



FORT WORTH HOUSING SOLUTIONS (FWHS)

RFP NO. 2023-102

## BANKING SERVICES

**Release Date: Tuesday, December 26, 2023**

**RFP Due Date: Monday, February 12, 2024, at 2:00 p.m. Central**



**SCHEDULE OF EVENTS**  
**REQUEST FOR PROPOSAL**  
**RFP NO. 2023-102 BANKING SERVICES**

<b>PRE-SUBMISSION VIRTUAL MEETING</b>	
<b>DATE &amp; TIME:</b>	<b>Tuesday January 16, 2024, at 2:00 p.m. Central</b>
<b>MEETING LINK:</b>	<b>Microsoft Teams meeting</b> Join on your computer, mobile app or room device <a href="#">Click here to join the meeting</a> Meeting ID: 265 643 947 656 Passcode: 7kiwVd <a href="#">Download Teams</a>   <a href="#">Join on the web</a>
<b>JOIN BY PHONE:</b>	<b>Or call in (audio only)</b> <a href="#">+1 872-222-5939,,401485994#</a> United States, Chicago Phone Conference ID: 401 485 994#
<b>RFP QUESTIONS &amp; CLARIFICATION DEADLINE</b>	
<b>DATE &amp; TIME:</b>	<b>Thursday, January 25, 2024, before or by 2:00 p.m. Central</b>
<b>SEND TO:</b>	All questions for the RFP must be submitted in writing through Bonfire at <a href="https://fwhs.bonfirehub.com">https://fwhs.bonfirehub.com</a>
<b>ELECTRONIC SUBMISSION</b> (Late responses will not be accepted)	
<b>DUE DATE&amp; TIME:</b>	<b>Monday, February 12, 2024, at 2:00 p.m. Central</b>
<b>PROPOSAL UPLOAD LINK:</b>	<a href="https://fwhs.bonfirehub.com">https://fwhs.bonfirehub.com</a>
<b>FWHS reserves the right to reject any or all RFPs. MBE/WBE firms are encouraged to submit RFPs.</b>	

\*\*\* Fort Worth Housing Solutions reserves the right at its sole discretion to amend any or all of the dates associated with the schedule of events. \*\*\*

FWHS Procurement Department  
817-333-2103

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## I. INTRODUCTION

The Housing Authority of the City of Fort Worth, Texas, dba Fort Worth Housing Solutions (FWHS) is pleased to issue this Request for Proposal (RFP) for **Banking Services**. MBE/WBE firms are encouraged to submit proposals.

Fort Worth Housing Solutions (FWHS) is seeking **sealed proposals** from interested and qualified companies who have experience with Banking services.

FWHS is changing the face of affordable and attainable housing opportunities by providing mixed-income rental and homeownership possibilities that enable our clients to flourish in the community. FWHS accomplishes this by assisting our clients in elevating themselves to the next level of self-sufficiency and personal responsibility through life-changing programs. Through its real estate development program, FWHS also delivers stable investment opportunities for our development partners.

Learn more about Fort Worth Housing Solutions at <http://www.fwhs.org>.

**Notice: Contact with members of the FWHS Board of Commissioners, officers, and/or employees other than the contact person shown in the RFP, by any prospective Respondent, after the publication of the RFP and prior to the execution of a contract with the successful Respondent(s) could result in disqualification of your proposal. In fairness to all prospective Respondent(s) during the RFP process, FWHS will not meet with anyone representing a potential provider of these services to discuss this RFP outside the scheduled pre-proposal meeting. An addendum will be issued to address all questions/concerns to ensure no Respondent has a competitive advantage over another. This does not exclude meetings required to conduct business not related to the RFP, or possible personal presentations after written qualifications have been received and evaluated.**

## **II. SCOPE OF SERVICES**

The selected Respondent must furnish sufficient organization, personnel and management staff with the necessary skill and judgment to perform all the duties and responsibilities normally associated with providing comprehensive banking services to a large organization with public funds and federal reporting requirements.

The services proposed by the Respondent must fully detail the proposer's offer pertaining to each of the following, including the submittal of sample forms, if appropriate.

### **A. Demand Depository**

Provide a complete schedule of the types of demand deposit services offered by the financial institution, including checking, savings, certificate of deposits, money markets and sweep investments. Include in the schedule a list of your current interest rates offered for collected balances that are available to a government / public funds agency. Indicate if these rates are per account, or aggregate balance. FWHS anticipates maintaining a total average collected balance in excess of one (1) million, however, interest must be posted at the account level. FWHS is subject to the Public Funds Investment Act of the local government code. Ensure all proposed investments vehicles meet the provisions of the act.

### **B. Wire Transfer**

FWHS currently receives incoming wires, initiates outgoing wires and completes intra-book transfers. The response to this RFP must describe the financial institution's proposed services including:

1. Policy on daylight overdrafts, including aggregation of accounts and wire deadlines.
2. Ability of FWHS to initiate and monitor wire transfers online
3. Ability to create and store recurring/repetitive wire instructions/templates.
4. Ability to create and store future-dated wire instructions
5. Security measures for wire initiation and approval.

### **C. Automated Clearing House (ACH)**

FWHS currently initiates one set of landlord payments via ACH files transmitted electronically for its Housing Choice Voucher (HCV) and Special program. The current estimated amount is \$5 million on the 1st of the month. FWHS also makes bi-weekly payments to employees via ACH from the disbursement accounts. These payments collectively each month could average \$600K to \$1 Million. FWHS is also investigating ways to increase these payments (in lieu of checks).

The response to the RFP must describe the financial institution's ability to provide the proposed services including:

1. Method by which the FWHS can submit ACH files or initiate ACH via bank software
2. Pre-notification policy and cost

3. Funding requirements for the ACH payment file
4. Security measures for ACH initiative/origination and ACH reception (ACH filters and blocks)
5. Deadlines for ACH
6. Availability of same day ACH
7. Does the bank offer both ACH Debit and ACH Credit Programs? Describe any differences in requirements

#### **D. Monthly Statements and Account Analysis**

FWHS currently receives monthly statements and account analysis. The statement is for the entire month and is received by the 7th working day of the month. The response to the RFP must provide:

1. A sample copy of the bank's monthly statement
2. A sample of the account analysis statements, if applicable
3. The bank's Earning's Credit Rate and how it is calculated and applied to the monthly analysis statement
4. The current FDIC rate and how it is computed and charged
5. Describe services, including when reports are available and how they are made available, how long report images are maintained and how they are maintained.

