



818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

**Request for Proposals
For
JD Edwards Software Upgrade Re-Advertisement
For
HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO, TEXAS
AND
AFFILIATED ENTITIES**

RFP #: 1111-920-46-3689

Prepared by:

Department of Procurement
of the
The San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204

President and CEO.....Lourdes Castro Ramirez

December 2011

Request for Proposals For JD Edwards Software Upgrade Re-Advertisement

The Housing Authority of the City of San Antonio, Texas and its affiliated entities d/b/a San Antonio Housing Authority (“SAHA”) hereby invites Proposals from independent contractors to conduct an upgrade of the existing J.D. Edwards (JDE) One World Xe software to Enterprise One 9.0 as specified in this Request for Proposals (RFP).

As a part of our social mission and federal mandate, SAHA is committed to providing economic, training and educational opportunities to the low income individuals in the communities we serve. All contractors are required to recruit and hire low income individuals for new positions and provide training & educational opportunities to the greatest extent feasible for these individuals.

The SAN ANTONIO HOUSING AUTHORITY will hold a **non-mandatory pre-submittal meeting** and will receive Proposals for the JD Edwards Software Upgrade at the times, dates and locations specified on the “**RFP Information At A GLANCE**” page. Upon closing all Proposals will be publicly opened and the submitters read aloud.

The Requests for Proposals can be obtained by calling 210-477-6059 or online at <http://www.saha.org> or <http://nahro.economicengine.com>.

Notice: Contact with members of the SAHA Board of Commissioners, or SAHA officers and employees other than the contact person shown above, by any prospective Proposer, after publication of the RFP and prior to the execution of a contract with the successful proposer(s) could result in disqualification of your proposal. In fairness to all prospective proposer(s) during the RFP process, if SAHA meets in person with anyone representing a potential provider of these services to discuss this RFP other than at the pre-submittal meeting, an addendum will be issued to address all questions so as to insure no Proposer 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.

HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO, TEXAS

By: _____
Lourdes Castro Ramirez
President and CEO

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INTRODUCTION

The San Antonio Housing Authority (SAHA) is a public housing agency created by resolution of the City of San Antonio in 1938 pursuant to the Texas Housing Authorities Law (now Chapter 392 of the Texas Local Government Code) and federal law. SAHA is a unit of government and its functions are essential governmental functions. The property of SAHA is used for essential public and governmental purposes and is exempt from all taxes, including sales tax on all its purchases of supplies and services.

SAHA enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers. SAHA maintains contractual arrangements with HUD to manage and operate its low rent public housing program and administers the Section 8 Housing Assistance Payments Programs. SAHA programs are federally funded along with development and modernization grants and rental income.

Its primary activity is the ownership and management of over 6,300 public housing units. It also administers rental assistance for almost 12,000 privately owned rental units through the Section 8 program. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

SAHA has created a number of affiliated public facility corporations ("PFCs") pursuant to Chapter 303 of the Texas Local Government Code (the Public Facility Corporation Act). In some instances, these PFCs own projects. In other cases, PFCs or other related entities serve as partners in partnerships that have been awarded low-income housing tax credits. SAHA's affiliated entities own and operate over 3,000 units of affordable housing.

SAHA staff also manages the San Antonio Housing Finance Corporation ("Finance Corporation"), which is primarily a conduit issuer of bonds for developers of affordable housing projects. The Finance Corporation was created pursuant to Chapter 394 of the Texas Local Government Code (the Texas Housing Finance Corporations Act). When used herein, "SAHA" shall include its affiliated entities.

RFP INFORMATION AT A GLANCE

SAHA CONTACT PERSON	Charles Bode, Asst. Director of Procurement 818 S. Flores San Antonio, TX 78204-1400 charles_bode@saha.org Phone: 210-477-6703 Fax: 210-477-6167
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	<ol style="list-style-type: none">1. Access www.saha.org.2. Drag your pointer over "Business with SAHA" and click on "Current Bids".3. Follow the listed directions or4. Access http://nahro.economicengine.com.
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	Submit 1 original with pricing in a separate sealed envelope and 3 exact copies less pricing of your proposal to the SAHA Procurement Dept. following the format as described under Item 5, Proposal Format.
DATE ISSUED	December 16, 2011
PRE-SUBMITTAL MEETING	January 11, 2012 at 10:00 A.M. SAHA Central Office, 818 S. Flores, San Antonio, TX 78204
PROPOSAL SUBMITAL RETURN & DEADLINE	February 2, 2012 at 11:00 A.M. SAHA Procurement Dept. 818 S. Flores, San Antonio, TX 78204
ANTICIPATED APPROVAL BY THE BOARD	March/April, 2012

REQUEST FOR PROPOSALS

1.0 GENERAL INFORMATION

- 1.1 Statement of Purpose:** The Housing Authority of the City of San Antonio and its affiliated entities (SAHA) are seeking proposals from independent contractors with demonstrated professional competence and experience to perform an upgrade of the existing J.D. Edwards (JDE) One World Xe software to Enterprise One 9.0 as specified herein.
- 1.2** Prospective proposers acknowledge by downloading and receiving the RFP documents and/or by submitting a proposal that the submission of a proposal to SAHA is not a right by which to be awarded a contract, but merely is an offer by the prospective proposer to perform the requirements of the RFP documents in the event SAHA decides to consider to award a contract to that proposer.
- 1.3 Definitions:** Throughout this Request for Proposals and all resulting documents, the terms below shall be defined as follows:
- 1.3.1 “Best Value”** means that SAHA will in an evaluation of each proposal submittal, consider factors other than just cost in making the award decision.
 - 1.3.2 “Contracting Officer”** when named within an RFP document shall refer to the President and CEO.
 - 1.3.3 “Contract”** refers to the fully executed written agreement that ensues from the RFP. Whereas all RFP documents are included, by reference, as a part of the ensuing contract, when "contract" is referred to within an RFP document; such is referring to both the RFP documents and the ensuing contract document.
 - 1.3.4 “Contractor”** and the term "successful proposer" may be used interchangeably.
 - 1.3.5 “Day(s)”** unless otherwise specified, shall refer to calendar days.
 - 1.3.6 “HUD”** is the United States Department of Housing and Urban Development. HUD is the Federal agency from which SAHA receives funding; however, pertaining to this RFP, correspondences, including proposal submittals, received from each proposer must exhaust all provisions contained herein prior to contacting HUD (i.e. in the case of a protest).
 - 1.3.7 “Herein”** shall refer to all documents issued pursuant to the noted RFP, including the RFP documents and the attachments.

- 1.3.8** “**President & CEO**” is the SAHA President and Chief Executive Officer and/or Interim President and Chief Executive Officer.
- 1.3.9** “**Offer**” is the proposal submittal that the proposer delivers to SAHA in response to the RFP.
- 1.3.10** “**Offeror**” or “**Offerors**” are the proposer or proposers.
- 1.3.11** “**Contract Administrator (CA)**” is the SAHA Director of Procurement or his/her designated representative.
- 1.3.12** “**Parties**” When “the parties,” “both parties” or “either party” is stated within the RFP documents or the contract, such refers to SAHA and the successful proposer(s).
- 1.3.13** “**Proposal,**” “**Proposal Submittal**” and/or “**Bid**” is the "hard copy" document that the proposer is required to, as detailed within the RFP document, deliver to SAHA.
- 1.3.14** “**Protestant**” is a prospective proposer or proposer(s) who feel(s) that he/she has been treated inequitably by SAHA and wishes SAHA to correct the inequitable condition or situation. To be eligible to file a protest with SAHA pertaining to an RFP or contract, the protestant must have been involved in the RFP process in some manner as a prospective proposer or proposer.
- 1.3.15** “**Prospective Proposer,**” “**Proposer**” or “**Bidder**” A prospective proposer is a firm or individual who has been notified of the RFP solicitation and/or who has requested and/or received the RFP documents and is considering responding with a proposal; a proposer is a firm or individual who has submitted a proposal in response to the RFP. All terms and conditions shall apply equally to all prospective proposers as well as proposers, though prospective proposers may not, after the deadline set for receiving proposals, receive further notices pertaining to that RFP-meaning, certain notices are only delivered to proposers and not to prospective proposers.
- 1.3.16** “**Request For Proposals**” (RFP) is the competitive proposal process allowed by HUD, especially as defined within Chapter 7 of HUD Procurement Handbook 7460.8 REV 2.
- 1.3.17** “**RFP Document(s)**” When stated in the singular or the plural form, such refers to the body of documents, including attachments and the information posted on the nahro.economicengine.com Internet site and www.saha.org, that SAHA makes available to all prospective proposers wherein are detailed SAHA's requirements.

- 1.3.18** “SAHA” is the Housing Authority of the City of San Antonio, Texas and all its affiliated entities. Unless otherwise defined herein or within the ensuing contract, whenever the term "SAHA" is used without clearly designating a responsible SAHA staff person, the proposer(s) may assume that responsibility for that item rests with the SAHA CA.
- 1.4** **Non-Mandatory Pre-Proposal Conference:** The pre-proposal conference will be held at the time date and location indicated on the **RFP Information At A Glance** page. The purpose of this conference is to assist prospective proposers in the full understanding of the RFP documents so proposers are confident in submitting an appropriate proposal; therefore, at this conference, SAHA will conduct an overview of the RFP documents, including attachments. Because the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference. **SAHA will not distribute at this conference any copies of the RFP documents.** Questions concerning the contents of the project and procedural aspects of the RFP may be answered at this time; however, technical questions are required to be delivered in writing prior to a response. Any questions not answered during the conference will be responded to in writing and an addendum posted on SAHA's website: www.saha.org and nahro.economicengine.com. All prospective proposers are encouraged to attend; however any questions or requests for additional information must be submitted in writing seven (7) days prior to the proposal submission deadline.
- 1.5** **Proposal Submission:** Refer to the **RFP Information At A Glance** page for submission date, time and location. Late Proposals will not be accepted.
- 1.6** **Proposer's Responsibilities-Contact with SAHA:** It is the responsibility of the proposer to address all communication and correspondences pertaining to this RFP only to the contact person listed in the **RFP Information At A Glance** page. Proposers must not make inquiry or communicate with any other SAHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for SAHA to not consider a proposal submittal received from any proposer who has not followed this directive. During the RFP solicitation process, the SAHA will not conduct any ex parte conversations which may give one prospective proposer an advantage over other prospective proposers.
- 1.7** **Type of Contract resulting from RFP:** A Firm Fixed-Fee contract inclusive of all associated costs for the software upgrade and recommendations as specified herein. The maximum length of the contract will be one year six months with the option to extend at the sole discretion of SAHA, however, Contractor is advised the transition to JDE Enterprise One 9.0 must be completed within 18 months of contract execution by both parties.

2.0 SAHA'S RESERVATION OF RIGHTS

- 2.1** SAHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by SAHA to be in its best interests.
- 2.2** SAHA reserves the right not to award a contract pursuant to this RFP.
- 2.3** SAHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 14 days written notice to the successful proposer(s).
- 2.4** SAHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 2.5** SAHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent from the CA.
- 2.6** SAHA reserves the right to negotiate the fees proposed by all proposers. If such negotiations are not, in the opinion of SAHA's CA successfully concluded within a reasonable timeframe as determined by SAHA, SAHA shall retain the right to end such negotiations.
- 2.7** SAHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 2.8** SAHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 2.9** SAHA reserves the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective proposer further agrees that he/she will inform SAHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by SAHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve SAHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 2.10** SAHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on SAHA's website www.saha.org and nahro.economicengine.com. Such changes that are issued before the proposal submission deadline shall be binding upon all prospective proposers.

- 2.11** In the case of rejection of all proposals, SAHA reserves the right to advertise for new proposals or to proceed to do the work otherwise, if in the judgment of SAHA, the best interest of SAHA will be promoted.
- 2.12** SAHA reserves the right to, without any liability; cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.
- 2.13** SAHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to SAHA, if:
- 2.13.1** Funding is not available,
- 2.13.2** Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
- 2.13.3** SAHA's requirements in good faith change after award of the contract.
- 2.14** SAHA reserves the right to make an award to more than one proposer based on ratings and to award with or without negotiations or a "Best and Final Offer" (BAFO).
- 2.15** SAHA reserves the right to require additional information from all proposers to determine level of responsibility. Such information shall be submitted in the form required by SAHA within two (2) days of written request.
- 2.16** SAHA reserves the right to amend the contract any time prior to contract execution.
- 2.17** SAHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract.
- 2.18** SAHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the proposer regardless of their inclusion in the reference section of the proposal submittal.
- 2.19** In the event any resulting contract is breached, prematurely terminated or cancelled due to non-performance and/or withdrawal by the Contractor, SAHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor's termination, breach and/or cancellation through the contract expiration date.

2.20 SAHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFP. Replacement shall occur within 2 days of notification by SAHA.

2.21 SAHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to SAHA to provide maintenance work must submit to SAHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

3.0 **SCOPE OF PROPOSAL/General Conditions:** The San Antonio Housing Authority (SAHA) requests responses from qualified firms to conduct an assessment and an upgrade of the existing J.D. Edwards (JDE) One World Xe software to Enterprise One 9.0. Specific items are detailed in the specifications contained herein.

3.1 **REGULATORY:** Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.

3.2 **PRODUCT QUALITY STANDARD:**
Contractor shall use products, services, and methods that meet or exceed the specifications included herein and in all cases meet or exceed the requirements of HUD, SAHA, and the information technology industry and protect the integrity of the system.

3.3 **INSPECTIONS:**
All deliverables shall be subject to inspection and approval by a SAHA representative. The final acceptance shall be by the SAHA President & CEO.

3.4 **LICENSING & CERTIFICATION:**
Contractor shall be licensed, if required, by the jurisdiction in which the upgrade is to be performed and the license shall be current and in good standing. The Contractor shall be certified by the software manufacturer, if available or required, to perform the software upgrade. Copies of the licenses and/or certifications shall be placed under Tab 9.

3.5 **GENERAL CONDITIONS:**

3.5.1 Contractor is responsible for field verifying all quantities, conditions, variables, utilities and dimensions etc needed to provide the requested goods or services. The current system will be maintained in operation during the upgrade to eliminate downtime.

- 3.5.2** Contractor shall follow the manufacturer’s recommendations during the installation or application of any product or service used in the analysis, review, and/or upgrade process.
- 3.5.3** Contractor shall include in his/her proposal **ALL** costs necessary including travel and per diem required to accomplish the tasks specified herein.
- 3.5.4 BACKGROUND:** SAHA provides housing assistance to over 65,000 children, adults, and senior citizens. Given the demand for affordable housing, SAHA is focusing on three priorities: 1) Improve the quality of life for our clients, 2) Preserve and expand affordable housing through community development and revitalization, and 3) Strengthen our basic services and systems. SAHA’s impact on the local economy includes employment of approximately 600 employees, contracts with numerous vendors, and an operating budget in excess of \$182 million. Additionally, in the last three years nearly 3,000 new housing units in mixed-income communities have been built with an estimated value of \$284 million. SAHA’s existing real estate assets are valued at over \$500 million. The scope of SAHA’s business creates a high degree of fiscal and regulatory complexity that requires reliable, advanced, and responsive IT systems and software.
- 3.5.5 NOTICE TO PROCEED:** Start work date will be determined by the SAHA Project Sponsor and Project Manager. Contractor shall not begin work until Notification is received from SAHA signed by the Contracting Officer.
- 3.6 SPECIFICATIONS:** The Contractor shall conduct a comprehensive migration from the existing version to the Enterprise One 9.0 as described below:
- 3.6.1 Technical Audit:** (2-3 weeks for deliverable)
- 3.6.1.1** Identify how implementation meets “vanilla” implementation standards.
 - 3.6.1.2** Identify any “challenges” that might occur with the upgrade (Additional environments, path codes, mappings, etc.).
 - 3.6.1.3** Provide a readiness survey/report.
- 3.6.2 Upgrade Planning Workshop:** (2 – 3 months for deliverable)
- 3.6.2.1** Perform a feasibility study on the functional side of upgrade from OneWorld Xe to EnterpriseOne 9.0.
 - 3.6.2.2** Use of structured methodology is required.
 - 3.6.2.3** Cover the minimum technical requirements for EO 9.0.
 - 3.6.2.4** Cover the requirements from a staffing perspective - what “power user” time will be required, what functional consulting time will be required, etc.
 - 3.6.2.5** Provide the communication and training plan and the expectations.

