

DISTRICT OF COLUMBIA HOUSING AUTHORITY

NOTICE

of



Request for Proposal Solicitation Number

0013-2018

Issued: Monday, March 19, 2018
Proposals Accepted Beginning: Thursday, May 3, 2018

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SECTION A- GENERAL INTRODUCTION

A.1 BACKGROUND

The District of Columbia Housing Authority (“**DCHA**”) is dedicated to enhancing the quality of life in the District of Columbia by providing and managing affordable housing in the District that is diverse, well maintained, and aesthetically pleasing for those whose circumstances prevent them from competing in the general marketplace. There are more than 8,000 DCHA public housing units. DCHA also contracts with the owners of over 10,500 private rental units through its Housing Choice Voucher Program. Finally, DCHA has embarked on an ambitious program of development and redevelopment to create economically diverse communities and neighborhoods.

DCHA issues this Request for Proposals (“**RFP**”) to invite interested rental unit owners (“**Respondents**”) to submit proposals for awards of Local Rent Supplement Program (“**LRSP**”) funds allocated through a Long Term Subsidy Contract (“**LTSC**”) to support the operating costs of existing rental units in support of the preservation or creation of affordable housing in the District of Columbia.

An “**existing unit**” is defined as a unit already constructed that requires less than \$1,000 in improvements in order to pass a DCHA Housing Quality Standards (HQS) Inspection. 14 DCMR § 9302.2.

As set forth in this RFP, DCHA will award the maximum number of points (35) for existing properties located in low poverty areas, and properties which contribute to diversity and prevent displacement. These submarkets are as follows: Capitol Hill, Foggy Bottom, 16th Street Heights, American University, Berkley, Burleigh, Central, Chevy Chase, Cleveland Park, Colonial Village, Columbia Heights, Forest Hills, Foxhall, Garfield, Georgetown, Glover Park, Hawthorne, Kalorama, Kent, LeDroit Park, Massachusetts Heights, Mount Pleasant, North Cleveland Park, Observatory Circle, Old City I, Old City II, Palisades, RLA NE, RLA SW, Spring Valley, Takoma, Wakefield, Wesley, and Woodley.

To find out if your property is located in one of the above submarkets, please enter your property address in the search field on this website:

https://www.taxpayerservicecenter.com/RP_Search.jsp?search_type=Assessment

All Respondents with existing units are encouraged to submit proposals. DCHA will also evaluate proposals and award points based on unit mix and readiness to occupy (6 months or less).

A.2 OVERVIEW

DCHA is making available project and sponsored based assistance under the LRSP to support the preservation or creation of affordable housing opportunities in the District of Columbia. LRSP may be awarded for existing buildings/units/single family dwellings and to multiple eligible applicants. These sources of subsidy allow DCHA to enter into

long-term contracts with property owners for up to fifteen years, with renewal terms thereafter. The subsidy will be attached to the units listed on the contract and not to the individual tenant. DCHA reserves the right to award all, none, or a portion of the project-based or sponsored-based assistance applied for under this RFP.

DCHA, by issuing this RFP, seeks Proposals from Respondents who will commit units of rental housing to receive assistance through PBV or LRSP, as detailed more fully within **Section B** of this RFP (“”). DCHA intends to enter into one or more agreements (the “LTSC (s)”) with the selected Respondents to enter into the ALTSC. The term (“**Term**”) of the awarded LTSC(s) shall be an initial 15 years with an option to renew for up to 15 years.

DCHA anticipates making awards on a quarterly basis commencing in June 2018, based on the appropriation by the Council of the District of Columbia of \$1,000,000 in LRSP funding effective October 1, 2018 as provided in the Budget Support Act of 2018 to fund Project and Sponsor Based Assistance for Existing Units is anticipated to be received effective October 1, 2019. In the event DCHA receives future appropriations of LRSP funding for Project and Sponsored Based Assistance for Existing Units, DCHA plans to continue to receive responses on a quarterly basis and make awards thereafter as provided in this RFP.

SECTION B- PROGRAM OVERVIEW, BACKGROUND, AND FEDERAL AND LOCAL REQUIREMENTS

B.1 PROGRAM ADMINISTRATION

LRSP was established under Title II of the Fiscal Year 2007 Budget Support Emergency Act of 2006, effective August 8, 2006. (D.C. Act A16-0476; 53 DCR 7068), which is the D.C. Housing Authority Rent Supplement Act of 2006, as amended or as provided in subsequent appropriation authority. The LRSP program is governed by the requirements set forth in DC Code Sections 6-226 et seq, and 14 DCMR § 9500 *et seq*.

B.2 PURPOSE

The LRSP was established to provide tenant-based, project-based and sponsor-based housing assistance to extremely low-income households in the District of Columbia, including, but not limited to, those who are homeless and those in need of supportive services, such as elderly individuals or those with disabilities. An “extremely low income household” is defined as an individual or family whose gross income does not exceed 30% of the Area Median Income (AMI) as adjusted by size of household.

B.3 FUNDING

All LTSC contracts and subsequent renewals are contingent upon the future availability of appropriated or local funds from the Council of the District of Columbia. DCHA anticipates making awards based on the appropriation of \$1,000,000 in LRSP funding effective October 1, 2018 as provided in the Budget Support Act of 2018. This funding is subject to annual local reauthorization.

B.4 DESCRIPTION

Under this RFP, DCHA will provide long-term rental subsidy assistance to units selected.