#### **E. Collateralization of Deposits**

FWHS requires all balances to be collateralized at 110%. In addition, HUD guidelines require the successful proposer to sign a General Depository Agreement Form HUD 5199 <https://www.hud.gov/sites/documents/51999.docx> and meet any statutory requirements to provide services, including:

1. Eligible collateral instruments
2. Independent third-party safekeeping requirement
3. Substitution requirements
4. Respondent must confirm agreement to FWHS' conditions
5. Respondent must provide the name of custodian(s) to be used and information on the financial condition of the institution.

#### **F. Online Banking**

Respondent must provide information on how banking data (clearing checks, incoming ACH deposits, etc.) can be interfaced or integrated with Emphasys/Elite software, and what support will be available under the contract.

Respondent must also provide information on how and when training will be provided for online services as well as a detailed description of its online services and a list of all capabilities, including its ability to provide the following basic services:

1. Daily balances reporting in summary and detail (with check detail and images)
2. Daily ACH and wire with full addenda information
3. Prior day reporting
4. Intra-day reporting
5. Transfers between accounts
6. Initiation of wire transfers and stop payment orders
7. Initiation of ACH transactions including time requirements
8. Initiation of ACH transaction; recurring/repetitive/future ACH debit (collection) or credit (direct deposit) transactions
9. Maintenance or wire transfer templates
10. Stale-dating of checks
11. Inquiry of status of checks
12. Other services such as EDI, remote collection, controlled disbursement
13. Confirmations availability and format
14. Online cleared check information/images
15. Multi-level security administration requirements
16. Positive pay for checks and ACH (including imaging of exception items)
17. Training of the Authority's system administrator for managing access
18. Monthly statements

#### **G. Electronic Image Storage**

FWHS currently utilizes electronic image retrieval for all cleared checks and daily activity by having access to its bank website and simply request image account activity report and Image user activity report. Provide information on electronic document storage and retrieval options.

#### **H. Account Reconciliation**

FWHS receives monthly account reconciliation reports but does not currently utilize this service electronically with Emphasys/Elite software but would be interested in obtaining information on the capabilities. Respondent must provide information on:

1. Levels of reconciliation services available (partial, full, deposit)
2. Sample reports available
3. File transmissions deadlines
4. File layout requirements
5. Imaging capabilities (paper vs electronic)
6. System requirements for interface
7. Date file can be received

## **I. Positive Pay or “Payee” Positive Pay**

Respondent must provide information on this service for both checks and ACH items on each disbursement account (5 current accounts), such as:

1. Describe service, including positive pay services and verification items
2. Teller data update schedules
3. Data transmission method and time windows
4. Control options – notification of default
5. Internet/online access (including technical capabilities and system requirements)
6. Provide sample report from the bank

## **J. Stop Payment**

Respondent must provide information on this service, such as:

1. Online stop payment services (initiation and renewal)
2. Same day processing of stop payment orders
3. Confirmation requirements
4. Look-up availability
5. Duration of a stop payment (e.g., six months or in perpetuity) and renewal processing options

## **K. Corporate Credit Cards (Purchasing Cards)**

FWHS currently utilizes a purchasing (credit) card for travel, materials, and other purposes. FWHS currently has 20 procurement cards issued, with an average monthly spending of \$30,000. Respondent must provide information on these services, such as:

1. Description of the purchasing card program
2. Credit limit options and other options for use of corporate credit card(s)
3. Online access to card transactions and the reconciliation process
4. Online Administration
5. Include the various controls and usage restrictions, management features, customer service capabilities, reporting capabilities, and fraud procedures and policies offered by your institution.
6. Also indicate your ability to provide white purchasing cards.
7. Rebate capability and percentage, or any other incentive available
8. If the Bank does not provide its own purchasing cards, but uses an outside agent, proposals must identify the organization to be used.



## **L. Investment Safekeeping Services**

FWHS will periodically invest in securities. The bank will be required to provide safekeeping facilities and services for these investment securities. Currently the Authority has three (3) Securities held in safekeeping. Required safekeeping services include (but are not limited to):

1. All custodial arrangements must be in accordance with the Public Funds Collateral Act of the local government code.
2. Receive/deliver securities on a delivery/receipt versus payment method

## **M. Electronic Deposit Scanning**

FWHS currently scan deposits.

## **N. Line of Credit**

FWHS affiliates may require a line of credit to be in place in order to facilitate the purchase of future properties prior to the finalization of permanent financing. It would be collateralized by currently held property as well as the property purchased. Explain your capability for providing the line of credit, and any associated fees and/or stipulations.

## **O. Bankcard Processing**

FWHS would like to process bankcards as a form of payment acceptance. Provide information on how this would work, including all requirements, fees, and software needs.

## **P. Other Services**

In addition to normal services provided for accounts, FWHS would expect the following:

1. Printed two-part encoded deposit slips for each deposit account at no charge.
2. Phone or e-mail notification of discrepancies in deposits.
3. Designation of an account manager, who will be a sole source of point of contact for all inquiries and problem resolution.
4. Identify branch offices convenient for our administrative office in Fort Worth, Texas.
5. Furnish research items within 24 hours.
6. Ability to maintain a master list of authorized signers that are effective for all accounts under FWHS contract.
7. Excellent customer service & response.
8. Blank stock checks to FWHS specifications at no charge.
9. Immediate notification of incoming wires.
10. Free safe deposit boxes, cashier's checks and money orders (if needed).
11. All debit and credit items generated by the institution will be forwarded to FWHS by the next business day.