- 3.6.3 Training and Functional Assistance: (6 - 8 months Onsite)**
 - 3.6.3.1** Each department will be required to designate a power user to be trained on new functionality and the basics of the newer OneWorld EnterpriseOne 9.0. New or altered processes and system setup changes will take place during this period.
 - 3.6.3.1.1** Financials and reporting.
 - 3.6.3.1.2** HR/Payroll assistance (this is likely to be the biggest change since this has completely been re-written after Xe).
 - 3.6.3.1.3** Procurement assistance.
 - 3.6.3.1.4** Non-profit assistance

- 3.6.5 JDE CNC Administrator training on One World Enterprise One 9.0.**
 - 3.6.5.1** Functional and Technical Understanding
 - 3.6.5.1.1** Tools Release
 - 3.6.5.1.1.1** Installation
 - 3.6.5.1.1.2** Basic system directory structure
 - 3.6.5.2.1** Update Packages
 - 3.6.5.2.1.1** Building
 - 3.6.5.2.1.2** Deploying
 - 3.6.5.3.1** Electronic Software Updates
 - 3.6.5.3.1.1** Building
 - 3.6.5.3.1.2** Deploying
 - 3.6.5.4.1** Security Updates
 - 3.6.5.4.1.1** Table structure changes
 - 3.6.5.4.1.2** System roles and user setup
 - 3.6.5.5.1** Web Server Administration
 - 3.6.5.5.1.1** System Administration workbench
 - 3.6.5.5.1.2** Error handling logging and debugging
 - 3.6.5.5.1.3** JAS Object Serialization and generation
 - 3.6.5.6.1** Thin Client/Web Client Program Development and Testing Training

- 3.6.6 JDE Program Development Training for:**
 - 3.6.6.1** JDE Administrator
 - 3.6.6.2** JDE Developers

- 3.6.7 Installation:**
 - 3.6.7.1** Upgrade processes: (2-6 months) Retrofitting (simple code changes) and development (major code changes)
 - 3.6.7.2** Data migration: (1 week)
 - 3.6.7.3** Data conversion: (1 – 2 weeks)
 - 3.6.7.4** Go Live and post Go Live consulting (3 – 4 weeks)

- 3.7 HUD SECTION 3 PROGRAM:** Contractor shall utilize Section 3 residents as defined in Attachment D to perform the requirements under this Proposal to the greatest extent feasible and shall document such efforts quarterly. There is a 30% goal for hiring Section 3 residents on any contract/s resulting from this RFP. Contractors will be evaluated on his performance at achieving this goal and such evaluation shall be a factor in future awards. **Contractor must submit a detailed Section 3 utilization plan with his/her Proposal and the number of expected new hires Contractor expects as a result of an award. Failure to do so may result in disqualification of the Proposal.**
- 3.8 RESPONSIBILITY FOR SUBCONTRACTORS:** All requirements for the “Prime” contractor shall also apply to any and all subcontractors. It is the Prime Contractor’s responsibility to insure the compliance by the subcontractors. At all times the Prime Contractor remains liable to SAHA for the performance and compliance of the subcontractors.
- 3.9 PROJECT ENVIRONMENT:** For the purposes of this project the Contractor must understand that the existing software is in daily use. The project site may also have various construction zones, phasing, mobilization, as well as other Contractors working on-site and with or on various IT systems. Proposers must include these variables in their proposed fees. SAHA shall not pay additional sums for a proposer’s failure to factor these conditions into their submittal.
- 3.10 TIME FOR COMPLETION:** The Contractor shall immediately mobilize and commence work at the time stipulated in the notification to the Contractor and shall be fully completed within the specified time. The time for completion and delivering a fully functional system is estimated at not more than **18** months.
- 3.11 OFFICE SPACE & EQUIPMENT:** The vendor will be provided a work desk (area), telephone, access to the network, and the current IT hardware & software necessary to complete the migration. Contractor shall provide their own laptop and/or PC and other materials necessary to complete the work.
- 3.12 REPORTS & MEETINGS:**
- 3.12.1** The Contractor is required to provide the CFO, IT Director and IT Steering Committee with weekly written progress reports of this project. These are due by the 12:00 Noon on every Friday each week throughout the life of the project.
- 3.12.2** The progress reports shall cover all work performed and completed during the week for which the progress report is provided and shall present the work to be performed during the subsequent week.
- 3.12.3** The progress report shall identify any problems encountered or still outstanding with an explanation of the cause and resolution of the problem or how the problem will be resolved.

- 3.12.4** The Contractor will be responsible for conducting weekly status meetings/briefings with the CFO, IT Director and IT Steering Committee. The meetings will be held on Friday at a time and place so designated by SAHA. The meetings can be in person or over the phone at the discretion of SAHA.
- 3.12.5** All proposals and reports must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise).
- 3.15 WARRANTIES:** All goods or services delivered under any contract resulting from this RFP must include both a Manufacturer's Warranty, if applicable, plus a minimum of a two (2) year Warranty from the Contractor for labor and installation except as specified otherwise herein. This period will begin on the date of "FINAL" acceptance by SAHA.
- 3.16 CONFIDENTIALITY:** Contractor/s shall be required to sign a non-disclosure and confidentiality agreement as they may be exposed to information during the work that is confidential or proprietary in nature.
- 3.17 COMMUNICATIONS:**
- 3.17.1 Form:** All claims, notices, demands, requests, instructions, approvals and proposals must be submitted in writing.
- 3.17.2 Notice to Contractor:** Any Notices or Demands upon the Contractor shall be sufficiently given if delivered at the office of the Contractor stated on the signature page of the Contract or at such other office as he / she may from time to time designate in writing to SAHA or deposited in the United States mail in a sealed, postage-prepaid envelope or if delivered with charges prepaid to any telegraph company for transmission and addressed to the office of the Contractor indicated on the signature page of the contract or such other address as may be subsequently specified in writing to SAHA.
- 3.17.3 Notice to SAHA:** All notification papers required to be delivered to SAHA or its designated representative shall, unless otherwise specified in writing to the Contractor, be delivered to SAHA at 818 South Flores, San Antonio, Texas, 78204; and any notice to or demand upon SAHA shall be sufficiently given if so delivered or deposited in the United States mail in a sealed, postage-prepaid envelope or delivered with charges prepaid to any telegraph company for transmission to SAHA at the above address or to such other address as SAHA may subsequently specify in writing to the Contractor for such purpose.

3.17.4 Receipt: Any such notice shall be deemed to have been given as of the time of actual delivery; or in the case of mailing, when the same should have been received in due course after the date of surrender to the Post Office; or in the case of telegrams, at the time of actual receipt, as the case may be.

3.18 Acceptance: In coordination with the vendor, all modules will have assigned a functional evaluator at the beginning of the project. A satisfactory project completion will be determined by the approval of the relevant module by the assigned module's functional evaluator. The IT JDE Administrator must also approve project completion. When all approval signatures have been achieved, the project will be considered completed by SAHA.

4.0 CONDITIONS TO PROPOSE:

4.1 Pre-Qualification of Proposers: Prospective proposers will not be required to pre-qualify in order to submit a proposal. However, all proposers will be required to submit adequate information showing that the proposer is qualified to perform the required work (i.e. Profile of Firm Form (Attachment C). Failure by the prospective proposer to provide the requested information may, at SAHA's discretion, eliminate that proposer from consideration, provided that all proposers were required to submit the same information.

4.2 RFP Forms, Documents, Specifications and Drawings:

4.2.1 Prior to submitting a proposal in response to the RFP, it shall be each prospective proposer's responsibility to examine carefully and, as may be required, properly complete all documents issued pursuant to this RFP.

4.2.2 Unless otherwise instructed, specifications and drawings (if provided) do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract and may be supplemented or revised from time to time. It is the responsibility of the proposer to field verify all existing conditions and potential impediments.

4.2.3 "Or Equal" references to catalogs, manufacturer's references, brand names, model numbers etc. are intended to indicate type, quality, and performance desired only unless specifically specified otherwise. Proposals on brands of like nature, quality and performance will be considered. If proposing other than the referenced item(s), the proposal submittal shall show the manufacturer, brand or trade name, model, description, illustration, and specifications of the product offered and must include the supporting data in the proposal submittal. Failure to identify the proposed alternate products or provide supporting data shall require Contractor to furnish the brand names, numbers, models, etc. specified.

4.3 Submissions and Receipt by SAHA:

4.3.1 Time for Receiving Proposals: Proposals received prior to the proposal submittal deadline shall be securely kept, unopened, by SAHA. The CA, whose duty it is to open such proposals, will decide when the specified time has arrive. No proposal received after the designated deadline shall be considered.

4.3.1.1 Proposers are cautioned that any proposal submittal that is time-stamped as being received by SAHA after the exact time set as the deadline for the receiving of proposals shall not be considered. Any proposals not submitted in a timely manner that are inadvertently opened shall be ruled invalid. No responsibility will attach to SAHA or any official or employee thereof, for the pre-opening of, or the failure to open a proposal not properly addressed and/or identified.

4.3.1.2 One (1) original signature copy (marked "ORIGINAL") with a cover and extending tabs, and three (3) exact copies (marked "COPY"), less cost information of the proposal submittal, shall be placed unfolded in a sealed package with the proposer's name and return address and addressed as follows:

RFP # {Insert Number}
{Insert Exact Title of RFP}
{Insert Month, day, year, Time of Proposal Opening}
The San Antonio Housing Authority
Procurement Department
818 S. Flores
San Antonio, Texas 78204

4.3.3 Withdrawal of Proposals: Proposals may be withdrawn as detailed within the attached HUD Form(s). Negligence on the part of the proposer in preparing his/her proposal confers no right of withdrawal or modification of his/her proposal after such proposal has been received and opened.

4.3.3.1 Procedure to withdraw a proposal: A request for withdrawal of a proposal due to a purported error need not be considered by SAHA unless filed in writing by the proposer within 48 hours after the proposal deadline. Any such request shall contain a full explanation of any purported error and shall, if requested by SAHA, be supported by the original calculations on which the proposal was computed, together with a certification and notarization thereon that such computation is the original and was prepared by the proposer or his/her agent, who must be identified on the notarized form. The foregoing

shall not be construed that such withdrawal will be permitted, as SAHA retains the right to accept or reject any proposed withdrawal for a mistake.

4.4 Exceptions to Specifications:

4.4.1 A prospective proposer may take exception to any of the proposal documents or any part of the information contained therein, by submitting, in writing to the named SAHA Contact Person, at least seven (7) days prior to the proposal submission deadline, a complete and specific explanation as to what he/she is taking exception. Proposed alternate documents or information must also be included. SAHA reserves the right to agree with the prospective proposer and issue a revision to the applicable RFP requirements, or may reject the prospective proposer's request.

4.4.2 When taking exception, prospective proposers must propose services that meet the requirements of the RFP documents. Exceptions to the specification and/or approved "equal" requests may be discussed at the scheduled pre-proposal conference (if scheduled). Any verbal instructions provided by any SAHA staff shall only become official and binding when issued as an addendum or as a written answer issued by addendum pursuant to receipt of a written question by the SAHA Procurement Department.

5.0 FORM OF PROPOSAL: The proposal shall be submitted in the following manner. Failure to submit the proposal in the manner specified may result in a premature opening of, post-opening of, or failure to open and consider that proposal, and may, at the discretion of the SAHA CA, eliminate that proposer from consideration for award.

5.1 Required Forms: All required forms furnished by SAHA as a part of the RFP document issued shall, as instructed, be fully completed and submitted by the proposer. Such forms may be completed in a legible hand-written fashion, by use of a typewriter, or may be downloaded and completed on a computer. If, during the download, a form becomes changed in any fashion, the proposer must "edit" the form back to its original form (for example, signature lines must appear on the page which the line was originally intended).

5.2 Tabbed Proposal Submittal: SAHA intends to retain the successful Proposer pursuant to a "Best Value" basis, not a "Low Bid" basis. Therefore, so that SAHA can properly evaluate the proposals received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers and the number on the index divider must extend so that each tab can be located without opening the proposal and labeled with the corresponding tab reference noted below. None of the proposed services may conflict with any requirement SAHA has published herein or has issued by addendum.

- 5.2.1 Tab 1, Form of Proposal:** This Form is attached hereto as Attachment A to this RFP document. This one-page Form must be fully completed, and submitted under this tab as a part of the proposal submittal. The proposed fee section of this form will be intentionally left blank in the copies of the proposal submittals. The Fee Proposal Sheet and Cost Analysis (Attachment A) must be completed separately and placed in a sealed envelope. **DO NOT INCLUDE THE PROPOSED FEE SHEET OR COST ANALYSIS IN THE PROPOSAL COPIES. THEY MUST BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE AT THE TIME OF PROPOSAL SUBMITTAL AND ATTACHED ONLY TO THE “ORIGINAL”.**
- 5.2.2 Tab 2, Form HUD Forms and Conflict of Interest Questionnaire:** These Forms are attached hereto as Attachment B to this RFP document and must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
- 5.2.3 Tab 3, Profile of Firm Form:** The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This two-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal by the Proposer. Each subcontractor must also complete this form and it shall be placed under Tab 6.
- 5.2.4 Tab 4, Experience, Performance, Managerial Capacity:** The Proposer must submit under this tab a concise description of its experience, performance, managerial capacity and financial viability to deliver the proposed services, to include:
- 5.2.4.1** Contractor’s staff capabilities specific to this project including an organizational chart, the management team’s resumes and the resumes of key personnel that will conduct the upgrade. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
 - 5.2.4.2** Project Management & Quality Control plans for oversight of all services and the coordination of owner’s personnel, subcontractors and suppliers to comply with the timeframe, and confidentiality issues and minimum inconvenience to staff. Project plan for the upgrade.
 - 5.2.4.3** Firm’s service capabilities and experience in the operation of projects of this or greater scope, crew size, cost and timeline. Outline of capability to deliver the required services. Include process(es), functional and technical expertise. The Contractor must demonstrate its knowledge and expertise of the environment (e.g., platforms, software, applications, network, tools, etc.) for which the work is to be performed. Provide a sample plan outline for a similar project your firm has completed.

5.2.4.4 A detailed plan indicating the company's approach to performing the upgrade in/alongside an active environment that cannot be down for extended periods of time:

5.2.3.4.1 Data Protection

5.2.3.4.2 Continued use of the current program

5.2.3.4.3 Confidentiality agreements

5.2.3.4.5 Protection of hardware and software

5.2.5 Tab 5, Client Information: The proposer shall submit three former or current clients, preferably other than SAHA, for whom the proposer has performed similar or like services to those being proposed herein. The list shall, at a minimum, include for each reference:

5.2.5.1 The client's name;

5.2.5.2 The client's current telephone number and address,

5.2.5.3 Description of services provided to the client,

5.2.5.4 Date of services; include completion time frame and days over/under schedule,

5.2.5.5 Budget, amount of Change Orders requested (designate who initiated).

5.2.6 Tab 6, Joint Venture/Subcontractors: The proposer shall identify hereunder if this proposal is a joint venture or partnership with another entity. Please remember that all information required from the proposer under the proceeding tabs must also be included for any joint venture or partner. One entity must be designated as the primary contact for the joint venture or partnership in the proposal. Proposers must also provide SAHA with the name, contact information to include address, phone number, email address, core area of business, and years of expertise for each subcontractor and supplier intended to be utilized by the Proposer to perform the services requested in this RFP. Proposer must realize that the actual usage of the subcontractor will be contingent upon SAHA's prior written approval, and Proposer remains responsible to SAHA for any and all services and goods provided pursuant to this RFP and any resulting contract. If no joint venture exists or subcontractors will not be utilized, please provide this statement, "NO JOINT VENTURE/ NO SUBCONTRACTORS", in this section.

5.2.7 Tab 7, Section 3 Utilization Plan: Proposers are required to submit a utilization plan outlining their efforts to employ qualified Section 3 businesses or persons regardless of whether or not they are seeking a preference. The plan shall detail the Proposer's good faith effort to hire, train or provide educational opportunities to Section 3 residents and the potential number of new hires if awarded a contract. **FAILURE TO PROVIDE A SECTION 3 PLAN MAY CAUSE THE SUBMITTAL TO BE DISQUALIFIED AS NON-RESPONSIVE.**

5.2.8 Tab 8, Small/Minority/Disadvantaged/Veteran Business Enterprise Utilization Plan: The Proposer is required to include hereunder a plan identifying the Proposer's good faith efforts to assist SAHA in its responsibility to foster the development of small and historically under-utilized business enterprises. All subcontracting opportunities shall be outlined herein and subcontractors listed on the form provided in Attachment C. **FAILURE TO PROVIDE A S/W/MBE PLAN MAY CAUSE THE SUBMITTAL TO BE DISQUALIFIED AS NON-RESPONSIVE.**

5.29 Tab 9, Section 3 Business Preference: Any Proposer claiming a Section 3 Business Preference shall under this tab include the fully completed and executed Section 3 Business Preference Certification Forms attached hereto as Attachment D and provide any documentation required by those forms. Please include supporting documentation with the Proposal. Supporting documentation includes but is not limited to income tax returns for low-income employees for which Proposer is seeking the preference, verification of total number of full-time employees, names and addresses of low-income residents who are Proposers employees. Note: If you qualify as a Section 3 Business Concern, your Proposal will receive a preference over other Proposals as specified in Attachment D.

5.2.10 Tab 10, Financial Viability, Company Biography & Other Information: Financial viability is the capacity to perform the work without undue financial stress which would cause the Contractor to either cease operations or enter into bankruptcy. Proposer shall provide proof of financial viability which may include a copy of their most recent financial statement, a CPA prepared balance sheet that clearly show assets, liabilities, credit lines, debt or, their most recent audit, SEC filings or other documents which support the Contractor's financial health. The Proposer shall complete the company profile page that is attached or provide a brief company history including: date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Proposer must also include any applicable business licenses, permits, and certifications required under this tab. The proposer may also provide hereunder any other general information that the proposer believes is appropriate to assist SAHA in its evaluation

5.3 Proposed Costs:

5.3.1 Fee Costs: Each proposer must enter the proposed cost to SAHA for the listed project. Your proposed fee is **inclusive of all necessary costs** to provide the proposed services, including, but not limited to: employee costs and benefits; travel and per diem; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. Please note that the fee proposal for this service is inclusive of all elements required to remove, deliver and present the gap analysis as specified herein and the fee

proposed shall be fully “burdened” with profit, overhead and all other associated costs to deliver a complete project.

5.3.1.1 Additional Related Work that May Be Required: Please note SAHA may retain the Contractor, if it is deemed by SAHA to be in its best interest, to perform additional services at fees proposed by the Contractor in their unit price response.

5.4 Proposal Submittal Binding Method: The bidder must bind the original bid submittal in such a manner that SAHA can, if needed, remove the binding (i.e. “comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then return the proposal submittal to its original condition.

6.0 PROPOSAL EVALUATION:

6.1 Proposal Opening Results: It is understood by all proposers/prospective proposers that the proposals are publicly opened and the results will be a matter of public record. When SAHA has concluded all evaluations, has chosen a final top-rated proposer, has completed the award and is ready to issue such results, SAHA shall notify the successful proposer.

6.1.1 All bid documents submitted by the proposers are generally a matter of public record and are subject disclosure.

6.2 Evaluation: Each proposal submittal will be evaluated based upon the following information and criteria:

6.2.1 Initial Evaluation-Responsiveness: Each proposal received will first be evaluated for responsiveness (i.e., meeting the minimum requirements as stated in the RFP).