The HUD-established HQS specifications are described in the Code of Federal Regulations, Chapter 24, [Section 982.401](#), and in compliance with [14 DCMR 5323](#), Acceptability Criteria and Exceptions to Housing Quality Standards. All LRSP project or sponsor based assisted units must meet HQS and other requirements before rental assistance can commence.

Upon completion of a successful Housing Quality Standards inspection, DCHA and the property owner will enter into a LTSC for specified units for a term of up to 15 years. The LTSC establishes the initial contract rents for the units and describes the responsibilities of the Housing Authority and the owner. Rental assistance (which is based on each household's income) is provided while the units are occupied by existing families which are deemed eligible by DCHA or for vacant units, eligible individuals or families referred from DCHA's Housing Choice Voucher waiting list. LTSC renewal after the initial term may occur at the sole option of the Housing Authority for such period (not exceeding 15 years) as the Housing Authority determines appropriate to continue housing opportunities and to achieve long-term affordability of the assisted housing. All LTSC contracts and subsequent renewals are contingent upon the future availability of appropriated District appropriations for LRSP.

B.5 OCCUPANCY AND VACANCY OF UNITS

Units must be leased only to families eligible for the term of the LTSC. If the family is not eligible, the unit cannot be selected for assistance. Units which are already receiving a federal or local subsidy cannot be subsidized under this RFP.

Units that are vacant at the time of project selection or become vacant at any time during the term of the LTSC will be filled with eligible applicants from the DCHA waiting list. The owner and tenant of a unit covered under an LTSC must notify DCHA immediately if a tenant will be moving from the unit. DCHA will refer eligible applicants to the owner for selection. The owner may screen the applicant for lease approval. Once an applicant is approved by the owner, the owner will refer them back to DCHA for final eligibility determination.

B.6 INELIGIBLE UNITS

Certain special housing types are NOT eligible for LRSP project-based or sponsor based assistance. These include transitional housing, owner-occupied units, shared housing, public housing, Section 202 housing, Section 236 housing (exception made for units subsidized with Section 236 interest reduction payments) and units occupied by families who are not eligible for participation in the LRSP. Please see 14 DCMR 9305 for a complete list of ineligible properties.

B.7 RENT LIMITS

Proposed rents may not exceed the DCHA adopted payment standard based on 175 percent of the Fair Market Rents (FMR) published by HUD from time to time and are further limited by the rent reasonableness comparability in the neighborhood where the project is located, whichever is less.

SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS

C.1 GENERAL

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals so that proposals are complete, contain all essential information and can easily be evaluated.

C.2 SUBMISSION OF PROPOSAL INQUIRIES

All inquiries regarding this RFP, and any correspondence relating thereto, shall be submitted in writing to the Contracting Officer at the following:

District of Columbia Housing Authority
Office of Administrative Services/Contracts & Procurement
1133 North Capitol Street, NE, Suite 300
Washington, DC 20002-7599
Attention: Contracting Officer
Email: chmoore@dchousing.org

Inquiries and or questions concerning this RFP must be submitted in writing to the Issuing Office no later than 12:00 noon, on Wednesday, April 18, 2018. Please copy all inquiries sent to the Contracting Officer to business@dchousing.org with the subject line: Question(s) Local Rent Supplement Project and Sponsor-Based Assistance for Existing Units. Answers to questions will be provided to all Respondents and posted by addendum to the DCHA website www.dchousing.org under the “Doing Business with DCHA”. Respondents are encouraged to visit the website often at to keep informed of the solicitation status and addenda.

RESPONDENTS ARE SPECIFICALLY INSTRUCTED TO CONTACT ONLY THE SOLICITATION ISSUING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS SOLICITATION PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THE SOLICITATION MUST BE SUBMITTED IN WRITING TO THE POINT OF CONTACT.

C.3 PRE-PROPOSAL CONFERENCE

Although attendance is not mandatory at the Pre-Proposal Conference, Respondents interested in responding to this RFP are strongly encouraged to attend the Pre-Proposal Conference scheduled on Tuesday, April 10, 2018 at 11:00 AM. This purpose of this conference is to afford an opportunity for Respondents to familiarize themselves with the DCHA LRSP Program.

DCHA additionally invites prospective Respondents to e-mail initial questions they would like to be addressed during the Pre-Proposal Conference to chmoore@dchousing.org with copy to business@dchousing.org by 11:00 A.M. Wednesday, April 4, 2018.

There will be an additional period for questions after the Pre Proposal Conference as stated in Section C.2.

C.4 PROPOSAL SUBMISSION (APPLICATION)

DCHA will accept proposals on a rolling basis, accepting proposals once every three months. All proposals must be received no later than 11:00 a.m. on the 1st Thursday of the month of such quarter beginning Thursday, May 3, 2018 Thursday, August 2, 2018; Thursday, November 1, 2018 and Thursday, February 7, 2019. DCHA will continue to accept proposals on a quarterly basis as long as DCHA has remaining funds from the amounts appropriated by the Council of the District of Columbia for LRSP Project and Sponsor Based Assistance for Existing Units, and/or DCHA receives future allocations of LRSP Project and Sponsor Based Assistance for Existing Units. DCHA will continue to review applications and make awards on a quarterly basis to the extent of appropriated LRSP Project and Sponsor Based Assistance for Existing Units for funding received effective October 1, 2019 and subsequent periods. From time to time DCHA will post on the DCHA website that the solicitation is still open and Respondents may submit proposals.