12. Present all checks returned uncollected twice before debiting FWHS' account. Returned debit items must be forwarded daily to FWHS'.
13. Support in answering questions, troubleshooting problems, and resolving issues in a prompt manner.
14. The bank will correct any encoding errors within two (2) working days from the date FWHS notifies the bank of the error or any daily non-matching items are identified as an encoding error.
15. All deposits are given same day credit if taken to the bank at or before 2 pm and next day credit if after 2 pm, at a minimum. Provide FWHS with specific hold policies established in accordance with the Funds Availability Act.
16. Provide research items (lost checks, mutilated checks, lost deposit slips, etc.) within three (3) working days.

#### **Q. Fees and Interest**

Describe the manner in which you propose interest will be computed on FWHS accounts (minimum balances, reserve requirements, interest indices, etc.) and all proposed fees that will be charged.

Describe how the interest rate is determined and how often it is adjusted. Include daily interest rates for the past three months and the investment vehicle to be used. Overnight investment of funds which provide third-party safekeeping or master note may be proposed, along with applicable daily rates. Interest must be posted at the account level.

### **III. BACKGROUND INFORMATION**

FWHS current banking services provider is Capital One N.A. FWHS' Enterprise Resource Planning system is Emphasys ("Elite"), a fund accounting software. Purchase Orders are required for the vast majority of all vendor payments.

#### **A. Overview of Current Treasury Management Function**

FWHS currently maintains seven (7) bank accounts, with significant monthly activity. The following list is intended to be a representative sample of the activities and types of accounts FWHS uses. This is not intended to be all-inclusive, however it must give some clarity to the volume and type of work the Authority completes on a regular basis.

Type	Purpose	Scope
General Fund Account	To write checks and/or electronic transfer payments to vendors for operating expenses and other parties doing business with FWHS.	Operating account for both deposits/receipts and disbursements.
Hosing Choice Program Account	To write checks and ACH payments to Landlords for Housing Assistance Payments.	Operating account for both deposits/receipts and disbursements.
SPC – COC Program Account	To write checks and ACH payments to Landlords for Housing Assistance Payments.	Operating account for both deposits/receipts and disbursements.
Mod Rehab (SRO) Account	To write checks and ACH payments to Landlords for Housing Assistance Payments.	Operating account for both deposits/receipts and disbursements.
Mainstream Program Account	To write checks and ACH payments to Landlords for Housing Assistance Payments.	Operating account for both deposits/receipts and disbursements.
Casa de Los Suenos	To write checks and/or electronic transfer payments to vendors for operating expenses and other parties doing business with FWHS.  Operating account for both deposits/receipts and disbursements.	Operating account for both deposits/receipts and disbursements.
Butler Operating	To write checks and/or electronic transfer payments to vendors for operating expenses and other parties doing business with FWHS.  Operating account for both deposits/receipts and disbursements.	Operating account for both deposits/receipts and disbursements

**The most active accounts are:**

**B. General Operating Account**

Which includes monthly accounts payable processing, payroll direct deposits and ACH withdrawals. It averages approximately 161 checks, 20 direct deposits and 7 withdrawals. In addition, this account receives approximately 12 ACH deposits monthly from HUD.

### **C. Housing Choice / Mainstream / Mod Rehab (SRO) Programs**

Which is used for processing approximately 1,621 monthly payments to landlords and participants through ACH files. The majority of these payments are at the first of the month (approximately \$3.4 million). Additional payments are made as needed throughout the month. Currently, there are approximately 21 participant payments made via checks. In addition, this account receives approximately 9 ACH deposits monthly from other Housing Authorities and 5 ACH deposits from HUD. The majority of these deposits are received the first week of the month.

### **D. Grants Account**

Which is used for processing approximately 187 monthly payments to landlords and participants through ACH files. The majority of these payments are at the first of the month (approximately \$369K). Additional payments are made as needed throughout the month. Currently, there are approximately 5 participant payments made via checks. In addition, this account receives approximately 15 ACH deposits monthly from HUD. The majority of these deposits are received the first week of the month.

The bank will furnish FWHS with additional accounts as needed.

#### **1. Deposits:**

- a. Funds are currently deposited into FWHS in a variety of ways:
- b. Funds are received through ACH or by electronic funds transfer from Federal or local governments or by other financial institutions.
- c. Funds are deposited by check or money order daily, with a significant portion of those payments being received during the first week of each month. (FWHS does not accept cash).
- d. Remote Deposit scanner machines are used for checks received from participants and creditors. The current scanner is EPSON Scanner Model M236A and is owned by the current banking services provider.

#### **2. Other Activity:**

- a. Other Activities include stop payment orders, forged check affidavits, return checks or ACH transactions.
- b. Positive Pay arrangements for checks and ACH debits must be made for all disbursement accounts.

- c. Intercompany (book) transfers for approximately 3 inter-company checking accounts occur on a monthly basis.
- d. All balances in FWHS accounts must be fully collateralized at all times with specific and identifiable U.S. Government or Agency securities (Dedicated Method only). The collateral must be owned by the bank and should be in the possession of an independent custodian, which will hold the securities on behalf of FWHS. An interest in a securities pool or fund will not satisfy this requirement. This includes affiliate accounts.
- e. The Authority is requesting a proposal with the best possible combination of interest rates, account structures and fees to maximize collected balances.

#### IV. SUBMISSION PROCEDURES & REQUIREMENTS

**Electronic Submission:** Respondents must be registered to respond to this RFP. First time users can register for free by using the following link: <https://fwhs.bonfirehub.com>

Respondent's proposal must be uploaded in the Bonfire portal by the due date and time listed on **Page 2**, with all required documents. Emailed proposals will **not** be considered.

**The Respondent is required to submit the following information, although FWHS reserves the right to request additional information upon review of initial submissions. Identify each section of the proposal as the listed tab section:**

Please TAB Sections

##### **A. Information Required in the Submission**

##### **1. Letter of Interest (TAB 1)**

- a. On company letterhead include the full contact information (name, title, email phone number) of the person to be reached for clarification or additional information regarding submissions (Cover letter).
- b. A brief statement summarizing the Respondent's company and relevant experience and qualifications.
- c. Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document and a corporate resolution, if applicable, signed by the Secretary of the Respondent(s) and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract, and any amendments thereto.