6.2.2 Evaluation-Responsibility: SAHA shall select a minimum of a three-person panel, using the criteria established below, to evaluate each of the proposals submitted in response to this RFP to determine the proposer’s level of responsibility. SAHA will consider capabilities or advantages that are clearly described in the proposal that may be confirmed by oral presentations, site visits, demonstrations, and references contacted by SAHA. All proposals would be evaluated as to their overall value to SAHA.

6.2.3 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer will be excluded from participation on SAHA’s evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer will be excluded from participation on SAHA’s evaluation panel.

6.2.4 Evaluation Criteria: The evaluation panel will use the following rating criteria to evaluate each of the required elements specified in the proposal. Then each element will be scored based on the weight assigned to that element and then all element scores will be added to arrive at the sum total score:

6.2.4.1 5 – Excellent 4 - Above Average 3 - Average
2 - Below Average 1 – Poor 0 - Non-Responsive

6.4.2.2 Criterion Weight:

NO.	Weight	CRITERION DESCRIPTION
1	20%	Relevant experience & Performance: Contractor's staff capabilities specific to this project including an organizational chart, the management team's resumes and the resumes of key personnel that will conduct the upgrade. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
2	5%	Management Plan & Project Management: Project Management & Quality Control plans for oversight of all services and the coordination of owner's personnel, subcontractors and suppliers to comply with the timeframe, and confidentiality issues and minimum inconvenience to staff. Project plan for service.
3	15%	Capability: Firm's service capabilities and experience in the operation of projects of this or greater scope, crew size, cost and timeline. Outline of capability to deliver the required services. Include process(es), functional and technical expertise. The Contractor must demonstrate its knowledge and expertise of the environment (e.g., platforms, software, applications, network, tools, etc.) for which the work is to be performed. Provide a sample plan outline for a similar project your firm has completed.
4	20%	A detailed plan indicating the company's approach to performing the upgrade in/alongside an active environment that cannot be down for extended periods of time: <ol style="list-style-type: none"> 1. Data Protection 2. Continued use of the current program 3. Confidentiality agreements 4. Protection of hardware and software
5	20%	Price proposal: Price of the proposed services.
6	15%	Strength of the Section 3 plan
7	5%	Strength of the S/W/MBE plan
	MAX. POINTS	HUD SECTION 3 Preference Points
1	5	Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points.
a	5	Priority I: As detailed in Attachment D
b	4	Priority II: As detailed in Attachment D
c	3	Priority III: As detailed in Attachment D
d	2	Priority IV: As detailed in Attachment D

6.2.5 Competitive Range: Once a competitive range is established from the proposals submitted, SAHA reserves the right to require Proposers within the competitive range to make a presentation to the evaluation committee. Presentations, if requested, shall be a factor in the award recommendation.

6.2.6 Burden of Proof: If requested by SAHA, it shall be the responsibility of the proposer(s) to furnish SAHA with sufficient data or physical samples, within a specified time, so that SAHA may determine if the goods or services offered conform to the specifications.

6.3 Mistake in Proposal Submitted:

6.3.1 Unless otherwise prohibited within the RFP documents, a mistake in the cost unit pricing that does not affect the total cost sum submitted may, at SAHA's discretion, be corrected by submitting a corrected cost form, together with a complete explanation in writing, of how the mistake occurred, to the SAHA CA, for his/her review. This mistake must be corrected before the issuance of any contract documents. Such correction shall not operate to give any proposer an advantage over another.

6.4 Irregular Proposal Submittal: A proposal shall be considered irregular for any one of the following reasons, any one or more of which may, at SAHA's discretion, be reason for rejection:

6.4.1 If the forms furnished by SAHA are not used or are altered or if the proposed costs are not submitted as required and where provided.

6.4.2 If all requested completed attachments do not accompany the proposal submittal.

6.4.3 If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning or give the proposer submitting the same a competitive advantage over other proposers.

6.4.4 If the proposer adds any provisions reserving the right to accept or reject any award or to enter into a contract pursuant to an award.

6.4.5 If the individual cost proposal items submitted by a specific proposer are unbalanced in the sense that the listed price of any cost item departs by more than 25% from SAHA's cost estimate for that item.

6.5 Disqualification of Proposers: Any one or more of the following shall be considered as sufficient for the disqualification of a prospective proposer and the rejection of his/her proposal:

6.5.1 Evidence of collusion among prospective proposers. Participants in such collusion will receive no recognition as Proposers or proposers for any future work with SAHA until such participant shall have been reinstated as a qualified bidder or proposer. The names of all participants in such collusion shall be reported to HUD and any other inquiring governmental agency.

- 6.5.2 More than one proposal for the same work from an individual, firm, or corporation under the same or different name(s).
 - 6.5.3 Lack of competency, lack of experience and/or lack of adequate machinery, plant and/or other resources.
 - 6.5.4 Unsatisfactory performance record as shown by past work for SAHA or with any other local, state or federal agency, judged from the standpoint of workmanship and progress.
 - 6.5.5 Incomplete work, which in the judgment of SAHA, might hinder or prevent prompt completion of additional work, if awarded.
 - 6.5.6 Failure to pay or satisfactorily settle all bills due on former contracts still outstanding at the time of letting.
 - 6.5.7 Failure to comply with any qualification requirements of SAHA.
 - 6.5.8 Failure to list, if required, all subcontractors (if subcontractors are allowed by SAHA) who will be employed by the successful proposer(s) to complete the work of the proposed contract.
 - 6.5.9 As required by the RFP documents, failure of the successful proposer to be properly licensed by the City, County and/or the State of Texas and/or to be insured by a commercial general liability policy and/or worker's compensation policy and/or business automobile liability policy, if applicable. If a proposer receives an award unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to SAHA within 10 days of contract signature:
 - 6.5.10 Any reason to be determined in good faith, to be in the best interests of SAHA.
- 6.6 Award of Proposal(s):** The award shall be to the top-rated responsive and responsible proposer(s) determined by the evaluation process, presentations (if requested), negotiations, Best & Final Offers (BAFO), SAHA's business needs, Proposer's ability to deliver within budget the specified items in a timely manner. Proposers shall be recommended for award if in SAHA's opinion, it is in the best interest to accept the proposal after preferences for Section 3 business concerns are considered. SAHA reserves the right to award multiple contracts and will not consider "All or None" proposals or bids.

7.0 Insurance: If a bidder receives an award and unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to SAHA within 10 days of contract signature:

Professional Liability	Required Limits
SAHA and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. Must include both owned and Un-owned vehicles.	\$500,000 combined single limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000 A waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy. SAHA and its affiliates must be named as a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

8.0 Right to Protest:

8.1 Rights: Any prospective or actual proposer, offeror, or contractor who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. Such right only applies to deviations from laws, rules, regulations, or procedures. Disagreements with the evaluators' judgments as to the number of points scored are not reasons for an appeal. An alleged aggrieved protestant claiming this right is hereby informed that these regulations do not provide for administrative appeal as a matter of right for that alleged aggrieved protestant.

8.1.1 An alleged aggrieved "protestant" is a prospective proposer or proposer who feels that he/she has been treated inequitably by SAHA and wishes SAHA to correct the alleged inequitable condition or situation. To be eligible to file a protest with SAHA pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective proposer (i.e. recipient of the RFP documents) when the alleged situation occurred. SAHA has no obligation to consider a protest filed by any party that does not meet these criteria.

8.1.2 Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of SAHA's procurement policy. Any protest against a SAHA solicitation must be received before the due date for receipt of Proposals or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered.

All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final. All appeals shall be marked and sent to the address as listed in the example below:

APPEAL OF RFP NO. (insert exact number of RFP here)

San Antonio Housing Authority
Attn: Stacy Padgett, Director of Procurement
818 South Flores Street
San Antonio, TX 78204

9.0 Disputes under the contract:

9.1 Procedures: In addition to the procedures detailed within Form HUD-5370-C1 (10/2006), *General Conditions for Non-Construction Contracts, Public Housing Programs*, in the event that any matter, claim, or dispute arises between the parties, whether or not related to this RFP or any resulting contract, both parties shall be subject to nonbinding mediation if agreed to by both parties within thirty days of either party making a request in writing. The parties further agree that if the matter, claim or dispute is not settled during mediation, it shall thereafter be submitted to binding arbitration. The parties shall make a good-faith attempt to mutually agree upon an arbitrator. If the parties cannot mutually agree upon an arbitrator after reasonable efforts have been exerted, then the matter, claim or dispute shall be submitted to the American Arbitration Association for final and binding arbitration. Unless extended by the arbitrator for good cause shown, the final arbitration hearing shall begin no later than two months after selection of the arbitrator.

10.0 Additional Considerations:

- 10.1 Required Permits and Licenses:** Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either the SAHA or the bidders at the time of the bid submittal deadline or the award, shall be the sole responsibility of the successful bidder and all offers submitted by the bidder shall reflect all costs required by the successful bidder to procure and provide such necessary permits or licenses.
- 10.2 Taxes:** SAHA, as a governmental entity, is exempt from Texas State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.
- 10.3 Government Standards:** It is the responsibility of the prospective bidder to ensure that all items and services proposed conform to all local, state and federal law concerning safety (OSHA) and environmental control (EPA and Bexar County Pollution Regulations) and any other enacted ordinance, code, law or regulation. The successful bidder shall be responsible for all costs incurred for compliance with any such possible ordinance, code, law or regulation. No time extensions shall be granted or financial consideration given to the successful bidder for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.
- 10.4 Delivery:** All costs submitted by the successful bidder shall reflect the cost of delivering the proposed items and/or services to the locations specified within the RFP documents or within the Agreement. All costs in the bid submittal shall be quoted as FOB Destination, Freight Prepaid and allowed unless otherwise stated in this RFP.
- 10.5.1** The successful bidder agrees to deliver to the designated location(s) on or before the date as specified in the finalized contract. Failure to deliver on or before the specified date constitutes an event of default by the successful bidder. Upon default, the successful bidder agrees that SAHA may, at its option, rescind the finalized contract under the termination clause herein and seek compensatory damages as provided by law.
- 10.5 Work on SAHA Property:** If the successful bidder's work under the contract involves operations on SAHA premises, the successful bidder shall take all necessary precautions to prevent the occurrence of any injury to persons or property during the progress of such work and shall immediately return said property to a condition equal to or better than the existing condition prior to the commencement of work at the site at no cost to SAHA.
- 10.6 Estimated Quantities:** Unless otherwise indicated, the quantities shown are estimates only and are used to evaluate the responses and may or may not reflect anticipated purchases. SAHA does not guarantee any minimum purchase quantity.

- 10.7 Warranty:** All items installed/provided under any contract resulting from this RFP must include a minimum of a two (2) year warranty including labor and installation except as specified otherwise herein. This period will begin on the date of “FINAL” acceptance by SAHA.
- 10.7.1** The services provided under the contract shall conform to all information contained within the RFP documents as well as applicable Industry Published Technical Specifications, and if one of the above mentioned Specifications contains more stringent requirements than the other, the more stringent requirements shall apply.
- 10.7.2** In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.
- 10.7.3 Assignment of Warranty:** Contractor shall assign any warranties and guarantees to SAHA and provide the Contractor’s Warranty for labor and Installation to SAHA along with all Manufacturers’ Warranty documents.
- 10.8 Official, Agent and Employees of the SAHA Not Personally Liable:** It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the SAHA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.
- 10.9 Subcontractors:** Unless otherwise stated within the RFP documents, the successful bidder may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of the SAHA CA. Also, any substitution of subcontractors must be approved in writing by SAHA prior to their engagement.
- 10.10 Salaries and Expenses Relating to the Successful Bidders Employees:** Unless otherwise stated within the RFP documents, the successful bidder shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State Unemployment taxes, and any similar taxes relating to its employees used in the performance of the contract. The successful bidder further agrees to comply with all Federal, State and local wage and hour laws and all licensing laws applicable to its employees or other personnel furnished under this agreement.
- 10.11 Independent Contractor:** Unless otherwise stated within the RFP documents or the contract, the successful bidder is an independent contractor. Nothing herein shall create any association, agency, partnership or joint venture between the parties hereto and neither shall have any authority to bind the other in any way.

- 10.12 Severability:** If any provision of this agreement or any portion or provision hereof applicable to any particular situation or circumstance is held invalid, the remainder of this agreement or the remainder of such provision (as the case may be), and the application thereof to other situations or circumstances shall not be affected thereby.
- 10.13 Waiver of Breach:** A waiver of either party of any terms or conditions of this agreement in any instance shall not be deemed or construed as a waiver of such term or condition for the future, or of any subsequent breach thereof. All remedies, rights, undertakings, obligations, and agreements contained in this agreement shall be cumulative and none of them shall be in limitation of any other remedy, right, obligation or agreement of either party.
- 10.14 Time of the Essence:** Time is of the essence as to each provision in which a timeframe for performance is provided in this RFP. Failure to meet these timeframes may be considered a material breach, and SAHA may pursue compensatory and/or liquidated damages under the contract.
- 10.16 Limitation of Liability:** In no event shall SAHA be liable to the successful bidder for any indirect, incidental, consequential or exemplary damages.
- 10.17 Indemnity:** The Contractor shall indemnify and hold harmless SAHA and its officers, agents, representatives, and employees from and against all claims, losses, damages, actions, causes of action and/or expenses resulting from, brought for, or on account of any personal injury or property damage received or sustained by any persons or property growing out of, occurring, or attributable to any work performed under or related to this Agreement, resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor, **AND REGARDLESS OF WHETHER CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF SAHA. CONTRACTOR ACKNOWLEDGES AND AGREES THAT THIS INDEMNITY CONTROLS OVER ALL OTHER PROVISIONS IN THE AGREEMENT, SURVIVES TERMINATION OF THIS AGREEMENT, AND APPLIES TO CLAIMS AND LIABILITY ARISING OUT OF THE SOLE OR CONCURRENT NEGLIGENCE OF SAHA.**
- 10.17 Public/Contracting Statutes.** SAHA is a governmental entity as that term is defined in the procurement statutes. SAHA and this RFP and all resulting contracts are subject to federal, state and local laws, rules, regulations and policies relating to procurement.
- 10.18 Termination:** Any contract resulting from this RFP may be terminated under the following conditions:
- 10.18.1** By mutual consent of both parties, and
 - 10.18.2 Termination For Cause:** As detailed within the attached HUD Forms.

10.18.2.1 SAHA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from SAHA, fails to correct such failures within seven (7) days or such other period as SAHA may authorize or require.

10.18.2.1.1 Upon receipt of a notice of termination issued from SAHA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by SAHA in the notice of termination.

10.18.2.1.2 SAHA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.

10.18.3 Termination for Convenience: In the sole discretion of the Contracting Officer, SAHA may terminate any and all contracts resulting from this RFP in whole or part upon fourteen days prior notice to the Contractor when it is determined to be in the best interest of SAHA.

10.18.4 The rights and remedies of SAHA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.

10.19.5 In the event the resulting contract from this RFP is terminated for any reason, or upon its expiration, SAHA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to SAHA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of any resulting contract.

10.19 Examination and Retention of Contractor's Records: SAHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under all contracts executed as a result of this RFP, 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 audits, examinations, excerpts and transcriptions.

10.20 Invoicing (If applicable):

- 10.20.1** Contractor(s) will only be allowed to invoice for the cost of services/goods in compliance with his/ her bid as accepted by SAHA.
- 10.20.2** Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the purchase order number, contract number (if applicable), date of service, and address of service location or delivery address.
- 10.20.3** Contractor(s) must submit a separate invoice for each purchase order issued by SAHA unless prior approval is obtained from SAHA.
- 10.20.4** If applicable, SAHA may make progress payments approximately every 30 days as the work proceeds if work meets owner's standards, as approved by the Contracting Officer. SAHA may, subject to written determination and approval of the Contracting Officer, make more frequent payments to contractors which are qualified small businesses in accordance with HUD documents.
- 10.20.5** Upon the Award of Contract, Contractor shall receive a request from SAHA to process all payments electronically to insure prompt and efficient payment of all invoices.
- 10.20.6** If offered by Contractor, SAHA seeks a discount for early payment. SAHA shall only take such a discount if earned.
- 10.20.7** Unless utilizing a progress payment schedule invoices shall be sent to the following address:

San Antonio Housing Authority
Finance and Accounting
P.O. Box 830428
San Antonio, TX 78283-0428
Or
email invoices to: Accounts_Payable@saha.org

10.21 Inter-local Participation

- 10.21.1** SAHA may from time to time enter into Interlocal Cooperation Purchasing Agreements with other governmental entities or governmental cooperatives (hereafter collectively referred to as "Entity" or "Entities") to enhance SAHA's purchasing power. At SAHA's sole discretion and option, SAHA may inform other Entities that they may acquire items listed in this RFP. Such acquisition(s) shall be at the prices stated herein, and shall be subject to Contractor's acceptance.

- 10.21.2** In no event shall SAHA be considered a dealer, remarketer, agent or other representative of Contractor or Entity. Further, SAHA shall not be considered and is not an agent; partner or representative of the Entity making purchases hereunder, and shall not be obligated or liable for any such order.
- 10.21.3** Purchase orders shall be submitted to Contractor by the individual Entity.
- 10.21.4** SAHA shall not be liable or responsible for any obligation, including but not limited to, payment and for any item or service ordered by an Entity, other than SAHA.

10.22 Right to data and Patent Rights: In addition to other ownership & use rights SAHA shall have exclusive ownership of all, proprietary interest in, and the right to full and exclusive possession of all information, materials, documents, software, and all electronic data discovered or produced by Contractor and/or subcontractor(s) pursuant to the terms of any resulting contract, including but not limited to, reports, memoranda or letters concerning the research and reporting tasks of any resulting contract. Both parties agree to comply with HUD Bulletin 909-23, which is the Notice of Assistance Regarding Patent and Copyright Infringement.

10.23 Lobbying Certification: By proposing to do business with SAHA or by doing business with SAHA, each bidder certifies the following:

- 10.23.1** No Federal appropriated funds have been paid or will be paid, by or on behalf of the bidder, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- 10.23.2** If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form "Disclosure Form to Report Lobbying", in accordance with its instructions.