Proposals shall be packaged and labeled Proposal for Local Rent Supplement Project and Sponsor-Based Assistance for Existing Units DCHA RFP No. 0013-2018”; addressed to the District of Columbia Housing Authority, Office of Administrative Services, Contracts and Procurement, Attention: Cheryl Moore, Contracting Officer, Suite 300, and 1133 North Capitol Street, N.E., Washington, D.C. 20002-7599.

Electronic submission of Proposals will not be accepted in response to this RFP.

C.5 CONTENT OF PROPOSAL (APPLICATION)

Proposals shall be submitted as an original and three (3) copies, prepared in the format and detail as outlined in Section C.5.1, below to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether or not the Respondent can meet the requirements set forth in this solicitation.

C.5.1 Format. Proposals shall be organized as follows:

- TABLE OF CONTENTS
- COVER LETTER
- PART I–Statement of Qualification
 - A. Owner
 - B. Housing Management Experience
 - C. Experience of the Supportive Service Provider
- PART II–Project Description
 - A. Description of Existing Property
 - B. Improvements
 - C. Requested Rents
 - D. Unit Mix
 - E. Units in low poverty submarkets
 - F. Management Plan
 - G. Supportive Services (if services will be provided for unit occupants)
- PART III–Neighborhood Description
- PART IV–Financial Information
 - A. Personal Financial Disclosure Statement
 - B. 15-year Operating Pro-Forma
- PART V–Site Control
 - Evidence of Site Control
- PART VI – References
- Part VII – Certifications

C.5.2 Content. Detailed information about the minimum requirements for each part is listed below:

TABLE OF CONTENTS

Table of Contents to include the paginated sections of the proposal.

COVER LETTER

A letter that identifies the owner(s) and project principals, shareholders, investors, and others with substantial interest in the project. Identify the primary contact person, telephone and facsimile numbers and addresses, including email. Provide a brief summary of the management agent (if not owner-managed) including qualifications and relevant past experiences, including history of any of housing elderly-only and any history of providing services for elderly in elderly-only properties. Identify the property, location, total number of units, as well as number of proposed units, by size (number of bedrooms).

PART I. STATEMENT OF QUALIFICATIONS

The owner and/or management team must have demonstrated experience in managing rental properties. The owner of the property included in this RFP should describe other residential rental properties owned or managed by the owner and management agent that will service this property, including the name, qualifications and experience of the proposed management company.

- A. Ownership: Provide a list each property owned and/or managed by the applicant or pertinent team members, including the proposed property. Indicate as appropriate the number of units in each property that currently serve as assisted housing and identify the type of assistance provided in a footnote. Include any units currently occupied by DCHA Housing Choice Voucher Program participants.

For each project listed, the statement must disclose and explain **any**:

- Current financial default of more than 60 days duration.
 - Mortgage assignment or workout arrangement.
 - Foreclosure and/or bankruptcy.
 - Litigation relating to financing or construction of the project that is currently pending or was adjudicated within the past 5 years with a finding against the Respondent.
 - Real estate tax delinquencies.
 - Litigation by residents and/or tenants, both residential and commercial.
- B. Housing Management Experience: Describe the experience of the proposed management company over the past 5 years. Identify key personnel, including the site manager, and any specific experience individual staff members or the management company as a whole may have with subsidized properties. Indicate the income levels served (very low, moderate, market rate or mixed) and the current

status of the property. If any management contract has been terminated within the past 5 years, list the date and explain the reasons for termination.

- C. Experience of the Supportive Services Provider(s): Provide any detailed description of the service provider's experience providing supportive services.

PART II PROJECT DESCRIPTION

- A. Description of Existing Property: Complete Exhibit A- Description of Existing Property and submit with response to the RFP.
- B. Improvements: Describe the property "as is" and any improvements to be performed, if any. An "existing unit" is a unit that can be occupied with \$1,000 or less of improvements to pass an HQS inspection.
- C. Requested Rents: List the rents requested for each unit of the proposed project at the time of the proposal. Include an indication of which utilities and/or services are included in the rent.
- D. Unit Mix; Describe the unit mix of the proposed units by bedroom size.
- E. Units in low poverty submarkets. List the number of units that are included a DCHA-designated submarket.
- F. Management Plan: Provide any management and maintenance plan for the property. The plan should specifically site procedures for carrying out the management responsibilities for the units.
- G. Supportive Services Plan: Provide any detailed description of any services to be provided to the occupants of the units.

PART III NEIGHBORHOOD DESCRIPTION

Neighborhood Description: A description of the location of the project, including the address, census tract and name of neighborhood. List nearby shopping areas, public transportation stops, schools, recreation areas, community service centers and any places of employment providing a range of jobs for lower-income workers.

PART IV FINANCIAL INFORMATION

- A. Personal Financial Disclosure Statement: Provide personal financial disclosure statements for the principals, partners, and/or owner entity, if applicable, and the management agent. List all real estate (street address) in the District of Columbia in which said individuals have an ownership interest. This information is not required of non-profit entities.
- B. 15-year operating pro-forma. The Respondent must demonstrate financial feasibility by providing a 15-year operating pro forma in the form provided in Exhibit B.

PART V SITE CONTROL

Evidence of Site Control: Please provide a copy of deed or an option to purchase that extends through the date of award and completion of the inspection and environmental reviews; evidence of ownership or a lease that gives the applicant long-term rights to operate the property (minimally for 15 years). Proposals without evidence of site control will not be considered.