##### **2. Past Performance on Similar Projects (TAB 2)**

Provide information about past clients for whom the Respondent provided the same or similar services. You may also provide references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference.

### **3. Key Personnel/Staff (TAB 3)**

Identify the size and scope of your public banking unit, bank officers who would be responsible for FWHS accounts, what each person's role and responsibilities will be, and the relevant credentials and experience of each person on the relationship management team. Specify the name and title of who will be designated as the bank's relationship manager for FWHS, include their contact information.

The designated account executive must have FWHS to make timely decisions in the normal course of business on their own without having to refer to other people within the institution. It is imperative that the bank's commitment to FWHS account focuses on direct, personal contact with the Client. FWHS places a premium on the responsiveness and personal commitment of the Account Executive to FWHS account. FWHS is looking for a partner, as well as a bank. All questions regarding the response to this RFP will be directed to this person.

### **4. CRA Rating and Other Community Involvement (TAB 4)**

Provide the bank's credit and Community Reinvestment Act (CRA) ratings and describe in detail, specific projects, and community involvement activity in the State of Texas. Are donations or in-kind contributions made to public agencies? If so, give examples of recent contributions. Describe in detail products and services that your institution has created to benefit low- and moderate-income families.

Describe your institution's outreach program to low-income families for financial awareness and training. Include in your response your institution's willingness and commitment to provide financial awareness training to low - income families on money management, credit and mortgage lending opportunities for homeownership. What types of incentives will your bank offer FWHS employees to open accounts and have their paychecks direct deposited? What provisions will your bank make for employees and/or tenants to cash their checks if they do not have an account with your bank?

### **5. Demand Deposit Accounts/Collateralization (TAB 5)**

Describe in detail the ability of the bank to provide deposit services, including alternative arrangements to maximize earnings and minimize fees. Also describe the procedures to ensure all accounts will be appropriately collateralized.

### **6. Interest Earnings (TAB 6)**

Provide for interest earnings on all accounts. Describe how the interest rate is determined and how often it is adjusted. Include daily interest rates for the past three months and the investment vehicle to be used. Overnight investment of funds which provide third-party safekeeping or master note may be proposed, along with applicable daily rates, as long as the investment meets State of Texas

General Statutes. Also, provide the bank's earnings rate on collected balances for each month in 2023.

## **7. ACH, Wire and Other Transfers (TAB 7)**

Describe the bank's on-line service capability and what specifically is recommended for FWHS use and consideration for these service needs.

## **8. Deposit Transmittal Process (TAB 8)**

- a. What are the cut-off times for deposits at the bank's Processing Center to ensure same day credit?
- b. What are the cut-off times for deposits at the bank's local branch to ensure same day credit?
- c. What is the required deposit preparation for checks?
- d. Describe in detail the bank's procedures for handling deposit adjustments. What documentation on discrepancies does the bank provide?
- e. Describe the bank's return item handling and notification procedures. Is an automatic re-clearing option available? How long does it take for returned items to be sent to FWHS?
- f. Describe the bank's capabilities for electronic deposit scanning.

## **9. Account reconciliation, Stop Payments, Positive Pay and Electronic Imaging (TAB 9)**

Describe the bank's on-line capabilities and what specifically is recommended for these services for FWHS use and consideration to meet the needs.

## **10. On-line Balance & Detail Reporting, Monthly Statements and Account Analysis (TAB 10)**

FWHS utilizes web-based daily balance and detail reporting information (prior day detail). FWHS is interested in other web-based systems that may be available.

- a. Describe the bank's on-line information reporting system including cost of web-based reports. FWHS may request a demonstration of your on-line system.
- b. Can reports be custom-tailored for the end-user?
- c. Can FWHS obtain current day (intra-day) information? If so, describe the service.
- d. What are the computer hardware and software specifications for the bank's on-line system?
- e. Provide a sample of prior day and intra-day reports that would be the best example of the system's capabilities. Include the reports in this section.
- f. What is the bank's contingency plan for providing this information in the event of unexpected bank systems problems or natural disasters?
- g. What other on-line or Internet based systems are currently available to customers?

### **11. Pay Cards (TAB 11)**

Describe the bank's on-line capabilities and what specifically is recommended for these services for the FWHS use and consideration.

### **12. Corporate Credit (Purchasing) Cards (TAB 12)**

Describe the purchasing card services offered and recommended by the financial institution.

### **13. Investment Safekeeping Services (TAB 13)**

Describe the investment safekeeping services offered and recommended by the financial institution.

### **14. Escrow Management Services (TAB 14)**

Describe the bank's on-line capabilities and what specifically is recommended for these services for FWHS use and consideration.

### **15. Line of Credit (TAB 15)**

Describe the ability of the bank to offer this service and all anticipated fees and stipulations.

### **16. Bankcard Processing (TAB 16)**

- a. Describe the bank's Bankcard and Point-of-Sale processing capabilities.
- b. Quote a discount rate and all other applicable charges for the credit card processing as described above.
- c. Is the bankcard relationship managed by a separate unit of the bank, or by the Account Relationship Manager? Briefly describe the structure of this area

### **17. Transition Plan (TAB 17)**

- a. Describe the overall plan your financial institution would coordinate to ensure a smooth transition from a current provider.
- b. Describe the on-site training for FWHS staff for the operation and use of the financial institution's services and automated systems for areas of service.
- c. Provide a timeline schedule and any applicable charges for the transition plan.

### **18. Other Services/Service Enhancements (TAB 18)**

Based on the information provided in this RFP and your bank's knowledge of the public sector, describe any services or technological enhancements, not previously mentioned, that may be considered for further improving the effectiveness of FWHS treasury management operations. Detail any additional fees associated with these services or enhancements.