10.23.3 The successful bidder shall require that the language of this certification be included in the award documents for all sub-awards at all tiers, (including but not limited to subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

10.23.4 This clause is a material misrepresentation of fact upon which reliance will be placed when the award is made or a contract is entered into. The signing of a contract or acceptance of award certifies compliance with this certification, which is a prerequisite for making or entering into a contract, which is imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certifications shall be subject to civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

10.25 Applicable Statutes, Regulations & Orders: Contractors shall comply with all statutes, rules, regulations, executive orders affecting procurements by Housing Authorities including but not limited to:

- 10.24.1** Executive Order 11246
- 10.24.2** Executive Order 11061
- 10.24.3** Copeland "Anti-Kickback" Act (18 USC 874)
- 10.24.4** Davis Bacon Act (40 USC 276a-276a-7)
- 10.24.5** Clean Air & Water Acts (42 USC 1857(h); 33 USC 1368)
- 10.24.6** Contract Work Hours & Safety Standards Act (40 USC 327-330)
- 10.24.7** Energy Policy & Conservation Act (PL 94-163, 89 STAT 871)
- 10.24.8** Civil Rights Act of 1964, Title VI (PL 88-352)
- 10.24.9** Civil Rights Act of 1968, Title VIII (PL 90-284 Fair Housing Act)
- 10.24.10** Age Discrimination Act of 1975
- 10.24.11** Anti-Drug Abuse Act of 1988 (42 USC 11901 et. Seq.)
- 10.24.12** HUD Information Bulletin 909-23
- 10.24.13** Immigration Reform & Control Act of 1986
- 10.24.14** Fair Labor Standards Act (29 USC 201, et. Seq.)

10.25 Additional Information: Each provision of law and each clause, which is required by law to be inserted in this RFP or any contract, shall be deemed to have been inserted herein, and this RFP and any resulting contract shall be read and enforced as though such provision or clause had been physically inserted herein. If, through mistake or otherwise, any such provision is not inserted or is inserted incorrectly, this agreement shall forthwith be physically amended to make such insertion or correction upon the application of either party. The fore-mentioned statutes, regulations and executive orders are not intended as an indication that such statute, regulation or executive order is necessary applicable nor is an omission of such statute, regulation or executive order intended to indicate that it is not applicable.

- 10.26 Conflicting Conditions:** In the event there is a conflict between the documents comprising this RFP and any resulting contracts, the following order of precedence shall govern: (1) the more restrictive terms of either: any and all attached HUD forms and the term/conditions in the body of any resulting contract; (2) the RFP; and (3) Contractor's Response. In the event that a conflict exists between any state statute or federal law the most restrictive terms shall apply.
- 10.27 Contract Form:** SAHA will not execute a contract on the successful bidder's form. Contracts will only be executed on SAHA's form. By submitting a bid, the successful bidder agrees to this condition. However, SAHA will consider any contract clauses that the bidder wishes to include therein, but the failure of SAHA to include such clauses does not give the successful bidder the right to refuse to execute SAHA's contract form. It is the responsibility of each prospective bidder to notify SAHA, in writing, with the bid submittal of any contract clauses that he/she is not willing to include in the final executed contract. SAHA will consider such clauses and determine whether or not to amend the Contract.
- 10.28 Liquidated Damages:** Unless otherwise specified herein for each day that performance under a resulting contract from this RFP is delayed beyond the time specified for completion, the successful bidder shall be liable for liquidated damages in the amount of \$1000.00 per day. However, the timeframe for performance may be adjusted at SAHA's discretion in writing and received by the successful bidder prior to default under any resulting contract.
- 10.29 Force Majeure:** Neither SAHA nor Contractor shall be held responsible for delays or default caused by fire, flood, riot, acts of God or war where such cause was beyond, respectively, SAHA or Contractor's reasonable control. Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- 10.30 Most Favored Customer:** The Contractor agrees that if during the term of any resulting contract, the Contractor enters into any agreement with any other governmental customer, or any non-affiliated commercial customer by which it agrees to provide equivalent services at lower prices, or additional services at comparable prices, the resulting Contract will at SAHA's option, be amended to accord equivalent advantage to SAHA.
- 10.31 Lapse in Insurance Coverage:** In the event Contractor fails to maintain insurance as required by a resulting contract, the Contractor shall immediately cure such lapse in insurance coverage at the Contractor's expense, and pay SAHA in full for all costs and expenses incurred by SAHA under this Contract as a result of Contractor's failure to maintain insurance as required, including costs and reasonable attorney's fees relating to SAHA's attempts to cure such lapse in insurance coverage. Such costs and attorney fees, not to exceed fifteen hundred and 00/100 dollars (\$1,500.00), shall be automatically deducted from monies or payments owed to Contractors. Moreover, SAHA shall retain from monies or payments owed to Contractor by SAHA five percent (5%) of the value of the

Contract and place this retainage into an account to cover SAHA's potential exposure to liability during the period of such lapse. This retainage shall be held by SAHA until six (6) months after the term of the resulting contract has ended or has otherwise been terminated, cancelled or expired and shall be released if no claims are received or lawsuits filed against SAHA for any matter that should have been covered by the required insurance.

Remainder of this page left blank intentionally.

**ATTACHMENT A
PROPOSAL FEE FORM,
PROPOSER'S CERTIFICATION
COST ANALYSIS**

FORM OF PROPOSAL

(Attachment A)

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed proposal submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer's Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS: <i>One (1) Original Signature Copy and Three (3) exact copies of proposal less pricing information</i>
_____	Tab 1 Form of Proposal (Attachment A)
_____	Tab 2 HUD Forms & Conflict of Interest Questionnaire(Attachment B)
_____	Tab 3 Profile of Firm Form (Attachment C)
_____	Tab 4 Performance, Managerial, Operational and Service Plans
_____	Tab 5 Client Information
_____	Tab 6 Subcontractor/Joint Venture Information
_____	Tab 7 Section 3 Business Plan & Documentation
_____	Tab 8 S/W/MBE Business Plan
_____	Tab 9 Section 3 Preference
_____	Tab 10 Financial Capacity, Company Biography and other information

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES___ or NO___. If "YES," pursuant to the documentation justifying such submitted under Tab No. 8, which priority are you claiming?

- _____ Priority I
- _____ Priority II
- _____ Priority III
- _____ Priority IV

Fee Form

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if SAHA discovers that any information entered herein to be false, that shall entitle SAHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by SAHA, in hard copy. Pursuant to all RFP Documents, all attachments, and all completed Documents submitted by proposer, including these forms, addendums, and all attachments, the undersigned proposes to supply SAHA with the services described herein for the fee(s) entered within the areas provided.

Base Bid

Proposed fee for the JDE Upgrade as specified herein is \$ _____.
Delivery shall be completed in 18 months.

Staff Prices: Hourly staff pricing will be utilized for additional work if requested by SAHA. The actual amount required will be only as requested by SAHA and may be none at all.

These hourly prices are not included in the base bid above.

Item	Staffing Title	Expertise Level	Hourly Rate
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$

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

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

Initials_____

Copies submitted contain an exact representation of the original proposal minus cost. SAHA accepts no liability for the omissions, deletions or errors in the copies of the proposal submitted.

Initials_____

Signature & Addenda Acknowledgements

Addendum #1_____ Date_____

Addendum #2_____ Date_____

Addendum #3_____ Date_____

Signature

Date

Printed Name

Company

E-mail address if available

Phone

Fax

Proposer's Certification

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

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency,
2. Items for which Proposals were provided herein will be delivered as specified in the Proposal,
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this Proposal, all materials and supplies, which are described on the Proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by SAHA,
4. Proposer agrees that this proposal shall remain open and valid for at least a period of 90 days from the date of the Proposal Opening and that this Proposal shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Proposer,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Proposal,
6. Proposer, nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the Proposal made to any competitor or any other person engaged in such line of business,
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFP, and
8. The individual or business entity named in this Proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate,

SIGNED: _____

(Print Name)

(Print Company Name)

(Company Phone & Fax & Email Address)

(Date)

Seal if by Corporation

Cost Analysis

HUD regulations require a cost analysis prior to an award of contract. Please supply the information requested below as to how the base proposal fee on the proposal fee sheet was calculated.

DIRECT COSTS:

Direct Labor (Personnel)	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Travel and Per Diem	\$ _____
Subcontractors or Consultants	\$ _____
Other: (Computer time, copying, long distance phone calls, etc)	\$ _____

INDIRECT COSTS:

Overhead	\$ _____
General & Administrative Expenses	\$ _____

PROFIT OR FEE	\$ _____
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**ATTACHMENT B
HUD FORMS
AND CONFLICT OF INTEREST QUESTIONNAIRE**

Instructions to Offerors Non-Construction

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



- 03291 -

1. Preparation of Offers

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

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

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

2. Submission of Offers

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

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

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

3. Amendments to Solicitations

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

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

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

4. Explanation to Prospective Offerors

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

5. Responsibility of Prospective Contractor

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

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

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

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

6. Late Submissions, Modifications, and Withdrawal of Offers

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

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

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

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

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

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

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

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

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

7. Contract Award

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

(b) The HA may

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

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

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

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

8. Service of Protest

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

9. Offer Submission

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

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

[Describe bid or proposal preparation instructions here:]

General Conditions for Non-Construction Contracts

Section I – (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/01/2014)

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

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

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

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

1. Definitions

The following definitions are applicable to this contract:

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

2. Changes

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

- (d) 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.

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.

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

8. Contract Termination; Debarment

9. Assignment of Contract

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

10. Certificate and Release

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

11. Organizational Conflicts of Interest

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

12. Inspection and Acceptance

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

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

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

13. Interest of Members of Congress

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

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

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

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

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

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

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

17. Dissemination or Disclosure of Information

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

18. Contractor's Status

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

19. Other Contractors

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

20. Liens

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

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

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

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

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

22. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/01/2014)

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

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

- 1) Non-construction contracts (*without* maintenance) greater than \$100,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$100,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$100,000 – use Sections I and II.

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Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000
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1. Minimum Wages

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

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

2. Withholding of funds

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

3. Records

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

4. Apprentices and Trainees

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

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

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

5. Disputes concerning labor standards

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

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD).

- (ii) The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations.
- (iii) The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

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

6. Contract Work Hours and Safety Standards Act

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

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

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

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

7. Subcontracts

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

8. Non-Federal Prevailing Wage Rates

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

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, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(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 records administrator of the local governmental entity not later than the 7th 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.

OFFICE USE ONLY

Date Received

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 updated completed questionnaire with the appropriate filing authority not later than the 7th 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 or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

**ATTACHMENT C
PROFILE OF FIRM FORM
SUBCONTRACTOR LISTING FORM**

PROFILE OF FIRM FORM (Page 1 of 2)

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

Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies 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): _____%

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)

PROFILE OF FIRM FORM (Page 2 of 2)

- (8) Federal Tax ID Number: _____
- (9) City of San Antonio 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.
- (12) Has your firm or any member of your firm ever sued or been sued by the San Antonio Housing Authority or its affiliated entities? If yes, when and state the circumstances and any resolution of the lawsuit.
- (13) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance? If yes, when and state the circumstances and any resolution of the matter.
- (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? Yes No **Initials** _____
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of SAHA? Yes No **Initials** _____
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said Offerer has not colluded, conspired, connived or agreed, directly or indirectly, with any Offerer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other Offerer, to fix overhead, profit or cost element of said proposal price, or that of any other Offerer or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said proposal are true. **Initials** _____
- (17) Verification Statement: The undersigned Offerer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the SAHA discovers that any information entered herein is false, that shall entitle the SAHA to not consider nor make award or to cancel any award with the undersigned party. **Initials** _____
- (18) In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. **Initials** _____

Signature

Date

Printed Name

Company

Note: A completed Profile of Firm Form must be submitted for each subcontractor and placed under Tab 6.

Proposed Subcontractors			
Item	Specialty	Company Name	Section 3-SWMBE
1			
2			
3			
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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 SAHA and becomes a part of the contract. I further understand that any change in subcontractors also requires the pre-approval of SAHA.

_____ (Signature)	_____ (Date)
_____ (Printed Name & Title)	

Note: A completed Profile of Firm Form must be submitted for each subcontractor and placed under Tab 6.

ATTACHMENT D SECTION 3 GUIDELINES AND FORMS

Board Resolution No. 4062
and Program Plan for Compliance with Requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) Part 135 – Economic Opportunities for Low- and Very Low-Income Persons.

Purpose:

The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to San Antonio Housing Authority (SAHA) Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to SAHA Residents and other low- and very low-income persons.

General Policy Statement:

It is the declared policy of the San Antonio Housing Authority (SAHA) that Equal Employment Opportunities shall be provided for every employee and applicant for employment regardless of race, color, religion, sex, national origin, handicap, or economic status; and, that through the award of contracts to contractors, vendors, and suppliers, that employment and business opportunities be created for residents of SAHA properties and other qualified low- and very low income persons residing within the geographical boundaries of City of San Antonio. This policy does not end with the mere prohibition of discriminatory practices by programs receiving HUD financial assistance or contractors, subcontractors, and vendors contracting with SAHA. SAHA recognizes its obligation as well as the obligation of potential contractors, subcontractors, to develop practical steps to achieve the goal of providing meaningful, full-time permanent employment opportunities, as well as business opportunities to SAHA Residents and other Section 3 eligible persons.

Such obligation shall be demonstrated not merely through inclusion of positive or “best effort” steps, but shall result in a reasonable level of success in the recruitment, employment, and utilization of SAHA Residents and other Section 3 eligible persons and businesses in the workforce and subcontracting of work resulting out of the expenditure of HUD funding. The SAHA’s Contracting Officer, through official resolution, shall examine and consider a contractor/vendor’s success in providing employment and business opportunities to SAHA Residents prior to acting on any proposed contract award.

Numerical Goals for Section 3 Compliance:

Consistent with 24 CFR 85.36 (c)(2), Section 3 is a federal statute that expressly encourages, to the maximum extent

feasible. To that end, SAHA has adopted the following numerical goals for meeting the greatest extent feasible requirement to provide economic opportunities to section 3 Residents and Section 3 Business Concerns in the procurement and awarding of modernization-funded construction, maintenance and professional service contracts:

NUMERICAL GOALS FOR SECTION 3 COMPLIANCE

Areas of Focus (Applies to all contracts)	Numerical Goal
Contractor and Sub-contractor Hiring (full-time, part-time, temporary, Seasonal) applies to construction and maintenance service contracts.	10%
Contract Awards (applies to construction contracts).	10%
All other Contract Awards (i.e., services, and professional services).	3%
These goals apply to all Contractors as well as any tier Sub-contractor	

Recipients and Contractors may demonstrate compliance with the “greatest extent feasible” requirement of Section 3 by meeting the numerical goals set forth in this Section 3 Program for providing training, employment, and contracting opportunities to Section 3 Residents and Section Business Concerns. Efforts to employ Section 3 Residents to the greatest extent feasible should be made at all job levels.

SAHA, in its own operations, shall endeavor to achieve the goals of Section 3 and shall provide equal responsibility to its contractors, vendors and suppliers to implement progressive efforts to also attain compliance. In doing so, SAHA shall evaluate contractors’ compliance towards achieving the goals of Section 3 and ensure a system of leveling sanctions against contractor, vendor, or supplier for non-compliance.

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The numerical goals established above represent minimum numerical targets and all prospective contractors shall be advised and encouraged to seek Section 3 participation to the greatest extent feasible. Any contractor that meets the minimum numerical goals set forth above will be considered to have complied with the Section 3 requirements. Any contractor that does not meet the numerical goals set forth above has the burden of demonstrating why it was not feasible to meet the numerical goals. In the event no competing contractors were successful in meeting the minimum goals set forth above, SAHA shall consider documentation provided by the contractor evidencing impediments encountered despite actions taken to comply with the Section 3 requirements. Such evidence shall be subject to the satisfaction of the Authority.

All contractors submitting bids/proposals to the Housing Authority shall be required to complete certifications, as appropriate, as acknowledgment of the Section 3 contracting and employment provisions as required by this selection. Such certifications shall be supported with adequate evidence to support representations made. The certifications required to be submitted with the bid/proposal consist of the following:

- h. Certification for business concerns seeking Section 3 preference.
- e. Contractor certification of efforts to fully comply with

Employment and training provisions of Section 3.

Prior to the award of any contract, the contractor shall enter into negotiations with SAHA for the purpose of incorporating into the contract a provision, to the greatest extent possible, hiring of Public Housing residents or other Section 3 residents to be trained or employed on the contract. Such resulting provision shall obligate the contractor toward the greatest extent possible, achieving the numerical goals listed above and shall be based on a detailed workforce analysis to be compiled by the contractor and submitted to the Authority prior to award of contract.

Definitions:

Annual Contributions Contract (ACC) means the contract under the U.S. Housing Act of 1937 (1937 Act) between HUD and the PHA, or between HUD and the IHA that contains the terms and conditions under which HUD assists the PHA or IHA in providing decent, safe, and sanitary housing for low-income families. The ACC must be in the form prescribed by HUD under which HUD agrees to provide assistance in the development, modernization, and/or operation of a low-income housing project under the 1937 Act, and the PHA or IHA agrees to develop, modernize and operate the project in compliance with all provisions of the ACC and the 1937 Act, and all

HUD regulations and implementing requirements and procedures.

Applicant means any entity which makes an application for section 3 covered assistance, and includes, but is not limited to, and State, unit of local government, public housing agency, Indian housing authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHOO), resident management corporation, resident council, or cooperative association.

Contractor means any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

Department or HUD means the Department of Housing and Urban Development, including its field offices to which authority has been delegated to perform functions under this part.

Employment opportunities generated by section 3 covered assistance means all employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in § 135.3 (a) (1)).

Housing development means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

HUD Youth build programs means programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12699), and provide disadvantaged youth with opportunities of employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

TPA means the Job Training Partnership Act (29 U.S.C. 1579(a)).