PART VI REFERENCES

Provide three references. DCHA is particularly interested in reference letters which indicate successful experience managing rental housing properties.

PART VII CERTIFICATIONS

All certifications, as outlined in Section G of this solicitation, shall be completed and submitted with the response to this RFP.

C.6 CONFLICT OF INTEREST

In submitting a proposal, the firm affirms that to the best of its knowledge, there exists no actual or potential conflict between the firm's business and financial interests and any commissioner, officer, employee, or agent of DCHA or DCHA's affiliates or instrumentalities. To the extent that a potential conflict exists, this must be disclosed in the proposal.

C.7 COMPLETE PROPOSALS

Complete proposals will be evaluated based on established evaluation criteria. Upon the completion of the review process, the Evaluation Panel will submit its recommendation(s) of Respondents that are deemed to best meet the objectives of DCHA under this RFP.

C.8 MANNER OF AWARDS

The Contracting Officer's Technical Representative ("COTR") shall review the Evaluation Panel's recommendation and make the final selection from the finalist(s) recommended as determined to be in the best interests of DCHA. The DCHA may award a contract upon the basis of the initial Responses received, without discussion. Therefore, each initial Respondent should contain the Respondent's best and final terms. Proposals shall represent the best efforts of the Respondents and will be evaluated as such. Proposal should set forth full, accurate, and complete information as required by this RFP.

C.9 RETENTION

All proposals submitted shall become the property of the DCHA, shall be retained by the DCHA, and therefore, will not be returned to the Respondent.

C.10 FAILURE TO SUBMIT OFFER

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, by letter or email, whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, of the reason(s) for not submitting a proposal in response to this RFP. If a recipient does not submit an offer and does not notify the Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list for one year after the closing date of this RFP.

C.11 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal to this solicitation are not desired and may be construed as an indication of the Respondent's lack of cost consciousness. Elaborate artwork, expensive paper bindings, and expensive visual and other presentation aides are neither necessary nor desired. No credit will be given for general marketing or promotional materials.

C.12 PROPRIETARY OR CONFIDENTIAL INFORMATION

A Respondent including proprietary or confidential information in its proposal shall conspicuously mark each page as proprietary or confidential if the Respondent does not want the proprietary or confidential information disclosed to the public or used by DCHA for other than evaluation purposes. DCHA reserves the right to determine the proprietary or confidential nature of the information and shall treat such information accordingly, based on its sole determination.

C.13 LATE PROPOSALS, MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

a) Proposals and modifications to proposals that are received in the designated DCHA office after the exact time specified in the RFP are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

1. The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of Respondents;
2. The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the RFP was caused by mishandling by the District after receipt; or

3. The proposal is the only proposal received.

b) The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the proposal, modification, or withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown in the postmark, the proposal shall be considered late unless the Respondent can furnish evidence from the postal authority of timely mailing.

c) Any request for withdrawal or request for modification received after the time and date set for submission of offers at the place designated for submission shall be considered "late".

d) A late proposal, late request for modification, or late request for withdrawal shall not be considered, except as provided by this section.

e) A late modification of a successful proposal, which makes its terms more favorable to DCHA, shall be considered at any time it is received and may be accepted at the sole discretion of DCHA.

C.14 FURNISHING OF INFORMATION TO DETERMINE THE RESPONSIBILITY OF A PROSPECTIVE RESPONDENT

The Respondent must demonstrate, to the satisfaction of the Contracting Officer, its capability to perform fully the contract requirements in all respects. Therefore, the prospective Respondent shall furnish any reasonable information requested by the Contracting Officer in order to determine its ability to perform.

C.15 SIGNING OF OFFERS

The Respondent shall sign and print or type its name on the proposal. The signing of the proposal shall deem all information contained therein as true and accurate. Any false or misleading information contained in the proposal may be grounds for disqualification, if prior to selection of award, or termination, if discovered after award. Erasures or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of the agent's authority to bind the Respondent, unless that evidence has been previously furnished to the Contracting Officer.

Proposals by a partnership must be signed with the partnership name by one of the partners of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Proposals by a limited liability company shall be signed by a member or manager of the company, followed by the signature and designation of the person signing. Corporations must be signed with the name of the corporation, followed by the signature and designation of the President or Vice President and attested to by the Secretary of the Corporation or other persons authorized to bind the

Corporation. The Corporate Seal must be affixed thereto. If the offer is signed by other than the President or Vice President, evidence of authority to so sign must be furnished by resolution of the Board of Directors meeting or extract of by-laws certified by the Corporate Secretary with Corporate Seal affixed thereto.

The names of all persons signing shall be typed or printed below the signatures. Any proposal by an individual who affixes to his signature the word "President", "Vice President", "Secretary", "Agent", or other designation, without disclosing his principal, may held personally to the offer. Proposals submitted by a joint venture must be signed by all authorized venture personnel.

C.16 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, D.C. Code §2-531 *et seq.* (FOIA), provides for the disclosure of public information upon request. Specifically, the law provides that "any person has the right to inspect, at his or her discretion, to copy any public record except as expressly exempted by the Act". Further, a "public record" has been defined by the District of Columbia Public Records Management Act of 1985 as "any document, book, photographic image, electronic data recording paper, sound recording, or other material regardless of form or characteristic, made or received pursuant to law or in connection with the transaction of public business by any officer or employee of the District." D.C. Code §2-1701(13). Thus, public information submitted in response to this solicitation to DCHA may be subject to disclosure in response to a request under FOIA.