### **19. Business Continuity Plan (TAB 19)**



FWHS requires assurance of the ability to provide financial services in the event of a major emergency and during the disaster recovery period.

- a. Describe in detail the bank's compliance with state and federal regulations pertaining to this area.
- b. Describe testing of core service applications and systems that assure information backup, anti-intrusion and other privacy requirements.
- c. Describe operational diversification and geographic dispersal of service centers

## **20. Sample Documents (TAB 20)**

Submit with Proposal responses:

- a. Sample Account Analysis Statement and User's Guide
- b. Sample Account Reconciliation Reports
- c. Account Statements and Positive Pay Report

## **21. Relevant Contract, Cash Management Agreements and Statements (TAB 21)**

Submit with Proposal responses:

- a. Sample Banking Services Contract
- b. Sample Funds Transfer Agreement
- c. Sample Merchant Services Statement
- d. Samples- Other

## **22. Annual Report (TAB 22)**

Provide either an electronic link or a hard copy of your most current annual report.

## **23. Cost Proposal (TAB 23)**

### **a. Service Charges**

If monthly service charges or annual charges are presented as part of the Bank's proposal, list all items that are included in the monthly service charge or annual charge and cost per item. List all items you expect the Authority to pay for and the associated cost per item as monthly or annual and all items you will provide to the Authority at no cost. Include all anticipated fees and indicate if the fees are to be charged per account, or per aggregate. Provide a grand total for all work per year.

If a minimum balance needs to be maintained to avoid fees can be waived by maintaining a minimum balance, please provide a list of fees tear of fees charges (if any).

### **b. Optional Services**

Show the incremental cost for any additional services that are included in the RFP.

## 24. HUD Forms (TAB 24)

Each Respondent must complete the forms as provided in Exhibit B.

## 25. FWHS Forms (TAB 25)

Each Respondent must complete the applicable forms as provided in Exhibit B. All forms must bear a signature. For forms that do not apply to your form, write “N/A” sign and date.

### B. Evaluation Process

A selection committee composed of FWHS staff will review proposals in accordance with this RFP and recommend the firm(s) most advantageous and supportive of the agency’s needs. The selection committee may at its discretion request interviews with Respondents to discuss specific aspects and clarifications of their proposal(s).

## V. EVALUATION/SELECTION CRITERIA

RFP will be evaluated and rated on, but may not be limited to, the following criteria:

CRITERIA	POINTS
<b>Meets Banking Requirements.</b> Response will be compared to determine how effectively the general banking needs of the Agency are met by the proposed services provided. Technical, financial and management capabilities will be considered. The proposer’s demonstrated experience and past performance based on references and information provided will also be taken into consideration.	45
<b>Cost Proposal.</b> Total aggregate cost of required services. Response will be compared for the lowest cost.	20
<b>Earnings.</b> Total earnings to be paid on the projected collected balances. Response will be compared for the highest earnings	15
<b>Approach to the project.</b> Technical approach, quality of the work plan, and demonstrated understanding of the needs of the Authority. Structure of customer service will be taken into consideration.	15
Community Service in the area of Community Reinvestment Act (CRA)	5
<b>Total Initial Points</b>	<b>100</b>
Interview and Presentation, if requested by FWHS	10
<b>Total Overall Points</b>	<b>110</b>

Interviews, if desired by FWHS, will be used to identify the top Respondent(s).

## VI. GENERAL CONDITIONS OF THE RFP

### A. Indemnity

Respondent awarded an agreement hereunder must agree to indemnify FWHS and the ownership entity of the project, its agents, officials, commissioners, and employees (collectively, Indemnitees), against claims that may accrue or arise against the Indemnitees as a result of Respondent's management of the project if the claim was caused by the negligence, error, or omission of Respondent, its employees, agents, subcontractors, or subcontractor's employees, as follows:

- a. demands, actions, liabilities, losses, costs, expenses, damages, penalties, interest, fines, injuries and obligations, including reasonable attorney's fees, court costs and litigation expenses (collectively, "Claims") incurred by any Indemnities as a result of (i) any act by Respondent (or any officer, agent, or employee of Respondent) outside the scope of Respondent's authority hereunder, (ii) any act or failure to act by Respondent (or any officer, agent, or employee of Respondent) constituting negligence, misconduct, or fraud, (iii) claims made by current or former employees or applicants for employment arising from hiring, supervising or firing same, or (iv) any act or omission by Respondent, its employees, officers, or agents in violation of any applicable law.
- b. Respondent will further indemnify, defend, and save Indemnitees harmless from and against claims made against Indemnitees related to:
  1. leasing commissions, brokerage fees, or similar charges, other than those expressly approved and agreed to by Indemnitees in writing, and provided such claim is made by a broker or other party who engaged with Respondent in connection with the leasing of the Property.
  2. any claim other than injury to persons or property arising out of the negligence of Respondent in performing leasing activities of the Property.
  3. claims for the failure of Respondent to abide by fair housing statutes, rules or regulations which pertain to the leasing or renting of apartment units of the Property.
  4. claims for failure of Respondent to comply with rental restrictions, budgets, or the property management Agreement; provided however, this indemnification will not be applicable where Respondent has followed the instructions of Indemnitees regarding the selection of tenants for the Property; and in following such Indemnitee instructions, Respondent is alleged to have violated any such fair housing statute, rule, or regulation; or
  5. claims for non-compliance with Section 42 of the IRC for any resident files that Respondent initiates after the date of the property management agreement.
- c. Indemnification of Respondent. Indemnitees will indemnify, protect, defend, and hold harmless Respondent from and against any and all claims incurred by Respondent resulting from performance of its obligations under this Agreement, **except** that this indemnification will not apply with respect to the following claims:
  1. claims that are expressly the obligation of Respondent as set forth above,

2. claims resulting from any act by Respondent (or any officer, agent, or employee of Respondent) outside the scope of Respondent's authority hereunder,
3. claims arising from any act or failure to act by Respondent (or any officer, agent, or employee of Agent) constituting negligence, misconduct, fraud, or breach of the property management Agreement,
4. claims made by current or former employees or applicants for employment arising from Respondent's decisions concerning hiring, supervising, or firing such employees or applicants, or
5. claims arising from any act or omission by Agent, its employees, officers, or agents in violation of any applicable law.