Metropolitan area means a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

SAN ANTONIO HOUSING AUTHORITY
Procurement and Contract Administration

New hires mean full-time employees for permanent, temporary or seasonal employment opportunities.

Other HUD programs means HUD programs, other than HUD public and Indian housing programs, that provide housing and community development assistance for “section 3 covered projects,” as defined in this section.

Public housing resident has the meaning given this term in 24 CFR part 963.

Recipient means any entity, which receives section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

Section 3 means section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3-business concern means a business concern, as defined in this section:

- (1) That is 51 percent or more owned by section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “section 3 business concern.”

Section 3 covered assistance means:

- (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
- (2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
- (3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act.

Section 3 covered contract means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with section 3-covered project.

Section 3-covered project means the construction, reconstruction, conversion, rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings, maintenance or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 resident means:

- (1) A public housing resident; or
- (2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:
 - I. A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80% of the median family income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
 - II. A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments made for smaller or larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of unusually high or low family incomes.
- (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

Service area means the geographical area in which the persons benefiting from the section 3-covered project reside.

Subcontractor means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the

expenditure of section covered assistance, or arising in connection with a section 3 covered project.

Section 3 joint venture means an association of business concerns, one of which qualifies as a section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the section 3 business concern:

- (1) Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- (2) Performs at least 25% of the work and is contractually entitled to compensation proportionate to its work.

Preference for Section 3 Business Concerns (Contracting)

SAHA in accordance with Section 3 of the Housing and Urban development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts towards awarding contracts to section 3 business concerns in the following order of priority and expend greatest extent feasible efforts to achieve, at minimum, the numerical goals established in this section:

- **1st Priority – Category 1 Section 3 Businesses**
Business concerns that are 51% or more owned by residents of the housing development(s) for which work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
- **2nd Priority – Category 2 Section 3 Businesses**
Business concerns that are 51% or more owned by residents of other San Antonio Housing Authority Public Housing developments other than the development(s) where the work is performed or whose full-time permanent workforce includes 30% of these person(s) as employees.
- **3rd Priority – Category 3 Section 3 Businesses**
Business concerns that are designated HUD Youth-build programs being carried out in the City of San Antonio.
- **4th Priority – Category 4 Section 3 Businesses**
Business concerns that are 51% or more owned by a section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 businesses), or that subcontract in excess of 25% of the total amount of sub-contracts to Section 3 business concerns.

A section 3-business concern seeking a contract for a sub-contract shall submit evidence to SAHA, if requested,

sufficient to demonstrate to the satisfaction of the Contracting Officer that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. Federal Regulations at 24CFR85.36, concerning the ability of the contractor to perform successfully, requires consideration of the contractor’s record in complying with Public Policy requirements, technical capacity, financial capacity and integrity. Section 3 compliance is a matter of properly considered as part of this determination.

Preference in Award of Section 3 Contracts

Preference in the award of Section 3 contracts that are awarded under the sealed bid procurement process shall be provided in accordance with the following:

Sealed bids shall be solicited from all businesses (Section 3 business concerns, and non-Section 3 business concerns). An award will be made to the qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid, provided that bid is:

- A. *Within the maximum total contract price established in the Authority’s budget for the project for which bids are being taken.*
- And
- B. *It is not more than “X” higher than the total bid price of the lowest responsive bid from any responsive bidder.*

“X” IS DETERMINED AS FOLLOWS:

	“X” = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid or \$9,000
WHEN THE LOWEST RESPONSIVE BID IS:	
At least \$100,000, but less than \$200,000	9% of that bid or \$16,000
At least \$200,000, but less than \$300,000	8% of that bid or \$21,000
At least \$300,000, but less than \$400,000	7% of that bid or \$24,000
At least \$400,000, but less than \$500,000	6% of that bid or \$25,000
At least \$500,000, but less than \$1 Million	5% of that bid or \$40,000
At least \$1 Million, but less than \$2 Million	4% of that bid or \$60,000
At least \$2 Million, but less than \$4 Million	3% of that bid or \$80,000
At least \$4 Million, but less than \$7 Million	2% of that bid or \$105,000
\$7 Million or more	1-1/2% of the lowest bid with no dollar limit

Preference in the award of Section 3 contracts that are awarded under the competitive negotiation (qualification based) method of procurement shall be accomplished by providing an evaluation criteria specific to the Section 3 rule and assigning a value equivalent to not more than fifteen (15) percent of the total number of available rating points. Such Section 3 evaluation criteria shall be for the provision of the preference for Section 3 business concerns.

Preference for Section 3 Residents (Employment & Training)

SAHA, in accordance with Section 3 of the Housing and Urban Development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts toward providing training and employment opportunities to Section 3 residents in the following order of priority and expend greatest extent feasible efforts to achieve at minimum, the numerical goals established in this section:

- 1st Priority – Category 1 Section 3 Residents
Residents of the development for which work is performed.
- 2nd Priority – Category 2 Section 3 Residents
Residents of other Public Housing developments outside of the development(s) where the work is performed.
- 3rd Priority – Category 3 Section 3 Residents
Residents of the City of San Antonio who are participants in HUD Youthbuild programs being carried out in the City.
- 4th Priority – Category 4 Section 3 Residents
Other Section 3 Residents.

Certification Procedure:

SAHA has its own program of self- certification for individuals and business concerns seeking recognition as a Section 3 resident or Section 3 business concern as defined in this Section 3 Program. SAHA's Procurement and Contract Administration department is charged with administering SAHA's Section 3-certification program. Any Individual or business concern seeking Section 3 preferences in the awarding of contracts or purchase agreements shall complete appropriate certification forms and provide adequate documentation as evidence of eligibility for preference under the Section 3 program. An individual or business concern may apply for certification as a Section 3 resident or Section 3 business concern either prior to bidding for SAHA work or during the actual bidding process. Any business concern that submits certification for preference after receipt of bid will not be considered eligible for Section 3 preference in the evaluation of that specific bid award. Certifications for Section 3 preference for business concerns must be received by SAHA prior to the submission of bids or along

with the bid. Certifications for eligibility as a Section 3 resident may be made at any time. Individuals or business concerns seeking to file for Section 3 preference shall contact:

A resident seeking preference in training and employment shall certify that he/she is a Section 3 resident by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility.

A business concern seeking preference in the awarding of a contract or purchase shall certify that the business concern is a Section 3 business by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility as required.

Protest Procedure:

SAHA desires to offer to concerned parties a procedure whereby complaints alleging non-compliance with the Section 3 Statute can receive prompt and equitable hearing and resolution. Protest surrounding SAHA's Section 3 program may be submitted in writing to the Section 3 Coordinator:

All complaints of non-compliance with the Section 3 Statue shall conform with the following requirements:

6. Complaints shall be filed in writing and shall contain the name, address, and phone number of the person filing the complaint, and a brief description of the alleged violation of the regulations.
- Complaints shall be filed within thirty (30) calendar days after the complaint becomes aware of the alleged violation.
7. An investigation as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by SAHA's Section 3 Coordinator. These rules contemplate informal, but thorough investigations, affording all interested persons and their representative, if any, an opportunity to submit testimony and/or evidence as may be available and relevant to the complaint.
- g. Written documentation as to the validity of the complaint and a description of the findings or resolution, if any, will be issued by the Section 3 Coordinator no later than thirty (30) days after the filing of a complaint.

In cases where concerned parties wish to have its complaint considered outside of SAHA, a complaint may be filed with the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, D.C., 20410. A complaint must be received no later than 180 days from the date of the action or omission upon which the complaints based, unless the time for filing is extended by the Assistant Secretary for good cause shown.



Contract & Subcontract Activity
For The San Antonio Housing Authority

Reporting Qtr: _____

Contract No: _____

Prime Contractor ID No: _____

Date Submitted: _____

Award Amount: _____

Grantee/Project Owner/Developer/Sponsor/Builder/Agency			Location (City, State, Zip Code)			Amount of Contract or Sub-Contract	Type of trade Code(See Below)	Subcontractor Business Racial/Ethnic Code (See Below)	Women Owned Business (Yes or No)	Sub-Contractor Identification (ID) Number	Section 3 Business (Yes or No)
Name of Contact Person		Phone Number (Including Area Code)	Reporting Period								
Item No.	Name	Street Address	City	State	Zip Code	A.	B.	C.	D.	E.	F.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic activities generated by its housing and community development assistance programs are directed toward Low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to HUD, and by recipients as a self-monitoring tool.

B: Type of Trade Codes

- 1 = New Construction
- 2 = Substantial Rehab.
- 3 = Repair
- 4 = Service
- 5 = Project Mangt.
- 6 = Professional
- 7 = Tenant Services
- 8 = Education/Training
- 9 = Arch./Engrg. Appraisal
- 0 = Other

C: Racial/Ethnic Codes:

- 1 = White Americans
- 2 = Black Americans
- 3 = Native Americans
- 4 = Hispanic Americans
- 5 = Asian/Pacific Americans
- 6 = Hasidic Jews

Certified this _____ day of _____

By: _____

Note: Please Attach all Compliance Reports (S3-60002B Forms)

SECTION 3 PROGRAM
Contractor Certification of Efforts to Fully Comply with
Employment and Training Provisions of Section 3

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

- Is a Section 3 Business concern. A Section 3 Business concern means a business concern:
 1. That is 51% or more owned by Section 3 Resident(s); or
 2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within the last three years of the date of first employment with the business concern were Section 3 residents; or
 3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 herein.
- Is Not a Section 3 Business concern but who has and will continue to seek compliance with Section 3 by certifying to the following efforts to be undertaken.

EFFORTS TO AWARD SUBCONTRACTOR TO SECTION 3 CONCERNS:
(Check ALL that apply.)

- By contacting business assistance agencies, minority contractors associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.
- By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas of the applicable development(s) owned and managed by the Housing Authority.
- By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations.
- By following up with Section 3 business concerns that have expressed interest in the contracting opportunities.
- By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought.
- By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities.
- By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.
- Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 businesses
- By developing and using a list of eligible Section 3 business concerns
- By actively supporting and undertaking joint ventures with Section 3 businesses

EFFORTS TO PROVIDE TRAINING AND EMPLOYMENT TO SECTION 3 RESIDENTS

- By entering into a "first source" hiring agreements with organizations representing Section 3 residents
- By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building trades.
- By advertising employment and training positions to dwelling units occupied by Category 1 and 2 residents
- By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled
- By arranging interviews and conducting interviews on the job site
- By undertaking such continued job-training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

Authorized Signature of the Bidder

Certification for Business Concerns Seeking Section 3 Preference

Name of Business: _____

Address of business: _____

Type of Section 3 Business:

Corporation

Partnership

Phone No.: _____

Sole Proprietorship

Joint Venture

Pager No.: _____

Name and Address of Section 3 Resident(s) in 51% ownership position:

Attached is the following documentation as evidence of section 3 status. X as Appropriate

- Copy of resident lease with San Antonio Housing Authority
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence as appropriate

For the Section 3 business entity as applicable:

- Copy of Articles of Incorporation
- Assumed business Name Certificate
- List of owners/stockholders and % ownership of each owner
- Organizational chart w/names, titles & brief functional statement
- Certificate of Good Standings
- Partnership Agreement
- Corporation Annual Report
- Latest Board minutes appointing officers
- Additional Documentation

CORPORATE SEAL

Attested by:

Name:

Date:

(Authorizing Name & Signature)

APPLICANT "SECTION 3" CERTIFICATION FORM

Name: _____
 Legal Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ or fax: _____

Position Applied For: _____

(All applicants are required to complete and sign this form.)

In general, Section 3 gives applicants whose household income in the past year was less than 80% of the area median income a preference in the hiring process so long as they are qualified for the position for which they are applying.

Only those applicants who complete the disclosure and meet the Section 3 requirements will be eligible for the preference, HOWEVER, employment offers for applicants claiming a Section 3 preference will be conditional upon providing proof of eligibility at the time of hire.

CAUTION: Any applicant falsely claiming a Section 3 preference will immediately be removed from consideration of employment.

 _____ Option 1: I choose not to disclose this information and understand that I will not be granted a Section 3 preference in the hiring process

OR

_____ Option 2: I choose to disclose the following information to determine if I am eligible for a Section 3 preference (complete questions below)

1. Are you a resident of public housing or Section 8? (Check One) _____ Yes _____ No
2. The number of persons in my household is _____.
3. From the chart below, locate the number of persons in your household and enter the dollar amount from that box here _____.

# of persons in Household	1	2	3	4	5	6	7	8
80% Area Median Income (FY 2011 Income Limits)	\$33,550	\$38,350	\$43,150	\$47,900	\$51,750	\$55,600	\$59,400	\$63,250

Section 3 Preference Eligibility Test

_____ Yes _____ No My legal address is within Bexar County, TX.

_____ Yes _____ No My household income last year was equal to or less than the amount listed on Line 3.

If the answers to both questions are YES, you are entitled to a Section 3 preference.

 By signing, I certify that all of the information given above is true and accurate and that if found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified section 3 resident and may be grounds for termination of any employment or contract that resulted from this application and/or certification.

Signature _____

DATE: _____



**Contractor's Quarterly Section 3 Compliance Report
For The San Antonio Housing Authority**

Contract #: _____

- Prime Contractor
 Sub-Contractor: _____

Address: _____

Name of Contact Person: _____

Contract Start Date:	Reporting Period For the Months of: <input type="checkbox"/> January – March <input type="checkbox"/> April – June <input type="checkbox"/> July – September <input type="checkbox"/> October - December
Contract Completion Date:	Date of Report:
Contact Person Phone #:	Contact Person E-Mail Address:

Specific actions undertaken during this reporting period (e.g., job postings, job fair, etc) to achieve the objectives of Section 3 compliance	Name of New Hire – List ALL New Hires	Using Job Codes table at bottom left insert Job Code & Position Title – Indicate if “Trainee”	Did this person qualify under Section 3?	Wage Rate of Section 3 Employees - ONLY	Most recent contact information of Section 3 employees and trainees – Please indicate if their preferred spoken language is not English.

JOB CODES

1 – Professionals	6 – Craft workers (skilled)
2 – Technicians	7- Operatives (semi-skilled)
3 – Office/Clerical	8 – Laborers (unskilled)
4 – Officers/Managers	9 – Service workers
5 – Sales	10 – Other – List & describe

A) Total # of Employees at Beginning of Contract _____

B) Total # of Employees as of Report Date for this Quarter _____

C) Total # of Section 3 New Hires for this Quarter _____

D) Total # of Section 3 New Hires who are Trainees hired this Quarter _____

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic activities generated by its housing and community development assistance programs are directed toward Low- and very low persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program receipts' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to HUD, and by recipients as a self-monitoring tool.

Certified this _____ day of _____

By: _____

Printed Name

Signature

Please attach additional sheets if necessary

SAHA Form S3-6002 (Rev. 3/11)



**Contractor's Quarterly Section 3 Compliance Report
For The San Antonio Housing Authority**

1*

Contract #: _____

Prime Contractor

Sub-Contractor: _____

Address: _____

Name of Contact Person: _____

2

3

4

5

Contract Start Date: _____

6

Contract Completion Date: _____

7

Contact Person Phone # _____

8

Reporting Period For the Months of:

January – March April – June

July – September October - December

9

Date of Report: _____

10

Contact Person E-Mail Address: _____

11

Specific actions undertaken during this reporting period (e.g., job postings, job fair, etc) to achieve the objectives of Section 3 compliance

Name of New Hire – List ALL New Hires

Using Job Codes table at bottom left insert Job Code & Position Title – Indicate if “Trainee”

Did this person qualify under Section 3?

Wage Rate of Section 3 Employees - ONLY

Most recent contact information of Section 3 employees and trainees – Please indicate if their preferred spoken language is not English.

12

13

14

15

16

17

JOB CODES

1 – Professionals	6 – Craft workers (skilled)
2 – Technicians	7- Operatives (semi-skilled)
3 – Office/Clerical	8 – Laborers (unskilled)
4 – Officers/Managers	9 – Service workers
5 – Sales	10 – Other – List & describe

A) Total # of Employees at Beginning of Contract _____

B) Total # of Employees as of Report Date for this Quarter _____

C) Total # of Section 3 New Hires for this Quarter _____

D) Total # of Section 3 New Hires who are Trainees hired this Quarter _____

18

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic activities generated by its housing and community development assistance programs are directed toward Low- and very low persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program receipts' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to HUD, and by recipients as a self-monitoring tool.

Certified this _____ day of _____

19

By: _____

Printed Name

Signature

Please attach additional sheets if necessary

SAHA Form S3-6002 (Rev. 3/11)



Contractor's Section 3 Compliance Report – Instructions – Attachment B

- 1*) Check the applicable box if you are a Contractor or Sub-Contractor. *If you are a Sub-Contractor, complete Instruction # 20.
- 2) Enter the San Antonio Housing Authority (SAHA) Contract Number, not the AMD#.
- 3) Enter the business name of the Prime Contractor or Sub-Contractor who is reporting compliance activity.
- 4) Enter the business address of the Prime Contractor or Sub-Contractor who is reporting Section 3 compliance activity.
- 5) Enter the name of the person filling out the form.
- 6) Enter the date in mm/dd/yy format for which this contract started.
- 7) Enter the date in mm/dd/yy format for which this contract ends.
- 8) Enter the area code and telephone number of the person filling out this form.
- 9) Mark the appropriate box for the time period in which you are reporting Section 3 compliance activity.
- 10) Enter the date in mm/dd/yy format of this contract report date.
- 11) Enter the e-mail address of the Company Representative who is filling out this form.
- 12) Identify efforts made to direct the employment and other economic opportunities toward low and very low income persons, particularly those who are recipients of government assistance for housing.
- 13) Provide the names of all new hires that were hired during the current reporting period.
- 14) Using the Job Codes table on the bottom left and the definitions provided in "Attachment C," select the best available job code that most matches the job for the new hire. Indicate with a "T" if this individual is a trainee, as defined in Attachment C.
- 15) Mark with a "Yes" or "No" if the new hire qualified under Section 3 guidelines.
- 16) If the New Hire qualified under Section 3 guidelines, provide the rate of pay.
- 17) Provide the most recent available mailing address for the Section 3 qualified employee only. Indicate if the Section 3 qualified employee has a preferred language other than English.
- 18) Provide the following information in numerical form:
 - A) The total number of employees in the company at the beginning of this contract.
 - B) The total number of employees as of the report date in the company, for this quarter.
 - C) Provide the total number of Section 3 hires who were brought on to the Company since the beginning of the Contract.
 - D) From the number provided under # 18, Letter C, how many of these Section 3 employees are Trainees?
- 19) Sign and date that you certify the information you are providing is accurate and true.
- 20) Sub-contractor shall forward the completed report to the Prime Contractor.
- 21) Prime Contractor shall forward the completed report(s), including their own, to the San Antonio Housing Authority Procurement Department, 818 South Flores Street, San Antonio, TX 78204, fax (210) 477-6167 or e-mail to Lucretia_robinson@saha.org. For any questions please call (210) 477-6059.