C.17 PROPOSAL GUARANTEE AND ACCEPTANCE PERIOD- [\[Reserved\]](#)

C.18 ACKNOWLEDGMENT OF ADDENDA/AMENDMENTS

Respondents shall acknowledge in their proposals, receipt of addenda or amendment(s) to this solicitation by signing the document on the acknowledgment line of the addenda or amendment. Respondent's failure to acknowledge an addenda or amendment may result in rejection of the offer.

SECTION D – CONTRACT TERMS

Respondents will be asked to conform to the requirements outlined in Section D of this RFP, in the event that they are selected as the result of this solicitation.

D.1 TERM OF CONTRACT

The term of the awarded LTSC (s) shall be an initial 15 years with an option to renew for up to 15 years.

LTSC renewal after the initial term may occur at the sole option of the Housing Authority for such period (not exceeding 15 years) as the Housing Authority determines appropriate

to continue housing opportunities and to achieve long-term affordability of the assisted housing.

All LTSC contracts and subsequent renewals are contingent upon the availability of appropriated or local funds. DCHA anticipates making awards in May 2018, based on the appropriation of \$1 million in LRSP funding effective October 1, 2018 as provided in the Budget Support Act of 2018. Such funding is anticipated to be received effective October 1, 2019. In the event DCHA receives future appropriations of LRSP funding for Project and Sponsored Based Assistance for Existing Units, DCHA plans to continue to receive responses on a quarterly basis and make awards thereafter as provided in this RFP.

D.2 TYPE OF CONTRACT

LTSC for LRSP subsidy to support the existing units.

D.3 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

D.4 INSURANCE [*Reserved*]

D.5 OPTION TO EXTEND THE TERM OF THE CONTRACT- [*Reserved*]

D.6 METHOD OF COMPENSATION- [*Reserved*]

D.7 TASK ORDERS- [*Reserved*]

D.8 SECTION 3 REQUIREMENTS- [*Reserved*]

D.9 AFFIRMATIVE ACTION PROGRAM

If requested, Respondent shall submit two (2) copies of an Affirmative Action Plan (AAP) and Goals and Time Tables (G&T) “Compliance with Equal Opportunity Obligations in contracts” and the Office of Human Rights Regulations, Chapter 11, “Equal Employment Opportunity Requirements in Contracts”, promulgated August 15, 1986.

D.10 RESTRICTION ON DISCLOSURE AND USE OF DATA

An offer including proprietary or confidential information in its offer shall conspicuously display the following information on the first page of the offer if the respondent does not want the proprietary or confidential information disclosed to the public for any purpose or used by DCHA except for evaluation purposes:

D.10.1 That the offer includes proprietary or confidential information that shall not be disclosed outside the DCHA and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate the proposal;

D.10.2 That if a contract is awarded to the Respondent, DCHA shall have the right to duplicate, use or disclose the proprietary or confidential information to the extent provided in the contract;

D.10.3 That this restriction does not limit DCHA's right to use the proprietary or confidential information if it is obtained from another source without restriction; and

D.10.4 That the Respondent has specifically identified, by page number or otherwise, the proprietary or confidential information subject to the restriction.

D.10.5 The Respondent shall not designate as proprietary or confidential information the name of the Respondent, the proposal price, quantity, method of delivery or any information that is not deemed proprietary or confidential.

In addition to the requirements above, the Respondent shall conspicuously mark each separate sheet containing proprietary or confidential information it wishes to restrict with a notation to the effect that the use or disclosure of proprietary or confidential information contained on the sheet is subject to the restriction set forth on the first page of the offer.

D.11 RESPONSIBLE RESPONDENTS

DCHA will award contracts only to responsible prospective Respondents who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of an offer, DCHA will consider such matters regarding the Respondent:

1. Integrity
2. Compliance with public policy
3. Record of past performance
4. Financial and technical resources

Before a proposal is considered for award, the Respondent may be requested by DCHA to submit documentation regarding any of the items in the paragraphs above. Failure by the Respondent to provide such additional information shall render the Respondent ineligible for award. In addition, DCHA may conduct site visits to the Respondent's facility to verify information contained in the proposal. DCHA may elect not to award an otherwise qualified Respondent, if, in the judgment of DCHA, the Respondent is not responsible.

D.12 EMPLOYEE DISHONESTY INSURANCE [Reserved]

D.13 RESPONDENT’S KEY PERSONNEL

The key personnel specified in the Prospective Respondent’s proposal are considered to be essential to the work being performed under the contract. Prior to diverting any of the key personnel for any reason(s), the Prospective Respondent shall notify the Contracting Officer in writing at least thirty (30) days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract.

D.14 CONSENT TO SUBCONTRACT- [Reserved]

D.15 FAIR HOUSING EQUAL OPPORTUNITY

During the performance of the contract, the Prospective Respondent shall not discriminate on the basis of race, color, religion (creed), sex, natural origin, handicap or familial status, or the existence or use of a policy or practice, or any arrangement, criterion or other method of administration which has the effect of denying Equal Housing Opportunity, or which substantially impairs the ability of persons to apply for or receive the benefits of assistance because of race, color, religion (creed), sex, natural origin, handicap or familial status, in the sale, rental or other disposition of residential properties or related facilities, including land to be developed for residential use, or in the use or occupancy thereof.