If at any time during the course for such defense Indemnitees reasonably determine that such claim results from an event, action or inaction for which Respondent is not entitled to indemnification hereunder, Indemnitees will automatically be entitled to immediate reimbursement for all losses, costs and expenses incurred on behalf of itself and of Respondent incurred to the date of such determination.

Indemnitees may, at their cost and expense, participate in the defense or resolution of a claim. Respondent will have the primary control of the defense and resolution of the claim except when such defense or resolution requires Indemnitees to (i) admit liability or wrongdoing or (ii) pay money. In either of these cases, Respondent must obtain Indemnitee's prior written consent before entering such settlement or resolutions.

## **B. Mistakes in Proposals**

If a mistake in a proposal is suspected or alleged, the proposal may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the Respondent may be permitted to correct a mistake in the proposal and the intended correct offer may be considered based on the conditions that follow:

1. The mistake and the intended correct offer are clearly evident on the face of the proposal.
2. The Respondent submits written evidence which clearly and convincingly demonstrates both the existing offer, and such correction would not be contrary to the fair and equal treatment of other Respondents.

Mistakes after award must not be corrected unless the Contracting Officer makes a written determination that it would be disadvantageous to FWHS not to allow the mistake to be corrected. The approval or disapproval of requests of this nature must be in writing by the Contracting Officer.

## **C. Conflicts of Interest**

The Respondent warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Respondent's organizational, financial, contractual, or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or

2. The Respondent's objective in performing the contract work may be impaired. In the event the Respondent has an organizational conflict of interest as defined herein, the Respondent must disclose such conflict of interest fully in the proposal submission.
3. The Respondent agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she must make an immediate and full disclosure in writing to the President which must include a description of the action which the Respondent has taken or intends to take to eliminate or neutralize the conflict. FWHS may, however, terminate the contract if it is in its best interest.
4. In the event the Respondent was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the President, FWHS may terminate the contract for default.
5. This clause's provisions must be included in all subcontracts and consulting agreements where the work to be performed is similar to the service provided by the Respondent. The Respondent must include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
6. No member of the FWHS Board of Commissioners must be allowed to share any or part of this contract or to derive any benefit to arise from it. This provision must be construed to extend to this contract if made with a corporation for its general benefit.
7. Any FWHS official or employee who exercises or has exercised any functions or responsibilities with respect to any FWHS contract/procurement activities, or who is in a position to participate in the decision-making process or gain inside information with regards to any FWHS contract/procurement activities, obtain a financial or economic interest or benefit from the contract/procurement, or have an interest in any contract or subcontract, or agreement with respect thereto or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure with the FWHS or for one year after such individual leaves FWHS.
8. FWHS reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

**D. Safeguards of Information** Unless approved in writing by FWHS, the Respondent may not sell or give to any individual or organization any information, reports, or other materials given to, prepared, or assembled by the Respondent under the final contract.

**E. Acceptance of RFP and Contract Terms**

Respondent's submission of a proposal in response to the RFP must constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with FWHS at a later time and date.

This contract will be a firm-fixed price contract for two (2) years with one (1) year option renewal, based on need, performance, and funding availability. Mutual written consent between both parties. The contract will not bind or purport to bind FWHS for any contractual commitment over the original

period. The agreement may be canceled by either party for any reason with 60 days' written notice. All cost increases must be approved by FWHS.

#### **F. Contract Award**

Subject to the rights reserved in this RFP, FWHS will award the contract by written notice to the awarded Respondent (the "Contractor"). The award of the contract is subject to the approval of the FWHS Board of Commissioners and/or the FWHS President, and it must be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of proposals.

A contract must be awarded in accordance with the terms and conditions of this RFP to the Respondent(s) whose proposal is most advantageous to the FWHS considering price, qualifications, technical and other factors as specified in this RFP, FWHS reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of FWHS.

#### **G. Insurance Requirements**

If a Respondent(s) receives an award and unless otherwise waived in the contract, the Respondent will be required to provide an original COI (Certificates of Insurance) confirming the following minimum requirements to FWHS once notified. **A current COI will be required for the duration of the contract term, including extensions.**

<b>Business Automobile Liability</b>	<b>Required Limits</b>
<b>FWHS must be named as an additional insured and as the certificate holder.</b> This is required for any vendor that will be using their vehicle to do work on FWHS properties.	\$500,000 combined Single limit, per occurrence
<b>Workers Compensation and Employer's Liability</b>	<b>Required Limits</b>
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two persons. A Waiver of Subrogation in favor of FWHS must be included in the Workers' Compensation policy. <b>FWHS must be a Certificate Holder.</b>	<b>Statutory</b>
<b>Commercial General Liability</b>	<b>Required Limits</b>
This is required for any vendor who will be doing hands on work at FWHS properties. <b>FWHS must be named as an Additional Insured and as the Certificate Holder.</b>	\$1,000,000 per accident \$2,000,000 aggregate

Liability insurance may be arranged by general and auto liability policies for the full limits required, or by a combination of underlying liability policies for lesser limits with remaining limits provided

by an excess or umbrella policy. **All policies hereunder must be provided by carriers with an A.M. Best's rating of at least B+.**

**H. No Warranty**

Respondents must examine the RFP, scope of services, and instructions for the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has investigated the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFP.

**I. Expense of RFP Submission**

All expenses incurred in the preparation and submission of the RFP to FWHS in response to this RFP must be borne by the Respondent.