Job Codes Definitions– Attachment C

PROFESSIONALS

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Include: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

TECHNICIANS

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

OFFICE AND CLERICAL

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

OFFICIALS AND MANAGERS

Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Including: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

SALES

Occupations engaging wholly or primarily in direct selling. Including: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

CRAFT WORKERS (SKILLED)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers,



Job Codes Definitions– Attachment C

stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers

CRAFT WORKERS (SKILLED)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

OPERATIVES (SEMISKILLED)

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffer's, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

LABORERS (UNSKILLED)

Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

SERVICE WORKERS

Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurse aides, and orderlies), barbers, cleaners, cooks, counter and fountain workers, elevator keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

OTHER

“OTHER” is defined as any other job category not listed above.



Job Codes Definitions– Attachment C

TRAINEE

Certain apprenticeship and trainee programs have been approved by various Federal agencies. Approved apprenticeship and trainee programs include: an apprenticeship program approved by the Bureau of Apprenticeship and Training of the Department of Labor, or a State Apprenticeship Agency, or an on-the-job training program approved by the Bureau of Apprenticeship and Training, in accordance with the regulations at 29 CFR part 5; or a training program approved by HUD policies and guidelines, as applicable. Participation in an approved apprenticeship program does not, in and of itself, demonstrate compliance with the regulations of this part.

ATTACHMENT E TECHNICAL DATA

IT Technical Data

- 1. Documentation:** There is very limited documentation available for the programs being operated by SAHA. Most documentation would be what is available from the manufacturer's website.
- 2. Outsourcing:** SAHA does not currently outsource any of its IT functions other than its maintenance subscriptions for various software components such as JD Edwards, Emphasys etc. and some software consulting services through Texas Department of Information Resources (TX-DIR) contracts.
- 3. Servers:** SAHA is operating approximately 40 servers consisting of Hewlett Packard (HP) Proliant models DL20 – DL580 primarily operating on Windows Server 2003. SAHA does support Linux/Unix servers for the Avaya Phone and voice mail systems.
- 4. Production:** The production servers are located in the Central Office located at 818 S. Flores, San Antonio, TX 78204 in a dedicated server room.
- 5. Disaster Recovery:** The disaster recovery site (DROC) is currently located approximately one (1) mile from the central office in our Brazos Street Warehouse located at 1310 S. Brazos, San Antonio, TX 78207. The Recovery Time Objective (RTO) and Recovery Point Objective (RPO) are: 24 hours/24 hours.
- 6. Users:** The IT Department supports approximately 650 users.
- 7. Software:** Software Versions currently in use are:
 - Outlook Exchange 2007
 - Microsoft Office 2007
 - Windows 2007
 - Sharepoint 2007
 - Emphasys 191 MR11
 - JD Edwards (JDE) Xe B7333
 - Custom Help Desk application (Approximately 25 tickets per day)
 - Multiple custom Web based applications
 - Visual Studio.Net
 - SQL 2008
 - Crystal 11
- 8. Communications:** SAHA operates the following voice communication systems:
 - Avaya VoIP 8720 Version 4.2
 - Blackberry Phones
 - Active sync Nextel

- 9. Archival System:** SAHA operates a document archival system utilizing OTG Application Extender and Symantec Enterprise Vault 9.0 in conjunction with OTG Scan Extender and HP Scanners. The workflow is not documented.
- 10. Backup & Security:** For backup SAHA utilizes Iron Mountain Live Vault (Latest Version) and security is handled by Active Directory encrypted WAN, with TrueCrypt on desktop.

CONFIGURATION

JDEDEPLOY1

Description:

This computer is used for JDE package build and deployment.

OS:

1. Version: Windows Server 2003 sp2
2. IP: 10.1.19.141
3. Windows Components
 - a. Accessories And Utilities
 - i. All
 - b. Management And Monitoring Tools
 - i. Simple Network Management Protocol
 - ii. WMI SNMP Provider
 - c. Update Root Certificates

Software:

1. Adobe Reader 7.1.0
2. Compaq Remote Monitor Service
3. HP Array Configuration Utility
4. HP Insight Management Agents
5. HP ProLiant Integrated Management Log Viewer
6. HP Version Control Agent 2.0
7. J2SE Runtime Environment 5.0 Update 11
8. J2SE Runtime Environment 5.0 Update 2
9. J2SE Runtime Environment 5.0 Update 3
10. J2SE Runtime Environment 5.0 Update 5
11. J2SE Runtime Environment 5.0 Update 6
12. J2SE Runtime Environment 5.0 Update 9
13. Java 2 Runtime Environment Standard Edition v1.3
14. Java 2 Runtime Environment, SE v1.4.2_03
15. Java(TM) 6 Update 2
16. Java(TM) 6 Update 3
17. Java(TM) 6 Update 5
18. Java(TM) 6 Update 7
19. Java(TM) SE Runtime Environment 6 Update 1
20. JDEdwards OneWorld
21. LiveUpdate 3.0 (Symantec Corporation)
22. LiveVault Backup
23. .Net Framework 2.0 sp1
24. .Net Framework 3.0 sp1
25. Microsoft Office 2000 SR-1 Professional
26. Microsoft Office Outlook 2003
27. Microsoft SQL Server Native Client

28. Microsoft Visual C++ 6.0 Professional Edition
29. MSXML 6.0 Parser (KB933579)
30. PeopleSoft
31. PeopleSoft Change Assistant
32. Symantec AntiVirus
33. Internet Explorer 7
34. Windows Rights Management Client Backwards Compatibility SP2
35. Windows Rights Management Client with Service Pack 2

Drives:

1.
 - a. Drive Letter: C
 - b. Description: OS/Programs
 - c. Smart Array 6i in Slot 0
Storage Enclosure 2
33.9 GB Physical Drive 2:0 Port J2
33.9 GB Physical Drive 2:1 Port J2
 - d. Size: 33.9 GB
2.
 - a. Drive Letter: D
 - b. Description: CD Drive
3.
 - a. Drive Letter: G
 - b. Description: JDEdwardsOneWorld
 - c. Smart Array 6i in Slot 0
Storage Enclosure 2
67.8 GB Physical Drive 2:2 Port J2
67.8 GB Physical Drive 2:3 Port J2
67.8 GB Physical Drive 2:4 Port J2
67.8 GB Physical Drive 2:5 Port J2
 - d. Size: 203 GB

Mapped Drives:

1.
 - a. Drive Letter: J
 - b. Folder: B7333 on 'jdedeploy1'
2.
 - a. Drive Letter: L
 - b. Folder: Technology on 'docsvr'
3.
 - a. Drive Letter: O
 - b. Folder: OneWorld Client Install on 'jdedeploy1\b7333'
4.
 - a. Drive Letter: V

- b. Folder: D\$ on 'JDEWEB1 (jdeweb1)'
- 5.
 - c. Drive Letter: W
 - d. Folder: Sql on 'jdeent1\g\$\backup'

Shares:

- 1.
 - a. Name: ADMIN\$
 - b. Folder: C:\WINDOWS
 - c. Permissions: Administrators full control
- 2.
 - a. Name: C\$
 - b. Folder: C:\
 - c. Permissions: Administrators full control
- 3.
 - a. Name: IPC\$
 - b. Comment: Remote IPC
 - c. Permissions: Everyone read
- 4.
 - a. Name: D
 - b. Folder: D:\
 - c. Permissions: Everyone Read

Folders:

- 1.
 - a. Folder: C:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute
- 2.
 - a. Folder: G:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute

Scheduled Tasks:

- 1. None.

Configuration:

- 1. Boot.ini
 - a. Add /PAE switch.
- 2. Local Security Policy
 - a. Lock Pages In Memory
 - i. Administrators
- 3. Symantec Antivirus
 - a. Enable scheduled automatic updates.
 - b. Update virus definitions every day at 8:00 pm.

- c. Create new scheduled scan to run every day at 9:00 pm and do not show scan progress.
4. Microsoft Visual C++ 6.0 Professional Edition
 - a. Full Install

Known Issues:

1. None.

CONFIGURATION

JDEENT1

Description:

This computer is used to run JDEdwards.

OS:

1. Version: Windows Server 2003 sp2
2. IP: 10.1.19.139
3. Windows Components
 - a. Accessories And Utilities
 - i. All
 - b. Update Root Certificates

Software:

1. Ad-Aware SE Professional
2. Adobe Flash Player ActiveX
3. Adobe Reader 7.0.7
4. Compaq Remote Monitor Service
5. HP Array Configuration Utility
6. HP Array Diagnostic Utility
7. HP Insight Diagnostic Online Edition for Windows
8. HP ProLiant Integrated Management Log Viewer
9. J2SE Runtime Environment 5.0 Update 10
10. J2SE Runtime Environment 5.0 Update 11
11. J2SE Runtime Environment 5.0 Update 3
12. J2SE Runtime Environment 5.0 Update 6
13. J2SE Runtime Environment 5.0 Update 9
14. Java(TM) SE Runtime Environment 6 Update 1
15. LiveUpdate 3.1 (Symantec Corporation)
16. LiveVault Backup
17. .Net Framework 2.0 sp1
18. .Net Framework 3.0 sp1
19. Microsoft Office 2000 SR-1 Professional
20. Microsoft Office 2003 Web Components
21. Microsoft Office Outlook 2003
22. Microsoft SQL Server 2005
23. Microsoft SQL Server 2005 Backward compatibility
24. Microsoft SQL Server 2005 Books Online (English)(September)
25. Microsoft SQL Native Client
26. Microsoft Server Setup Support Files(English)
27. Microsoft Server VSS Writer
28. Microsoft Visual C++ 6.0 Professional Edition
29. Microsoft Visual Studio 2005 Premier Partner - ENU

30. Microsoft Visual Studio 6.0 Enterprise Edition
31. Microsoft VM for Java
32. MSXML 6.0 Parser (KB933579)
33. PeopleSoft Enterprise Server
34. Shadow Copy Client
35. MSXML 4
36. Symantec AntiVirus
37. TreeSize Free V2.1
38. Vertex Payroll Tax Q Series
39. Vertex Payroll Tax Q Series Documentation
40. Internet Explorer 7
41. Windows Server 2003 Service Pack 2

Drives:

1.
 - a. Drive Letter: A
 - b. Description: 3.5 Floppy
2.
 - a. Drive Letter: C
 - b. Description: OS/Programs 2 drives x 34.727
 - c. Array: Parallel SCSI Array A (Logical Drive 1)
 - d. RAID 1
 - e. Size: 34.727 GB
3.
 - a. Drive Letter: D
 - b. Description: OS/Programs 14 drives x 34.6
 - c. Array: Parallel SCSI Array B (Logical Drive 2)
 - d. RAID 1+0
 - e. Size: 243.094 GB
4.
 - a. Drive Letter: E
 - b. Description: JDE SYS 4 drives x 72.8
 - c. Array: Parallel SCSI Array B (Logical Drive 2)
 - d. RAID 5
 - e. Size: 208.378 GB
5.
 - a. Drive Letter: F
 - b. Description: Temp Db 6 drives x 36.4
 - c. Array: Parallel SCSI Array A (Logical Drive 1)
 - d. RAID 1+0
 - e. Size: 104.183 GB
6.
 - a. Drive Letter: G
 - b. Description: JDE SYS 8 drives x 36.4 GB
 - c. Array: Parallel SCSI Array C (Logical Drive 3)
 - d. RAID 5

- e. Size: 243.094 GB
- 7.
 - a. Drive Letter: H
 - b. Description: CD

Mapped Drives:

- 1.
 - a. Drive Letter: L
 - b. Folder: <\\saha.local\technology>
- 2.
 - a. Drive Letter: N
 - b. Folder: <\\docsvr\deptapps>
- 3.
 - a. Drive Letter: Q
 - b. Folder: <\\mlssv1\mls>

Shares:

- 1.
 - a. Name: Backup\$
 - b. Folder: G:\Backup
 - c. Permissions: Administrators full control
- 2.
 - a. Name: Vertex\$
 - b. Folder: E:\Vertex
 - c. Permissions: Administrators full control
- 3.
 - a. Name: JDEdwardsOneWorld\$
 - b. Folder: E:\JDEdwardsOneWorld
 - c. Permissions: everyone read

Folders:

- 1.
 - a. Folder: C:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute
- 2.
 - a. Folder: D:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute
- 3.
 - a. Folder: E:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute
- 4.
 - a. Folder: F:\Temp
 - b. Permissions: Administrators full control

- c. Permissions: Users read & execute
- 5.
 - a. Folder: G:\Temp
 - b. Permissions: Administrators full control
 - c. Permissions: Users read & execute

Configuration:

- 1. Boot.ini
 - a. Add /PAE switch.
- 2. Local Security Policy
 - a. Lock Pages In Memory
 - i. Administrators
- 3. Symantec Antivirus
 - a. Enable scheduled automatic updates.
 - b. Update virus definitions every day at 8:00 pm.
 - c. Create new scheduled scan to run every day at 9:00 pm and do not show scan progress.
- 4. Visual Studio 2005
 - a. Full Install
- 5. SQL Server 2005
 - a. Full Install.
 - b. Use AWE to control memory.
 - c. Set Tempdb initial size to 2 GB.
 - d. Set Templog initial size to 200 MB.
 - e. Set 'max text repl size (B)', 100000000;
- 6. OS
 - a. TCPIP
 - i. IP: 10.1.19.139
 - ii. DNS: 10.1.16.1
 - iii. DNS: 10.1.16.10
 - iv. GATEWAY: 10.1.16.254
- 7. Windows Updates
 - a. Automatically download and install updates

Known Issues:

- 1. None

Object	Description	Code	Code	Object Type
P550001	Saha Events Application	55	55	APPL
P550001A	SAHA Asset Management Properties	55	55	APPL
P550101	SAHA Employee Work Location Interactive Program	55	55	APPL
P5501012	Phone Update	55	55	APPL
P550115	Revise Phone Numbers	55	55	APPL
P550411	A/P Standard Voucher Entry	55	55	APPL
P5506PSL	Payroll Manager Security Lockdown	55	55	APPL
P5506PST	Time Boss Payroll Security Lockdown	55	55	APPL
P5507186	Stub Information History	55	55	APPL
P5507940	Vertex Tax Table	55	55	APPL
P5508101	Position Master - SAHA	55	55	APPL
P5508601	Injury/Illness Case Information (SAHA)	55	55	APPL
P5508GRV	Grievance Tracking	55	55	APPL
P550901A	Comparative Analysis	55	55	APPL
P550902	Account Balances	55	55	APPL
P5509214	TB By Responsibility	55	55	APPL
P5512RSD	Real Estate Supplemental Data	55	55	APPL
P5512SEC	Real Estate Supplemental Data Security	55	55	APPL
P5514102	SAHA Budget by Business Unit	55	55	APPL
P551720	Contract Header Revisions	55	55	APPL
P5517714	Custom Service Work Order Revisions	55	55	APPL
P554310	Update Purchase Order Header for User Date field	55	55	APPL
P554311	Fix Purchase Order Detail Commodity Codes	55	55	APPL
P554311C	SAHA PO Detail NIGP Cross Reference	55	55	APPL
P554801	Upload WO Text File	55	55	APPL
P5548201	Custom Work With Work Orders	55	55	APPL
P55902AB	Variance Comments by BU	55	55	APPL
P55902AC	Variance Comments by Company	55	55	APPL
P55902BC	Budget Comments	55	55	APPL
P55902CC	Variance Comments by Company	55	55	APPL
P559200	Account Ledger Inquiry/Portrait	55	55	APPL
P559861	SAHA Object Librarian Comparison	55	55	APPL
P5598610	SAHA Budget and Audit Year Look Back and Forward	55	55	APPL
P5598616	Application to maintain version to business unit corelation	55	55	APPL
P55ACC	Accident Report Information	55	55	APPL
P55ADMIN	SAHA Program Administration Update	55	55	APPL
P55BEN	Benefits	55	55	APPL
P55BNFT	SAHA Benefits Program for Budgeting	55	55	APPL
P55BUDLK	Enable/Disable Budget Application (P5514102)	55	55	APPL
P55CC	Clear Inventory Commits	55	55	APPL
P55CHART	Organizational Chart	55	55	APPL
P55CHTHR	Human Resources Organizational Chart	55	55	APPL
P55CHTPA	Public Affairs & Communications Organizational Chart	55	55	APPL
P55CHTTN	Technology & Telephony Organizational Chart	55	55	APPL
P55CONTH	Active Contracts by Commodity Code	55	55	APPL
P55CONTR	Contract Master	55	55	APPL
P55CPS	City Public Service	55	55	APPL
P55CPS1	City Public Service Entry Point	55	55	APPL
P55DATE	DATE	55	55	APPL
P55DTBB	SAHA Bulletin Board	55	55	APPL
P55DTEV	SAHA Events	55	55	APPL
P55DTNB	SAHA News Board	55	55	APPL