D.16 THE AMERICAN WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Prospective Respondent and all of its sub-Contractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with disability. See 42 U.S. Code 2101 et.seq.

D.17 SECTION 504 OF THE REHABILITATION ACT OF 1973 (AS AMENDED)

During the performance of the contract, the prospective Respondent and all of its sub-Contractors shall comply with the Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against persons with disabilities in federally funded programs and activities. DCHA has entered into a Voluntary Compliance Agreement that requires a minimum of 6 percent of the public housing units constructed will comply with Uniform Federal Accessibility Standards (“UFAS”) as well as the additional specific requirements of HUD for accessible public housing units. DCHA may require more than 6 percent in the revitalization plan. In addition, all other units constructed must comply, as applicable, with the Fair Housing Act guidelines on accessibility. See 29 U.S. Codes, Section 794.

D.18 NO WARRANTY

Respondent is required to examine the RFP, specifications and instructions pertaining to the services required. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

D.19 EXPENSE OF THE RFP SUBMISSION

All expenses incurred in the preparation and submission of proposals in response to the RFP shall be borne by the Respondent.

D.20 CANCELLATION

DCHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of DCHA. DCHA further reserves the right to waive any minor information on any proposal received, if it is in the best interest of DCHA to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of DCHA.

D.21 PROTEST

Any party involved in a dispute with DCHA related to any procurement decision that has unfavorably affected the aggrieved party is entitled to a resolution of the dispute in a timely manner and in accordance with applicable local or Federal law. The Protester, defined below, in all instances, must pursue a remedy through the established administrative procedures of DCHA prior to pursuing any protest with the Federal agency, defined below. Guidelines and procedures that must be followed are presented herein.

DEFINITIONS

Contracting Officer. The person within the DCHA duly authorized by the governing body thereof to administer contracts for, and in the name of, the DCHA.

Executive Director. The Executive Director of the District of Columbia Housing Authority.

Federal Agency. Unless otherwise defined, the United States Department of Housing and Urban Development (HUD).

General Counsel. The General Counsel of the District of Columbia Housing Authority.

Protester. Any respondent to a solicitation made by DCHA who has submitted a bid, quotation, or proposal meeting all the material requirements of the solicitation, who has received an unfavorable decision concerning the results thereof and has a valid basis to challenge the award decision, or any Respondent who files a complaint based on the content of the RFP, prior to the proposal due date based on specific facts giving rise to any such complaint.

PROCEDURES

1. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received

within ten (10) calendar days of contract award by the Contracting Officer of the DCHA, or the protest will not be considered, unless a different time period has been established in the RFP or contract, if applicable. The formal complaint must be in writing, must identify the aggrieved party by name and address, and contain a clear and concise factual and legal grounds of the protest, including copies of relevant evidence or supporting documents, statutes, rules, regulations and/or policies violated, and the relief requested by Protester.

2. The Contracting Officer may suspend the procurement pending resolution of the protest, if warranted by the facts presented.
3. The Contracting Officer shall issue a written decision to the Protestor within ninety (90) days of its receipt by certified mail with return receipt requested. The written decision shall state a description of the claim; a reference to the pertinent clause; a statement of the factual areas of agreement or disagreement; a statement of the Contracting Officer's decision with supporting rationale; and a statement referencing appeal rights.
4. The Contracting Officer's Final Decision may be appealed to the DCHA Executive Director through the Office of the General Counsel. Such request must be in writing and made within ten (10) calendar days of receipt of the Contracting Officer's decision.
5. The DCHA Executive Director's decision may be appealed to the District of Columbia Board of Contract Appeals (CAB) or other court of competent jurisdiction as determined and agreed to by the Parties. The appeal must be filed within thirty (30) days of receipt of the decision rendered by the DCHA Executive Director, or other time period required by the selected court of competent jurisdiction, as applicable.
6. The DCHA Board or Commissioners has no jurisdiction over Bid Protests.
7. All protests, except those directed to CAB, shall be addressed to the administrative offices of DCHA. The address of the administrative offices of DCHA is as follows:
District of Columbia Housing Authority
Office of Administrative Services
Contracts and Procurement
1133 North Capitol Street, N.E. Suite 300
Washington, D.C. 20002-7599
Attn: Contracting Officer

D.22 BEST AND FINAL OFFERS - [Reserved]

D.23 DAVIS BACON REQUIREMENTS- [Reserved]

D.24 MCNAMARA - O'HARA SERVICE CONTRACT ACT [Reserved]

SECTION E – EVALUATION FACTORS FOR AWARD

E.1 THRESHOLD SELECTION CRITERIA

The District of Columbia Housing Authority has determined that any project determined to be eligible for a Housing Assistance Payments contract must meet the criteria listed below. A technical review will be undertaken to determine whether the proposal meets the threshold criteria. Any proposal that fails to do so will not be forwarded to the Review Panel for consideration.