**J. General Conditions**

1. LATE RESPONSES WILL NOT BE ACCEPTED OR CONSIDERED.
2. FWHS reserves the right to accept or reject any and all proposals submitted, either in whole or in whole or in part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of FWHS.
3. FWHS reserves the right to request additional information, if needed, from prospective Respondents.
4. In the event that it becomes necessary for FWHS to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective Respondents. FWHS may issue and does require Respondents to acknowledge addendum/addenda to the RFP. Proposals must conform to any addenda that may be issued to this RFP.
5. Proposals that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents must carefully note the submission requirements.
6. **Under Texas Government Code Chapter 552 (Public Information)**, all proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent must provide an oral presentation regarding the proposal submitted, if requested to do so by FWHS.
8. Respondents may modify or withdraw a proposal prior to the RFP due date, by an authorized representative of that organization. All submissions will become the property of FWHS after the RFP Deadline.
9. The Respondent affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered.

10. The Respondent affirms that its proposal is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud.
11. The Respondent has carefully read the provisions, terms, and conditions of the RFP document and does hereby agree to be bound thereby.
12. FWHS reserves the right to make multiple awards from this RFP and retains the right to negotiate with the awarded firm(s).
13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between FWHS and Respondent.
14. Respondents must meet FWHS' insurance requirements as requested in the RFP.
15. The Respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of FWHS for the purpose of influencing consideration of a response to this RFP.
16. FWHS reserves the right to disqualify any proposal(s) that may present a conflict of interest between FWHS, its employees or Board members, Respondent(s), or parties identified in the proposal.
17. Proposals may NOT be withdrawn for one-hundred twenty (120) days from the RFP due date.
18. The proposed fee is inclusive of all necessary costs to provide the proposed services, including but not limited to employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; vehicle fuel, etc. Each fee proposed must be fully "burdened" with profit and overhead costs.



**VII. EXHIBIT A – DOCUMENTS CHECKLIST****Required Documents Checklist**

All documents, including this Checklist, must be completed in full and submitted in a sealed envelope, in the requested order, or the package may be considered as a non-responsive submittal.

<u>Document Checklist</u>	<u>Initial if included</u>
1. Qualification Document Checklist	
2. Acknowledgment of Receipt of Addendum/Addenda, if applicable	
3. Form HUD 5369-C	
4. Business References	
5. Non-Collusive Affidavit	
6. Conflict of Interest Questionnaire	
7. Profile of Firm	
8. M/WBE Guidelines	
9. Equal Employment Opportunity	
10. Insurance Certificates Proof	
11. W-9	

I understand that failure to submit all these items may cause my submittal to be considered non-responsive.

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

## **VIII. EXHIBIT B – HUD FORMS**

1. Instructions to Offerors Non-Construction (HUD-5369-B)
2. Certifications and Representations of Offerors - Non-Construction (HUD 5369-C)
3. General Conditions for Non-Construction Contracts (HUD-5370-C)

# Instructions to Offerors Non-Construction

## 1. Preparation of Offers

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

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

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

## 2. Submission of Offers

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

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

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

## 3. Amendments to Solicitations

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

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

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

## 4. Explanation to Prospective Offerors

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

## 5. Responsibility of Prospective Contractor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7. Contract Award

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

(b) The HA may

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

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

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

Please note that additional conditions, specifications and instructions pertaining to this RFP are contained within the RFP document issued.

# Certifications and Representations of Offerors

## Non-Construction Contract

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

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

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

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

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

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

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

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

- (c) If the bidder/offeree deletes or modifies subparagraph (a)2 above, the bidder/offeree 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:

---

# 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. 11/30/2023)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

**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 \$150,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$150,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$150,000 – use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$150,000

#### 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/Seller agrees as follows:

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

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

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

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

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

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

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

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

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

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

## 17. Equal Opportunity for Workers with Disabilities

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

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

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

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

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

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

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

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

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

## **18. Dissemination or Disclosure of Information**

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

## **19. Contractor's Status**

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

## **20. Other Contractors**

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

## **21. Liens**

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

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

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 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) 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
- (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

#### **IV. EXHIBIT C – FWHS FORMS**

1. Business References
2. Non-Collusive Affidavit
3. Conflict of Interest Questionnaire
4. Profile of Firm
5. M/WBE Participation
6. Equal Employment Opportunity
7. Sample Certificate of Insurance
8. W-9

**BUSINESS REFERENCES**

Please provide a minimum of three (3) references and a brief description of the business relationship. Additional pages may be used, if necessary.

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

Contact Person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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

State of \_\_\_\_\_

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

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

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

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

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

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

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

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



# CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.

**OFFICE USE ONLY**

Date Received

This questionnaire is being in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.00 (1-a) with a local governmental entity and the person meets requirements under Section 176.006 (a).

By law this questionnaire must be filed with the record administrator of the local Governmental entity not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

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

2. ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an update completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

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

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes

☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the Local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes

☐ No

D. Describe each employment relationship with the local government officer named in this section.

4.

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

\_\_\_\_\_  
Date

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

Proposed Subcontractors					
Item	Company Name	Address	Phone	Specialty	W/M/BE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
I understand and agree that if awarded a contract as a result of this solicitation that the use of the above subcontractors is subject to the approval of FWHS and becomes a part of the contract. I further understand that any change in subcontractors also requires the pre-approval of FWHS.			<div>_____</div> <div>(Signature)</div> <div>_____</div> <div>(Printed Name &amp; Title)</div>		

**Note: A completed Profile of Firm Form must be submitted for each subcontractor**

<b>PROFILE OF FIRM FORM (Page 1 of 2)</b>
---

(This Form must be fully completed by all Proposers and Subcontractors)

(1) Prime \_\_\_\_ Joint Venture/Partner \_\_\_\_ Sub-contractor \_\_\_\_ (This form shall be completed by and for each).

(2) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip: \_\_\_\_\_

(4) Identify Principals/Partners in Firm

NAME	TITLE	% OF OWNERSHIP

(5) Please indicate the operating structure of your company.