P55ECI	Emergency Contact Information	55	55 APPL
P55ECI2	Emergency Contact Information for Human Resources	55	55 APPL
P55EM	Email	55	55 APPL
P55EMAIL	Email	55	55 APPL
P55FAQ	SAHA Frequently Asked Questions	55	55 APPL
P55FMLA	FMLA Tag File	55	55 APPL
P55HALM	Home Address Line Modification	55	55 APPL
P55HR01	SAHA Human Resources Inquiry	55	55 APPL
P55INV01	Inventory - G/L Class Code	55	55 APPL
P55JD01	Job Description for Chief Technology Officer	55	55 APPL
P55JD02	Job Description for Human Resources Director	55	55 APPL
P55JD03	Job Description for Public Affairs & Communications	55	55 APPL
P55LINKS	SAHA Links	55	55 APPL
P55PC2	Personal Cell Telephones	55	55 APPL
P55PDOFA	PM DOFA	55	55 APPL
P55PHDEV	SAHA Development Phone Directory List Update	55	55 APPL
P55PHEMP	SAHA Employee Phone Directory List Update	55	55 APPL
P55PHLST	SAHA Phone Number List Update	55	55 APPL
P55PHONE	SAHA Revise Phone Numbers	55	55 APPL
P55PHONH	SAHA Revise Home Phone Numbers	55	55 APPL
P55PHONP	SAHA Revise Personal Cell Phone Numbers	55	55 APPL
P55PMIR	Property Management Leasing Violation and Incident Report	55	55 APPL
P55PMRT	Property Management Rate Form	55	55 APPL
P55PO	SAHA Contract Vendor Money Summary Amounts	55	55 APPL
P55PO4	Contract Vendor Money Summary	55	55 APPL
P55PRGPR	Property Unit and GPR Data	55	55 APPL
P55PRINT	Set Default SAHA JD Edwards printer	55	55 APPL
P55PRJ	Project Management	55	55 APPL
P55PROP	Property Information table	55	55 APPL
P55RESDT	Real Estate Supplemental Data	55	55 APPL
P55SDBI	Employee Supplemental Data Base Inquiry	55	55 APPL
P55SEC01	Parking Permit Maintenance	55	55 APPL
P55SEC02	Parking Permit Maintenance for Employees	55	55 APPL
P55SHASH	Test Object	55	55 APPL
P55TELEP	SAHA Revise Phone Numbers	55	55 APPL
P55TEMP	Temporary Employee Information	55	55 APPL
P55TEST	Scotts Test Program	55	55 APPL
P55TESTA	Test applicatoin	55	55 APPL
P55TIME	Enable/Disable Emp Mast Filter (P051191)	55	55 APPL
P55TNT01	TNT Work File Maintenance	55	55 APPL
P55USER	User ID	55	55 APPL
P55UTIL	Utility Transactions Program	55	55 APPL
P55UTILA	Uitlity Consumption Analysis	55	55 APPL
P55VLI	Voluntary Life Insurance	55	55 APPL
P55W4	W4 Information	55	55 APPL
P55WF1	Employee Workflow Interactive Screen	55	55 APPL
P55WF120	Fixed Asset Transfer Workflow	55	55 APPL
P55WFADM	Workflow Administrator	55	55 APPL
P55WFIR	Employee Workflow Information Request Interactive App	55	55 APPL
P55WFNHR	Employee Workflow New Hire Request Forms	55	55 APPL
P55WFRP	Workflow Responsible Party Maintenance	55	55 APPL
P55WORDR	Property Management Data Entry for WO	55	55 APPL
P55WSJ	Work Submitted Jobs	55	55 APPL

P5607186	SAHA Stub Information History	56	56 APPL
P5698616	Custom Printer Assignments	55	55 APPL
P56RESDT	Real Estate Supplemental Data	56	56 APPL
P59950	SAHA Security Maintenance	59	59 APPL
R5500001	TimeCard Lockout	55	55 UBE
R550025	SAHA Test Financial Report Writer	55	55 UBE
R550082	Menu Search by Object Name	55	55 UBE
R550092	Employee Educational Attainment	55	55 UBE
R550101	Address Book	55	55 UBE
R5501011	Unit Address Table Conversion	55	1 UBE
R550101A	Address Book with Tax Report Code	55	55 UBE
R5501401A	SAHA Standard Address Labels	55	55 UBE
R5501INS	Insurance Report	55	55 UBE
R5501VDR	Vendor Report	55	55 UBE
R5503B11D	Delete F03B11 Unposted Transactions	55	55 UBE
R5503B14	Cash Receipts Report	55	55 UBE
R550401L	Payment Instrument Letter	55	55 UBE
R550411	CGP Vendor Totals Report	55	55 UBE
R550411A	As-Of Open AP Summary Report for Reconciliation	55	55 UBE
R550411AP	Ledger Account W/O Corresponding Detail	55	55 UBE
R550411B	A/P Summarized Payment History	55	55 UBE
R550411C	Vendor - Payee Reconciliation Report	55	55 UBE
R550411U	Update Table F0411 Post Code	55	55 UBE
R550413	Invoices Paid in Different Fiscal Year	55	55 UBE
R550413A	A/P Total Vendor Payments Inquiry	55	55 UBE
R550413B	Check Detail	55	55 UBE
R550413BLD	Invoices Paid in Different Fiscal Year Build Work Table	55	55 UBE
R550414A	A/P Summarized Payment History	55	55 UBE
R5504423B	Open A/P Details with Aging	55	55 UBE
R5504573	A/P Check Processing - Special Check Attachment	4	4 UBE
R5504APA	Company A/P Payment Analysis by Account Number	55	55 UBE
R5504VPAY	Vendor Payment Report for SAHA Audit	55	55 UBE
R55060116	Employee Roster with Supervisor and Pay Grade	55	55 UBE
R55060116C	Employee Classifications	55	55 UBE
R55060120	Employees in "Acting" Capacity	55	55 UBE
R5506106	Employee Labor Distribution	55	55 UBE
R5506116	Hourly employee's with no time cards	55	55 UBE
R5506116A	Active EE's w/ BU, SBU, CRC & Supervisor	55	55 UBE
R5506116B	Time and Attendance Report	55	6 UBE
R5506145	Annual Leave 8005 Listing	55	55 UBE
R5506146	Leave Balance	55	55 UBE
R5506146B	Sick Balance	55	55 UBE
R5506146C	Leave Balance - \$'s	55	55 UBE
R5506146E	Annual Leave and Sick Leave Balances	55	55 UBE
R5506156	Last Paycheck Query	55	55 UBE
R550618	Salary Detail	55	55 UBE
R550618A	Salary Detail by Subledger	55	55 UBE
R550618B	Payroll Journal Summary	55	55 UBE
R550618C	Employees' Actual Hours Worked	55	55 UBE
R550618CB	US Census Bureau Report	55	55 UBE
R550618D	Employees Hours Worked by Location	55	55 UBE
R550618E	Payroll Journal Summary by Business Unit	55	55 UBE
R550618R	Reclass of Payroll Non-Reg Pay Expense-New	55	55 UBE

R5506EMCNT	LTD Enrollees	55	55 UBE
R5506ERLIF	Employer Paid Life Insurance	55	55 UBE
R5506EX1	Payroll Period Exception Report	55	55 UBE
R5506HOURS	80 Hour Work Period Exception Report	55	55 UBE
R5506LINSC	Employer Paid Life Insurance Carrier Report	55	55 UBE
R5506LTDE	LTD Eligibility by Hire Date Report	55	55 UBE
R5506PEN	Pension Enrollees Exception Report	55	55 UBE
R5506REC	Leave Accrual Reconciliation	55	55 UBE
R5506SBUPD	Employee Distribution Sublegder Update	55	55 UBE
R5507186	Print Check Stub History	55	55 UBE
R550719	DBA Transaction Detail History	55	55 UBE
R550719B	DBA Transaction Detail History - Update from F06156	55	55 UBE
R550719C	Update F550719 from F0618	55	55 UBE
R5507COL	Colonial Life Insurance DBA Detail	55	55 UBE
R5508002	Promotions	55	55 UBE
R5508101	Human Reource Reports	55	55 UBE
R5508101A	Source Data - Using Wage Range for FY 2003	55	55 UBE
R5508130	Payroll Yearly Budget Comparison Report	55	55 UBE
R55081460	Budgeted Positions by Location with Accounts	55	55 UBE
R55081460A	Position Account Information	55	55 UBE
R55081460C	Employee Labor Distribution	55	55 UBE
R55083430	Benefits Plan Options	55	55 UBE
R5508902	Update Position Budgets to Account Balances	55	08P UBE
R5508APEX	Applicant Exception Report	55	55 UBE
R5508APMAS	Applicant Master Report	55	55 UBE
R5508APPOS	Applicants by Position Report	55	55 UBE
R5508EBS	Employee Benefit Statement	55	55 UBE
R5508EBSYD	Employee Benefit Statement, Year-to-Date	55	55 UBE
R5508GRV	Grievance Tracking Report	55	55 UBE
R5508HIRES	Hires	55	55 UBE
R5508PBGL	Position Budgets by G/L Account	55	55 UBE
R5508RQMAS	Master Requisition Report	55	55 UBE
R5508RQSTA	Requisition Report by Department	55	55 UBE
R5508SBUPD	Budget Position Distribution Labor Update Subledger	55	55 UBE
R5508SEC3	Section 3 Certification Report	55	55 UBE
R5508TERM	Termination Report	55	55 UBE
R5508TRESP	Training Exception Report	55	55 UBE
R5508TRNSD	Training Report: Supplemental Data	55	55 UBE
R5508WF	Work Force Analysis	55	55 UBE
R5508WF2	Work Force Analysis includes Temps & Grants	55	55 UBE
R5508WFA	Work Force Analysis - Active Employees	55	55 UBE
R5508WFAE	Work Force Analysis - Applicants	55	55 UBE
R5508WFAT	Work Force Analysis - Terminated Employees	55	55 UBE
R5508WSSV	Wage Survey Report	55	55 UBE
R5509004	Account Ledger Inquiry with Check Numbers	55	55 UBE
R5509004A	Account Ledger Inquiry with Check No by Co or BU	55	55 UBE
R550901CC	Update Account Category Codes	55	55 UBE
R550901U	Update F0901 Billable Column	55	55 UBE
R550901U2	Update F901 GL Cat Codes 02-04	55	55 UBE
R550902D	Delete 625 Transactions with Blank LT	55	55 UBE
R550902T	Totals by Object/Subsidiary Account	55	55 UBE
R550902X	Income Statement Test	55	55 UBE
R550911	Unposted Transaction Journal	55	55 UBE

R550911A	General Ledger Inquiry	55	55 UBE
R550911B	Account Balances	55	55 UBE
R550911C	Account Ledger Inquiry	55	55 UBE
R550911D	Delete Unposted Batch Transactions	55	55 UBE
R550911E	Posted and Unposted Balances	55	55 UBE
R550911IC	Trial Balance Intercompany Accnts, OBSOLETE, Do not use	55	55 UBE
R550911IC2	Trial Balance Intercompany Accnts, by Single Company	55	55 UBE
R550911R	Reclass of Payroll Non-Reg Pay Expense	55	55 UBE
R550911T3	Correct T3 Errors	55	55 UBE
R550911U	General Ledger and A/R Detail Updates	55	55 UBE
R550911V	A/P Vendor Totals by Selected Account	55	55 UBE
R550912A	List of Allocation JE's	55	55 UBE
R5509200P	Account Ledger Print	55	55 UBE
R55094121	SAHA Trial Balance by Object Account	55	55 UBE
R55094121A	SAHA Trial Balance by Object Account, by Business Unit	55	55 UBE
R55094121B	SAHA Trial Balance by Object Account - Budget	55	55 UBE
R5509421	Monthly G/L Detail by Business Unit	55	55 UBE
R5509422	Monthly G/L Detail by Business Unit, by Posting Date	55	55 UBE
R5509422A	G/L Detail by Business Unit, by G/L Date	55	55 UBE
R5509505	Bank Reconciliation Interface	55	55 UBE
R5509505W	Bank Reconciliation Interface Wrapper	55	55 UBE
R5509BUDDL	Budget Download FY '03 Backup	55	55 UBE
R5509CC01	I/S by Cat Code	55	55 UBE
R5509COACC	Chart of Accounts Category Code Update	55	55 UBE
R5509FNBUD	Populate Final Budget Amount	55	55 UBE
R5510111B	CIP Grant Expenditures	55	55 UBE
R5510211B	Grant expenditures - Phdep	55	55 UBE
R55102IS	Income Statement	55	55 UBE
R55120001	Non-Capitalized Assets	55	55 UBE
R551201	Interface to Update Move Ins & Move outs	55	55 UBE
R551201A	TC to Upload F1201 & F1217 Data	55	55 UBE
R551201U	Update Resp BU and Depreciation BU	55	55 UBE
R551202	Fixed Assets Cost Summary	55	55 UBE
R551202D	Fixed Assets Cost Summary	55	55 UBE
R5512410	Annual Fixed Assets Inventory Checklist	55	55 UBE
R5512435	Account Reconciliation with Major Accounting Class	55	55 UBE
R5512855	Amortization	55	55 UBE
R5512DOS	Real Estate Properties Sold or Disposed	55	55 UBE
R5512EXC	Supplemental Data Exceptions Report	55	55 UBE
R5512RES	Real Estate Supplemental Data	55	55 APPL
R5512RSD	Real Estate Supplemental Data	55	55 UBE
R5512STAT	Real Estate Properties Status Report	55	55 UBE
R55311A	Consolidated Balance Sheet	55	55 UBE
R55311B	Consolidated Balance Sheet	55	55 UBE
R553121A	Consolidated Income Statement	55	55 UBE
R5541001B	Batch Program to Update F41001	55	55 UBE
R554101	Inventory Virtual Report	55	41 UBE
R554102	Inventory Master Report	55	55 UBE
R5541021J	Inventory with Quantity in Secondary Location	55	55 UBE
R5541021UP	Update G/L Class Code F41021	55	55 UBE
R554102UP	Update G/L Class Code F4102	55	55 UBE
R554111B2	Obsolete Inventory Build Program2	55	55 UBE
R554111C	Obsolete Inventory Print Program	55	55 UBE

R554111W	Obsolete Inventory Report	55	55 UBE
R55411Z1	Update F0411Z1 and F0911Z1	55	55 UBE
R5541INV	Inventory Adjustments & Issues Report	55	55 UBE
R5541INVT	Inventory Report	55	55 UBE
R5541UPD	Update Procurement table F41021	55	55 UBE
R5542001	Daily Warehouse Requisition Report	55	55 UBE
R5542003	Warehouse Requisition Report by Date and BU	55	55 UBE
R554211CYL	Warehouse Requisition Cycle Time	55	55 UBE
R554211VAR	STOT Variance Report	55	55 UBE
R554311	Open PO's with Account No Not Equal to Branch/Plant	55	55 UBE
R554311UPD	Update F4311	55	55 UBE
R5543412	Received/Vouchered Status Report	55	55 UBE
R5543450	Received Not Vouchered Reconciliation Report	55	55 UBE
R5543CON	Contracts Report - Detail	55	55 UBE
R5543CONS	Contracts Report - Summary	55	55 UBE
R5548001	Upload WO Data to Workfile	55	48 UBE
R5548002	Upload WO Data	55	48 UBE
R5548010	Work Order Production Report	55	55 UBE
R554801A	Work Order Print	55	55 UBE
R554801AA	PHAS Work Order Worksheets - Summarized	55	48 UBE
R554801AB	PHAS Work Order Worksheets - Detailed	55	48 UBE
R554801AC	WO History Conversion	55	55 UBE
R554801AK	PHAS Work Order Worksheets	55	48 UBE
R554801B	Work Order Print Closed Report	55	55 UBE
R554801C	Work Order Production Report	55	55 UBE
R554801CP	Work Order Cost Report - COPY	55	48 UBE
R554801D	Work Order Worksheet	55	55 UBE
R554801E	Work Order Cost Report	55	48 UBE
R554801O	Open WO By Inspector	55	55 UBE
R554802AC	WO History Conversion - COPY	55	55 UBE
R554822D	Delete F4822 Unposted Transactions	55	55 UBE
R5548COST	Work Order Cost Report	55	55 UBE
R555202	Contract Billing	55	55 UBE
R556017	Employee Federal Exemptions Report	55	55 UBE
R55643TAB	PO Detail	55	55 UBE
R55901U	Update F901 Acct Description and Posting Edit	55	55 UBE
R55902IC	Integrity Report by Line of Business	55	55 UBE
R55902Q	Quarterly Report	55	55 UBE
R55ALLOC	Allocation Report	55	55 UBE
R55ALLOC1	Allocation Report	55	55 UBE
R55ANSL	Annual Leave and Sick Leave Balances	55	55 UBE
R55AP0911	Accounts Payable Report	55	55 UBE
R55APCLASS	A/P Transactions Using Search Type	55	55 UBE
R55APPS	Applicants List	55	55 UBE
R55APR	Accounts Payable Reconciliation	55	55 UBE
R55APRPO	Accounts Payable Reconciliation	55	55 UBE
R55APRPO1	Accounts Payable Recon by Purchase Order	55	55 UBE
R55APRPO2	Accounts Payable Reconciliation from Purchase Receiver File	55	55 UBE
R55APRPO3	Accounts Payable Reconciliation from Purchase Rec	55	55 UBE
R55APV	Accounts Payable Vendor Reconciliation	55	55 UBE
R55AU	Update F0902 Object 625 Sub 11 with Ledger Type AU	55	55 UBE
R55BAL	SAHA Vac/Sick Balances	55	55 UBE
R55BDA1	test rpt	55	55 UBE

