

*Section 1 Item 7(d). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.*

### HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Contracting Officer

=====

\_\_\_\_\_  
Vendor Name(Insert vendor company name above)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## Certifications and Representations of Offerors Non-Construction Contract

### ATTACHMENT D

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

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

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the 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)

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

#### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

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

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

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

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
  - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
  - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

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

#### 6. Conflict of Interest

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

#### 7. Offeror's Signature

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

\_\_\_\_\_  
Signature & Date:

\_\_\_\_\_  
Typed or Printed Name:

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

Offeror: \_\_\_\_\_

RFP#: \_\_\_\_\_

Due Date: \_\_\_\_\_

## ATTACHMENT E - SPECIAL PARTICIPATION SUMMARY

### I. SMALL BUSINESS PARTICIPATION

Is the Offeror a Small Business as defined by the size and standards in 13 CFR 121?

Yes \_\_\_\_\_ No \_\_\_\_\_

### III. WOMEN-OWNED BUSINESS PARTICIPATION

Is the Offeror classified as a Woman-Owned Business Enterprise as defined in Art. 2, Part C of HUD-5369-C

Yes \_\_\_\_\_ No \_\_\_\_\_

### II. MINORITY BUSINESS PARTICIPATION

Is the Offeror classified as a Minority Business Enterprise as defined in Art. 2, Part C of HUD-5369-C?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Consultants classified as Women-Owned Business Enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Consultants classified as Minority Business enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please fill in the following chart:

If "Yes", please fill in the following chart:

Consulting Firm(s) (MBE)	\$ Value Contract	% of Fee

Consulting Firm(s) (WBE)	\$ Value Contract	% of Fee

**\*\*All MBE/WBE firms must be certified. In order for the MBE/WBE participation plan to be complete, copies of MBE/WBE certification must be included for all firms listed.**

**ATTACHMENT F - Section 3 Clause**

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 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or 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 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



## SECTION 3 OPPORTUNITIES PLAN

**Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)**

**PRIME CONTRACTOR'S NAME:** \_\_\_\_\_

**SPECIFICATION OR RFP/IFB/RFQ NUMBER:** \_\_\_\_\_

**SPECIFICATION OR RFP/IFB/RFQ TITLE:** \_\_\_\_\_

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of [www.hacp.org](http://www.hacp.org). Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

### [ ] **Tier I – HIRING**

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # \_\_\_\_\_.

The Contractor has committed to employ \_\_\_\_\_ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by low and very low-income HACP residents
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low income HACP Residents (LIPH) and/or
- (8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)



## SECTION 3 OPPORTUNITIES PLAN

[illegible]

**LIPH – HACP low income public housing resident**

**ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)**

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:



## SECTION 3 OPPORTUNITIES PLAN

### [ ] Tier II – CONTRACTING

The contractor has identified \_\_\_\_\_ HACP resident-owned business(es) or \_\_\_\_\_ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # \_\_\_\_\_.

**In a one (1) page letter on your firm's letterhead:**

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

### [ ] Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9<sup>th</sup> Floor, Pittsburgh, PA 15219.

### [ ] Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.





## SECTION 3 OPPORTUNITIES PLAN

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.

Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ATTACHMENT G - Firm Demographics																	
		Male								Female							Total # of American Minorities
	All employees	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	Total Males	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	
<b>Partner</b>																	
<b>Associate</b>																	
<b>Professional</b>																	
<b>Secretarial</b>																	
<b>Clerical</b>																	
<b>Other</b>																	
<b>Total</b>																	

Explain all other American Minority: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Be certain that the numbers in this table are accurate and add up correctly.

## ATTACHMENT H

Form <b>W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
--	---	---

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

 Instructions for completing this form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Attachment I**  
**Sample M/WBE Commitment Letter**

<Date>

<Name Of MBE or WBE Contact Person>

<Name of MBE or WBE firm>

<Address>

<City>, <State> <Zip>

Re: <Name of HACP Project>

Dear <Name of Contact Person at MBE or WBE Firm>

<Name of Prime Bidder> has submitted a bid for the above referenced project to the Housing Authority City of Pittsburgh (HACP).

If we are the successful bidders and awarded the contract, <Name of Prime Bidder> intends to utilize <Name of proposed MBE or WBE firm> as follows:

Scope of Proposed Services: \_\_\_\_\_

Estimated Dollar Value: \_\_\_\_\_

Please call should you have any further questions. We thank you for your continuing interest.

Sincerely,

<Contact Person from Prime Bidder>

<Contact Person from MBE/WBE>

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

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

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

## ATTACHMENT J

### Previous Related Experience - References

The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this IFB. Bidder shall list as references all housing authorities, including HACP, for whom the bidder has previously performed work of the nature requested under this IFB. HACP reserves the right to contact such persons at anytime prior to award and the bidder agrees that HACP may rely on information provided by such persons to determine the bidder's responsibility.

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

**All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.**

<i>Reference 1</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
1			
2			
3			
4			
5			
6			
7			

<i>Reference 2</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 3</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

**Previous Related Experience – Last three (3) jobs**

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

**All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.**

<i>Reference 4</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 5</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 6</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			



## Previous Related Experience – HACP Project

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<i>Reference 7</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			
<i>8</i>			
<i>9</i>			
<i>10</i>			

**ATTACHMENT K**

**Development of New HACP Website, Website Hosting & Maintenance Services  
RFP# 800-50-16  
FEE SHEET**

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**PRICE IS TO BE LISTED PER THE FOLLOWING:**

Total Project Cost Not to Exceed: \_\_\_\_\_  
(Add Total for Initial Term and Extension Option)

Total Proposed Amount: \_\_\_\_\_  
(In Words)

Company Name (Printed): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

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

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

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

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

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