☐ Publicly Held Corporation  
 ☐ Privately Held Corporation  
 ☐ Government Agency  
 ☐ Non-Profit Organization  
 ☐ Partnership  
 ☐ Sole Proprietorship

(6) Respondent's Diversity Statement: You must check all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

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

☐ African American  
 ☐ \*\*Native American  
 ☐ Hispanic American  
 ☐ Asian/Pacific American  
 ☐ Hasidic Jew  
 ☐ Asian/Indian American

\_\_\_\_\_%  
 \_\_\_\_\_%  
 \_\_\_\_\_%  
 \_\_\_\_\_%  
 \_\_\_\_\_%  
 \_\_\_\_\_%

☐ Woman-Owned (MBE)  
 ☐ Woman-Owned (Caucasian)  
 ☐ Disabled Veteran  
 ☐ Caucasian American (Male)  
 ☐ Other (Specify):

(7) Is the business 51% or more owned by a public housing resident? \_\_\_\_ Yes \_\_\_\_ No. If yes, provide name and address of the public housing facility:

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

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

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

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

(Note: A CERTIFICATION/NUMBER IS NOT REQUIRED – ENTER IF AVAILABLE)

**FORT WORTH HOUSING SOLUTIONS**

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

(Form must be completed, 9-10 if applicable)

(8) Federal Tax ID Number: \_\_\_\_\_

(9) City of Fort Worth Business License No: \_\_\_\_\_

(10) State of Texas License Type and No: \_\_\_\_\_

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

Yes ☐ No ☐

(12) Has your firm or any member of your firm ever sued or been sued by the Fort Worth Housing Solutions or its affiliated entities? If yes, when and state the circumstances and any resolution of the lawsuit.

Yes ☐ No ☐

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

Yes ☐ No ☐

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local Government agency within or without the State of Texas? If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

Yes ☐ No ☐

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past, personal or Professional relationship with any Commissioner or Officer of FWHA? If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

Yes ☐ No ☐

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

---

**Signature**

---

**Date**

---

**Printed Name**

---

**Company**

**Exhibit C**

**M/WBE PARTICIPATION**

**M/WBE PARTICIPATION:** The Offeror agrees to use his/her best efforts to subcontract with minority business enterprises and/or women business enterprises (herein called M/WBE) certified as such or recognized by Fort Worth Housing Solutions as a certified M/WBE. Offeror shall make a good faith effort to subcontract a sufficient dollar amount with M/WBEs to ensure that a minimum of 20 percent of the final contract dollars are expended on one or more M/WBE. All adjustments that cause the contract price to increase will also increase the total amount that the Offeror must make a good faith effort to expend on M/WBEs.

**USING BEST EFFORTS TO FULFILL M/WBE REQUIREMENT:** In the event Fort Worth Housing Solutions has a reasonable belief that Offeror will not use his/her its best efforts to meet the 20 percent M/WBE participation goal, Fort Worth Housing Solutions reserves the right to pull work from the contract. Best efforts may be established by a showing that Offeror has contacted and solicited bids/quotes from subcontractors and worked with the Housing Authority to seek assistance in identifying M/WBEs.

**NOTIFICATION OF M/WBE PARTICIPATION:** Offeror agrees to promptly complete and return all M/WBE Confirmation of Participation and M/WBE Confirmation of Payment forms utilized by Fort Worth Housing Solutions to confirm M/WBE subcontracting by submitting copies of checks made payable to the respective M/WBE subcontractor(s) signed by the offeror.

---

**RESPONDENT**

---

**DATE**

Note: This form must bear a signature.

**RESPONDENT'S PROPOSED MBE/WBE PARTICIPATION FORM**

Respondent proposes to work with the following MBE/WBE participants:

[illegible]

## EQUAL EMPLOYMENT OPPORTUNITY – EMPLOYER INFORMATION REPORT

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

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

City, State, ZIP: \_\_\_\_\_

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

JOB CATEGORIES	OVERALL TOTALS	MALE					FEMALE				
		WHITE (Not of Hispanic Origin)	BLACK (Not of Hispanic Origin)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (Not of Hispanic Origin)	BLACK (Not of Hispanic Origin)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clericals											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers											
Service Workers											
TOTAL											

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

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

<b>ACORD™</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY)	
<b>THIS CERTIFICATE IS ISSUED AS MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>				Date the Certificate is issued	
<b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b>					
<b>PRODUCER</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>1</b></div>           This block identifies the Agent or Broker and their address.         </div>		<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>2</b></div>           This block may include contact information for the broker / agency. It's often helpful to contact the broker directly for clarification, revision requests or renewal certificates. Some agencies will only communicate with their insureds and do not allow or respond to 3<sup>rd</sup> requests.         </div>			
<b>INSURED</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>4</b></div>           The <b>Insured</b> is Vendor, Contractor or lessee (the policy holder).         </div>		<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>3</b></div> <div style="margin-left: 10px;"> <b>INSURER(S) AFFORDING COVERAGE</b>            The insurance company will be identified here. The insurer letter appears again in the left-hand margin near the center of the page (<b>*3</b>) to show which insurer provides which type of coverage.         </div> </div>			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>*3</b>	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXPENSE (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY-EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC AGG \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE AGGREGATE \$ WC STATUTORY LIMITS OTH-ER
<b>*3</b>	<b>WORKERS' COMPENSATION AND EMPLOYERS LIABILITY</b>				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>*3</b>	<b>OTHER</b>				
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL/PROVISIONS</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>7</b></div>           Forth Worth Housing Solutions is endorsed as additional insured on the general and auto liability policies on a primary and non-contributory basis.         </div>					
<b>CERTIFICATE HOLDER</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>8</b></div> <div style="margin-left: 10px;"> <div style="background-color: yellow; padding: 5px; margin-bottom: 5px;">[Firm Name]</div> <div style="background-color: yellow; padding: 5px; margin-bottom: 5px;">[Address]</div>           ATTN: PM contact or Procurement Team         </div> </div>		<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: black; color: white; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"><b>9</b></div> <div style="margin-left: 10px;"> <b>CANCELLATION</b>            SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.            AUTHORIZED REPRESENTATIVE            Must be signed by an authorized representative of the brokerage agency.         </div> </div>			



Form

**W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> 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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
			-				-			
<b>or</b>										
<b>Employer identification number</b>										
			-							

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.