R55BEN	Benefits	55	55 UBE
R55BFMC	Funds at Brokerage Houses and Mortgage Companies	55	55 UBE
R55BGTA	Budget Analysis For Next FY	55	55 UBE
R55BGTCA	Variance Analysis Report	55	55 UBE
R55BLD01	Build Org Chart Table for TNT	55	55 UBE
R55BLD02	Build Org Chart Table for HR	55	55 UBE
R55BLD03	Build Org Chart Table for PAC	55	55 UBE
R55BLD04	Build Org Chart Worktable for all of SAHA	55	55 UBE
R55BLD05	Build Org Chart Table for AMD	55	55 UBE
R55BLD2	Build Org Chart Table for HR	55	55 UBE
R55BLD3	Build Org Chart Table for PAC	55	55 UBE
R55BLDHR	Build HR Org Table	55	55 UBE
R55BNFT	SAHA Payroll Benefits Calculations	55	55 UBE
R55BNFTBDG	Updates F0902 Benefit Accounts	55	55 UBE
R55BUDCOMB	F0902 Budget Combination Update	55	55 UBE
R55BUDUPD	Update Budget Amount by Set Factor	55	55 UBE
R55BUEDH	Business Unit Expenses by Responsible Department	55	55 UBE
R55C51BU	Other/Discontinued Business Units	55	55 UBE
R55CASHFLC	Combined Cash Flow Summary - Year-to-Date	55	10 UBE
R55CASHFLM	Combined Cash Flow Summary - Current Month	55	55 UBE
R55CASHFLQ	Combined Cash Flow Summary - Quarterly	55	55 UBE
R55CATBU	Business Unit Roll Up	55	55 UBE
R55CATCODE	Income Statement Chart of Accounts with Category Codes	55	55 UBE
R55CBOI	Contract Billing Open Invoices	55	55 UBE
R55CBSA	Consolidated Balance Sheet	55	55 UBE
R55CCVAR	Variance Analysis Grouped by Category Code	55	55 UBE
R55CIS	Comparative Income Statement	55	55 UBE
R55CISV	Combined Income Statement Variance Analysis	55	55 UBE
R55COA	Balance Sheet Chart of Accounts	55	55 UBE
R55COMMITS	SAHA Committed Inventory	55	55 UBE
R55COMPARE	User has No Environment	55	55 UBE
R55COPY	Copy a Table between environments	55	55 UBE
R55COPY01	Copy F0101 from PD7333 to DV7333	55	55 UBE
R55CYBAL	Account Balances for TDHCA Reporting, Calendar Year 2004	55	55 UBE
R55CYFS	Income Statement - 12 Month Periods	55	55 UBE
R55D3B11	Delete Transactions in F03B11	55	55 UBE
R55D3B13	Delete Transactions F03B13	55	55 UBE
R55D3B14	Delete Transactions in F03B14	55	55 UBE
R55D902	Delete Transactions in F0902	55	55 UBE
R55D911	Delete Transactions in F0911	55	55 UBE
R55DBAFIX	DBA Fix for F06145	55	55 UBE
R55DCS	Daily Cash Summary	55	55 UBE
R55DELEM	Delete Employee Mst where Emp No = 0	55	55 UBE
R55EELSTCR	SAHA Employee List by Check Route Code	55	55 UBE
R55EMAIL	SAHA Email list	55	55 UBE
R55EMPBU	Employee Cost Center Charge Out	55	55 UBE
R55EMP CNT	Employee Count	55	55 UBE
R55EMPDED	Period Payroll Deductions by Type, Employee	55	55 UBE
R55EMPGW	Employees' Gross Wages	55	55 UBE
R55EMPGWB	Employee Breakdown of Gross Wages	55	55 UBE
R55EMPHBU	Employee Listing by Home Business Unit - Active	55	55 UBE
R55EMPIF	Employee Pay Instruction File	55	55 UBE
R55EMPLIST	Employees Sorted by Dept.	55	55 UBE

R55EMPSUP	Employee Supervisor Report	55	55 UBE
R55ENV	User Profiles that do not have specific Environments	55	55 UBE
R55ESCROW	Escrow Report	55	55 UBE
R55FAAR	Asset: Additions and Retirements	55	55 UBE
R55FACT	SAHA Fixed Assets by Company Type	55	55 UBE
R55FACT2	SAHA Land Portfolio by Property Classification	55	55 UBE
R55FAPT	SAHA Fixed Assets by Property Type	55	55 UBE
R55FAQ	Resequence the FAQ article numbers within F55FAQ	55	55 UBE
R55FDSSCOR	FDS Scoring - Low Rent	55	55 UBE
R55FFSR	Fee for Service	55	55 UBE
R55FIXEDA	Fixed Assets Table Conversion	55	55 UBE
R55FIXEDC	Fixed Assets Table Conversion	55	55 UBE
R55FMLA	SAHA FMLA Report	55	55 UBE
R55FPL	Final Paycheck List	55	55 UBE
R55GLTRX	General Ledger Transactions	55	55 UBE
R55HFIN	Financial Indicators	55	55 UBE
R55HR0010	Employee Listing	55	55 UBE
R55HR1	Organization Chart Work Table for HR	55	55 UBE
R55HRADDR	Employee Address List	55	55 UBE
R55HRANIV	Anniversery List	55	55 UBE
R55HRAPPL	Applicant Information Report	55	55 UBE
R55HRBDAY	Birthday List	55	55 UBE
R55HRCONT	Contact Information	55	55 UBE
R55HRDL01	Form Download - Employee Information	55	55 UBE
R55HRDL02	Form Download - Organizational Assignment	55	55 UBE
R55HRDL04	Form Download - Basic Compensation	55	55 UBE
R55HRDL05	Form Download - Employee Profile	55	55 UBE
R55HREBFS	DBA Multiple Enrollment Exception Report	55	55 UBE
R55HREEO	EEO Report	55	55 UBE
R55HREMDDED	Employee Participation by Deduction Type	55	55 UBE
R55HREMPH	Emergency Contact List	55	55 UBE
R55HREMPPP	Employee Participation by Check Date, DBA	55	55 UBE
R55HREVIEW	Employee Review Dates	55	55 UBE
R55HRINCS	Insurance Census	55	55 UBE
R55HRLONG	Longevity List	55	55 UBE
R55HRPHONE	Phone List	55	55 UBE
R55HRPLNX2	DBA-to-Plan Integrity Report	55	55 UBE
R55HRRCRT	Recruitment Report	55	55 UBE
R55HRREP01	Active Employee Address Information	55	55 UBE
R55HRRPT01	SAHA Human Resources Report	55	55 UBE
R55HRSAL	Employee Salary & Salary Life Insurance Amounts Report	55	55 UBE
R55HSBS	Homestead Redevelopment - Balance Sheet	55	55 UBE
R55HSIS	Income Statement - Homestead Redevelopment	55	55 UBE
R55HUMANA	Humana Eligibility File Download	55	55 UBE
R55II	Inventory Issues Exception Report	55	55 UBE
R55INCKALL	Allocations Integrity Check	55	55 UBE
R55INS	SAHA Insurance Report	55	55 UBE
R55INV	Inventory Commits	55	55 UBE
R55INV7	Inventory Commits	55	55 UBE
R55INVPER	Automatically update F41001 for field CIPNC (Cur Inv Period)	55	55 UBE
R55IS12M	Income Statement - 12 Month Periods	55	55 UBE
R55IS3M	Income Statement - Three-Month Periods	55	55 UBE
R55ITEMS	Item Upload TC	55	55 UBE

R55ITEMUP	Upload Items F4101Z1	55	55 UBE
R55ITEMUPL	Items Uploader	55	55 UBE
R55LNDPRT	SAHA Land Portfolio by Property Classification	55	55 UBE
R55LNPRTCS	SAHA Land Portfolio by Prop. Class. - CALENDAR MONTH	55	55 UBE
R55LOWBS	Balance Sheet - Public Housing Developments	55	55 UBE
R55LOWFRM	Budgeting-Form	55	55 UBE
R55LOWIS	Income Statement - Public Housing Developments	55	55 UBE
R55LOWIS99	Low Rent Generic IS	55	55 UBE
R55LOWVAR	Variance Analysis	55	55 UBE
R55LOWVAR2	Variance Analysis	55	55 UBE
R55LWOP	Leave Without Pay	55	55 UBE
R55MFRPB	Multi Family Rental Properties - Year to Date	55	55 UBE
R55MNTCOST	Maintenance Expenses Without Payroll Charges	55	55 UBE
R55MVARC	Monthly Variance Comments	55	55 UBE
R55NAME	SAHA Name Table	55	55 UBE
R55NIBU	Net Income by Business Units - Year to Date	55	55 UBE
R55OC	Org Chart Build .txt file	55	55 UBE
R55OCHR	Organizational Chart for HR	55	55 UBE
R55OCJS	Org Chart Job Stream	55	55 UBE
R55OCRPT	Org Chart Work Table Report	55	55 UBE
R55OIBU	Net Income by Business Units - 12 Months	55	55 UBE
R55OIBU1	Operating Income by BU - Curr Mo & YTD	55	55 UBE
R55OIBU3	Operating Income by Business Units - Three Months	55	55 UBE
R55OPEFRM	Budgeting-Form	55	55 UBE
R55ORG	SAHA Org Chart Table Builder	55	55 UBE
R55ORG2	SAHA Org Chart Table Builder	55	55 UBE
R55ORG3	SAHA Org Chart Table Builder - Titles	55	55 UBE
R55ORG4	SAHA Org Chart Table Builder - Names	55	55 UBE
R55OT	Transfer Orders	55	55 UBE
R55OUDEPT	Organizational Units / Departments	55	55 UBE
R55OUDPT	Employee List by Org Unit and Dept	55	55 UBE
R55OUVAR	Summarized Variance Report by Business Unit	55	55 UBE
R55PA	Performance Appraisal	55	55 UBE
R55PAC	Organization Chart Work Table for PAC	55	55 UBE
R55PCBLD	Build PC personal cell records in F0115	55	55 UBE
R55PDDV01	Copy F0901 from PD7333 to DV7333	55	55 UBE
R55PDDV02	Copy F0902 from PD7333 to DV7333	55	55 UBE
R55PDDV03	Copy F0911 from PD7333 to DV7333	55	55 UBE
R55PDDV04	Copy F0006 from PD7333 to DV7333	55	55 UBE
R55PDDV05	Copy F0012 from PD7333 to DV7333	55	55 UBE
R55PDTODV	Copy Financial Tables from PD7333 to DV7333	55	55 UBE
R55PERFAP	Performance Appraisal Report	55	55 UBE
R55PHONE	SAHA Phonenumber	55	55 UBE
R55PLANEX	Plan Setup Exception Report	55	55 UBE
R55PMMR	Property Management Monthly Report	55	55 UBE
R55PMRB	Property Management Budget Report	55	55 UBE
R55PMRI	Property Management Incident Report	55	55 UBE
R55POBLD	Build F55PO	55	55 UBE
R55POBLD2	Update F55PO	55	55 UBE
R55PRGLUP2	Payroll G/L Dist. Update, Single Dist.	55	55 UBE
R55PRGLUPD	Payroll G/L Dist. Update	55	55 UBE
R55PRGPR	Revenue and Vacancy Loss Analysis	55	55 UBE
R55PRGPR1	Gross Potential Rent Variance Analysis - Last Three Months	55	55 UBE

R55PRGPR2	Occupancy Units Per Month	55	55 UBE
R55PRJ	Project Management Report	55	55 UBE
R55PRJ2	Project Management Report by ALL Projects	55	55 UBE
R55PRTS	User Default Printers	55	55 UBE
R55PUBLIS	Income Statement - Public Housing Developments	55	55 UBE
R55QTRBDG	Quarterly Budget Analysis	55	55 UBE
R55QTRBDG1	Quarterly Budget Analysis	55	55 UBE
R55RCT	Warehouse Requisitions Report	55	55 UBE
R55RCTBLD	Build Work File F55RCT - #SKU's per Order	55	55 UBE
R55RESDT	Real Estate Supplemental Data by Asset No	55	55 UBE
R55ROLODEX	SAHA Rolodex	55	55 UBE
R55ROWIS08	Consolidated Income Statement	55	55 UBE
R55ROWSEC8	Combined Balance Sheet	55	55 UBE
R55RR01	Row Report 01	55	55 UBE
R55RR02	Row Report 02	55	55 UBE
R55RUA	Update F0911 Table Acct 625 with AU	55	55 UBE
R55S8BGTCA	Budget Analysis for Section 8 for FYE 06/30/04	55	55 UBE
R55SAHA	Build F55SAHA - Employee Work Table	55	55 UBE
R55SAHAHR3	Supervisor's Report	55	55 UBE
R55SALANA	Salary Analysis Report	55	55 UBE
R55SALANL	Salary Analysis Report	55	55 UBE
R55SALANL1	Salary Analysis Report	55	55 UBE
R55SALANLR	Salary Analysis Report - Type Equal to Grade	55	55 UBE
R55SALGR1	Salary Analysis Report - Type Not Equal to Grade	55	55 UBE
R55SAMP	Sam's Test Report	55	55 UBE
R55SCGL	Subledger T/B JL For JE Reclass	55	55 UBE
R55SE8BCMT	Combined Variance Analysis	55	55 UBE
R55SE8BYTD	Combined Variance Analysis	55	55 UBE
R55SEC8CIS	Consolidated Income Statement - Section 8	55	55 UBE
R55SEC8FRM	Section 8 - Consolidated - Budgeting Form	55	55 UBE
R55SEC8ISC	Consolidated Income Statement - Section 8	55	55 UBE
R55SEC8VAR	Variance Analysis - Section 8 - Consolidated	55	55 UBE
R55SECDEPT	Security Department Salaries	55	55 UBE
R55SUBCOMB	F0902 Subledger Combine Report	55	55 UBE
R55SUBLCOM	Subledger Combine Report	55	55 UBE
R55SUPR	Supervisor's List	55	55 UBE
R55TDL	Texas Driver's License Report	55	55 UBE
R55TEMP	Temporary Employee Information Report	55	55 UBE
R55TENANTS	Copy MLS to AB	55	55 UBE
R55TERMEMP	Terminated Employees by Change Reason	55	55 UBE
R55TEST	SAHA Test Report	55	55 UBE
R55TEST1	Annual Leave and Sick Leave Balance	55	55 UBE
R55TEST2	test 2	55	55 UBE
R55TEST50	Row Report Test	55	55 UBE
R55TESTDD	Test Drill Down	55	55 UBE
R55TESTIO	Test IO	55	55 UBE
R55TESTRR	Test Row Report	55	55 UBE
R55TESTZ	Test UBE	55	55 UBE
R55TNT	Organization Chart Work Table for TNT	55	55 UBE
R55TNT01	TNT Work File Report	55	55 UBE
R55TREBEK	Time and Pay Entry Register	55	55 UBE
R55U411	Utility Consumptions - Detail	55	55 UBE
R55U4110Z	Forward to F0411Z1 Table	55	55 UBE

R55U411A	Utility Consumptions - with Property Address	55	55 UBE
R55U411C	Update F55UT411 Check/Date Fields	55	55 UBE
R55U411D	Delete F55U411Z	55	55 UBE
R55U411D1	Delete Line Item in a Batch (F55UT411)	55	55 UBE
R55U411Z	Updates F55U411Z	55	55 UBE
R55U41Z1	Integrity Report F55UT411 and F55U411Z	55	55 UBE
R55U41Z2	Post Transactions into Utility Database	55	55 UBE
R55U41Z2A	Post Transactions to Utility DB F55UT411	55	55 UBE
R55UDC	UDC Listing	55	55 UBE
R55ULBC	Unpaid Leave Balances with Related Costs	55	55 UBE
R55UNYPC	Updates Position Control Table	55	55 UBE
R55UPDT	Update Program	55	55 UBE
R55UPDT2	Update Program	55	55 UBE
R55USERS	User Profiles	55	55 UBE
R55USRPRF	SAHA User Profiles	55	55 UBE
R55UT411D	Delete Batch in F55UT411	55	55 UBE
R55UTSUM	Utility Consumptions Summary	55	55 UBE
R55UTSUMA	Utility Consumption Summary - 12 Months	55	55 UBE
R55UTSUMB	Utility Consumption Summary - 3 Years	55	55 UBE
R55VAC	Employee Vacation & Sick Leave Balances	55	55 UBE
R55VAR5	Variance Analysis - 5 Years	55	55 UBE
R55VARMYTD	Variance Analysis - Month & Year to Date	55	55 UBE
R55VLI	Voluntary Life Insurance Report	55	55 UBE
R55VLIST	Vendor/Client Listing	55	55 UBE
R55WF1	Update workflow master F55WF - Daily	55	55 UBE
R55WF120	Property Transfer Form	55	55 UBE
R55WF2	Workflow Email	55	55 UBE
R55WF3	Workflow Supervisor Notification	55	55 UBE
R55WNDFL1	Employee Benefits and Deductions Reports	55	55 UBE
R55WNDFL2	Employee Information	55	55 UBE
R55WOPRINT	Work Orders Print - Detail	55	55 UBE
R55WOSUMMA	PHAS Work Order Worksheets - Summarized	55	48 UBE
R55ZEROQTY	Items with Zero Quantity	55	55 UBE
R5607186	SAHA Print Check Stub History	56	56 UBE
R560911IC	Trial Balance Intercompany Accnts	56	56 UBE
R5609ALL	Trial Balance by Allocation Method	56	56 UBE
R5609COL	G/L Transaction Detail	56	56 UBE
R5609COLSG	Ronald Scott Glover's Test G/L Transaction Detail	56	56 UBE
R5609FDS	Financial Data Sheet	56	56 UBE
R5609LEAD	Lead Sheets	56	56 UBE
R5612435	Account Reconciliation	56	56 UBE
R564801A	Work Order Print	56	56 UBE

ATTACHMENT F COMPANY BIOGRAPHY

Company Biography

Company Name: _____

Headquarters Location: _____

Field Office Locations: _____

Business Specialty or Focus: _____

Number of Full Time Staff: _____

Founding Date and Brief History: _____

Name of Parent Company: _____

Texas Projects and/or Clients: _____

(past & current)

Previous Housing Authority Experience: YES NO

List the Authorities: _____