1. Existing Units proposed for subsidy must meet be eligible to meet Housing Quality Standards with \$1,000 or less of improvements. Housing Quality Standards are described by [24 CFR § 982.401](#) and in accordance with the District of Columbia Municipal Regulations and District of Columbia Register [14 DCMR § 5323](#).
2. The units must be reasonably expected to be occupied by eligible families or persons within six (6) months from the date of award of the Agreement to enter into a Long Term Subsidy Contract Payment contract for existing units.
3. The project must be financially feasible. This must be demonstrated by a 15-year operating pro-forma as specified in Exhibit B of this RFP.
4. Evidence of ownership must be provided with this application.
5. Proposed rents may not exceed the DCHA adopted payment standard based on 130 percent of the Fair Market Rents (FMR) published by HUD from time to time and are further limited by the rent reasonableness comparability in the neighborhood where the project is located, whichever is less. DCHA submarket rent reasonableness amounts are set forth on DCHA's website.
6. The management plan must be professional and the proposed management company must be experienced in providing high quality management of innovative projects.
7. The facilities and amenities of the neighborhood must be convenient. For proposed projects to be located in poverty-impacted neighborhoods, the comprehensive neighborhood revitalization strategy must be underway or realistically expected to begin implementation in the next three years.

E.2 COMPLIANCE WITH PROPOSAL (APPLICATION) REQUIREMENTS

All proposals will be scored based on the evaluation criteria outlined below. The Contracting Officer will determine a competitive range based on the established criteria and point system. The Review Panel may consider unacceptable any proposal for which critical information is lacking or the submission represents a major deviation from the requirements of this RFP. Minor omissions, such as incomplete references, may, at the sole option and discretion of the Review Panel, be corrected subsequent to the submission due date.

All proposals will be initially reviewed to determine compliance with the proposal format specified in Section C.5 above. Proposals, which do not comply with these requirements, may be rejected without further review.

The evaluation factors and the comparative scoring of the factors shown in E.6 below will be used to determine which Respondents fall within the competitive range and the recommendation made to the Executive Director.

E.2.1 DCHA reserves the right to reject any and all proposals determined to be inadequate or unacceptable. DCHA may award a contract upon the basis of initial offers received without discussions. Therefore, each initial offer should contain the respondent's best terms from a price and technical standpoint.

E.2.2 All proposals will be initially reviewed to determine compliance with the Proposal Format Requirements specified within this solicitation. Proposals, which do not comply with these requirements, may be rejected without further review.

E.3 RELATIVE IMPORTANCE OF TECHNICAL VERSUS COST/PRICE FACTORS

[Reserved]

E.4 QUALIFICATION BIDDERS LISTING (QBL) [Reserved]

E.5 COMPETITIVE EVALUATION FACTORS

In addition to satisfactorily fulfilling the threshold criteria outlined in Section E.1 above, all proposals must score within the competitive range in order to be considered for award under this RFP. Proposals that satisfactorily comply with the criteria herein will be reviewed and an award will be based on the proposal deemed most responsive in meeting DCHA's stated goals and objectives.

E.6 EVALUATION FACTORS

DCHA will add additional points for Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Contracting Officer.

The following evaluation factors will be used in selection for award:

E.6.1 EVALUATION CRITERIA **Maximum, including bonus, 132.5 Points**

CRITERIA	MAXIMUM POINTS
<p>Occupancy Readiness: It is anticipated that DCHA will make its first award announcement(s) in June 2018.</p> <p>Units identified as ready for occupancy at the time of the submission of proposal will receive 35 points; those units which will be ready within 3 months will receive 15 points, and those which will be ready in 6 months will receive 10 points.</p>	35
<p>Units located in the following submarket areas which promote Diversity and prevent displacement: Capitol Hill, Foggy Bottom, 16th Street Heights, American University, Berkley, Burleigh, Central, Chevy Chase, Cleveland Park, Colonial Village, Columbia Heights, Forest Hills, Foxhall, Garfield, Georgetown, Glover Park, Hawthorne, Kalorama, Kent, LeDroit Park, Massachusetts Heights, Mount Pleasant, North Cleveland Park, Observatory Circle, Old City I, Old City II, Palisades, RLA NE, RLA SW, Spring Valley, Takoma, Wakefield, Wesley, and Woodley.</p>	35
<p>Unit Mix: DCHA will award points based on the unit mix/ number of bedrooms with a preference in favor of proposals which include larger bedroom sizes.</p> <p>Only small bedroom sizes: Efficiency to one-bedroom (up to 35 Points) Blend of Small to Mid-size: Efficiency to three-bedroom (40 Points) Blend of Small to Large: Efficiency to four-bedroom and larger (45 Points)</p>	45
<p>Project must demonstrate that it is financially feasible for the 15-year Housing Assistance Payments Contract period: Day to day operating feasibility, including net operating income, per unit per year operating expense ratios, debt service and uses of excess cash.</p>	20
TOTAL POINTS	135
Bonus: Business Enterprise Designation	12.5
TOTAL POINTS	147.5

E.6.2 OTHER BONUS POINTS – **Maximum 12.5 points**

BUSINESS ENTERPRISE DESIGNATION– **Maximum 10 Points**

The DCHA will add additional points for Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Contracting Officer.

Upon determination of the competitive range, each Respondent who has been deemed technically qualified and is within the competitive range can receive additional points if the Respondent is determined to be a Local Small Minority or Woman-Owned Business Enterprise (LSM/WBE).

The following definitions apply for the DCHA Business Enterprise Designation Points:

- “Local” means within the Metropolitan Business Area;
- “Small” means a firm with 500 employees or less;
- “Minority” means 51% ownership; and
- “Woman-Owned” means 51% ownership.

The points shall be awarded to the Respondents based on a review of the respondent, either party of a joint-venture, or a respondent’s sub-Contractors.

The points will be awarded in the following manner:

- Local = 2.5 points
- Small = 2.5 points
- Minority = 2.5 points
- Woman-Owned = 2.5 points

CBE PARTICIPATION – Maximum 2.5 points

The Authority will recognize the District of Columbia certification as meeting the certification requirements of its CBE program. In recognition of the District’s CBE certification, the Authority will use the following CBE point system below to determine the number of preference points awarded to respondents with CBE certification.

District of Columbia	D.C. Housing Authority
10-12 Preference Points	2.5 Preference Points
6-9 Preference Points	2.0 Preference Points
2-5 Preference Points	1.0 Preference Points

TOTAL MAXIMUM POINTS (to include Bonus Points) 147.5 POINTS

E.7 POST AWARD CONDITIONS

All awards will be conditional on compliance with these requirements. For the selected project(s), the following items must be completed before DCHA and the owner can execute a or LTSC.

1. Site and Neighborhood Review. Before entering into LTSC), DCHA will conduct an inspection of the proposed PBV site and units. Site selection standards include: 1) an assessment of the physical attributes and appropriateness of the site for the proposed units; and 2) an assessment of whether the project is consistent with the goal of

deconcentrating poverty and expanding housing and economic opportunities as stated in DCHA's Administrative Plan. Owners may be asked to submit additional information to help facilitate this site review.

HQS Inspections. Prior to entering into a LTSC the units must pass Housing Quality Standards. Housing Quality Standards are described by [24 CFR § 982.401](#) and [14 DCMR § 5323](#).

2. Determination of initial contract rent. DCHA will determine the amount of initial rent to owner according to 14 DCMR § 8301 and its Administrative Plan.
3. Relocation. Permanent displacement of current tenants is prohibited. *See* 14 DCMR § 9310.
4. City Council Approval. Each LTSC must be approved by the Council of the District of Columbia.

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SECTION F-TIMETABLE (SELECTION PROCESS)

DCHA will accept proposals on a rolling basis, accepting proposals once every three months. All proposals must be received no later than 11:00 a.m. on the 1st Thursday of the month beginning Thursday, May 3, 2018, on Thursday, August 2, 2018; Thursday, November 1, 2018 Thursday, February 7, 2019 and on a quarterly basis thereafter for as long as DCHA has funding for the LRSP Project and Sponsor Based Assistance for Existing Units.

F.1. TIMETABLE ()**

Issue Request for Proposals	Monday, March 19, 2018
Deadline for Pre-Proposal Questions	Wednesday, April 4, 2018
Pre-Proposal Conference	Tuesday, April 10, 2018 at 11:00 AM
Deadline for Submission of Questions	Wednesday, April 18, 2018
DCHA Response to Questions	Tuesday, April 24, 2018
Deadline for Initial Submission of Proposals	Thursday, May 3, 2018;
*Deadline for Submission of Proposals Quarterly on the first Monday of the Month and each quarter thereafter	Thursday, August 2, 2018 Thursday, November 1, 2018 Thursday, February 7, 2019 Ongoing
Interviews/Presentations (<i>if applicable</i>)	TBD
DCHA Board of Commissioners Development/Modernization Subcommittee Presentation	TBD
Presentation to DCHA Board of Commissioners Resolution Review for Approval of Contract Award	TBD

() DATES IDENTIFIED ABOVE ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF DCHA WITHOUT PRIOR NOTICE.**

Changes will be prepared as solicitation addenda and posted to the DCHA website under Doing Business with DCHA and Solicitations. Respondents are encouraged to visit the website often at www.dchousing.org to keep informed of the solicitation status and addenda.

Copies of this RFP may be obtained from the Issuing Office between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday or via our website at www.dchousing.org.

ALL PROPOSALS (APPLICATIONS) SUBMITTED FOR CONSIDERATION WILL BE REVIEWED BY DCHA, AND THE RESPONDENT RECEIVING THE HIGHEST RATING, BASED ON THE CRITERIA PRESENTED ABOVE, WILL BE SELECTED AS BEING THE MOST CAPABLE OF PROVIDING THE SERVICES IN A MANNER THAT IS MOST ADVANTAGEOUS TO DCHA, COST AND OTHER FACTORS CONSIDERED. DCHA MAY REJECT ANY OR ALL PROPOSALS THAT ARE DETERMINED NOT TO BE IN DCHA’S BEST INTEREST. IN ADDITION, DCHA RESERVES THE RIGHT TO WAIVE ANY MINOR INFORMALITIES OR MINOR IRREGULARITIES IF IT SERVES DCHA’S BEST INTEREST IN DOING SO.

SECTION G- EXHIBITS & ATTACHMENTS

G.1 EXHIBITS

[Exhibit A](#) – Description of Existing Property

[Exhibit B](#) – Form of 15-year Operating Pro-Forma

G.2 ATTACHMENTS

[Attachment A-](#) HUD 5370 General Conditions for Non-Construction Contracts
Section I

[Attachment B-](#) Tax Certification Affidavit

[Attachment C-](#) Non-Collusive Affidavit

[Attachment D-](#) Certificate of Eligibility

[Attachment E-](#) Contract Compliance Requirements

[Attachment F-](#) Payments to Subcontractors and Suppliers Certificate

[Attachment G-](#) Representations, Certifications of Offerors (Non-Construction)

[Attachment H-](#) Statements of Bidders Qualifications

[Attachment J-](#) Conflict of Interest Certification

[Attachment K-](#) List of Certified Minority Woman-Owned Banks

[Attachment M-](#) HUD 5369 –B Instructions to Offerors Non-Construction