STARK METROPOLITAN HOUSING AUTHORITY

Date: March 10, 2023

RE: Addendum #2: Housing Authority Central Office Consulting and Training Services, RFP 02152023

To All Proposers:

The above referenced solicitation is amended as follows:

Addendum #2 is issued to revise the document and provide clarification to the submittal requirements.

- In section 6.1, on page 22, reference was made incorrectly to the firm's experience with environmental reviews, including required submission of a completed Environmental Review Report. This language has been removed as environmental reviews are not part of the scope of this RFP. Section 6.1 should read: "Introduction to the Consultant Firm: Describe the firm's experience with consulting and training services to public housing agencies".

- Section 3 - Proposal Format has been revised and is provided within this addendum.

[Table No. 3]

(1) RFP Section	(2) Tab No.	(3) Description
3.1.1	1	**Form of Proposal.** This 2-page form is attached hereto as Attachment A to this RFP document. This form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.
3.1.2	2	**Proposal Fee Sheet, HUD Form Acknowledgement, Addendum Acknowledgement and Company Contact Information.** This 2-page form is attached hereto as Attachment B and must be fully completed, executed where provided and submitted under this tab as part of the proposal submitted.
3.1.3	3	**Proposer's Certification Form.** This 2-page form is attached hereto as Attachment C to this RFP document. This form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.

3.1.15	15	**Proposed Services.** As more fully detailed within Section 2.0, *Scope of Proposal/Technical Specifications*, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation.
3.1.16	16	**Equal Employment Opportunity/Supplier Diversity.** The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
3.1.17	17	Form HUD-5369-C (8/93) and Form HUD 50071 (01/14). Both forms are attached hereto as Attachment J to this RFQ document. These forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the SOQ submittal.
3.1.18	18	**Other Information (Optional Item).** The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
3.1.19	**No Information Placed under a Tab.** If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.	
3.1.20	**Proposal Submittal Binding Method.** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e., "spiral-type" etc.) or remove the pages from the cover (i.e., 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.	

Attachment A – Form of Proposal has been revised and is attached hereto.

Attachment D – Section 3 Explanation has been revised and is attached hereto.

Attachment K – Profile of Firm Form, Attachment K, is attached hereto to be included in the required document submission.

Please remember to acknowledge this addendum by signature in section B1.2 Addenda Acknowledgements, B1.2.1 Addendum #2 of Attachment B, Proposal Fee Sheet.

Thank you,

Denise Lightner

Procurement & Contracting Specialist

RFP 02152023 HOUSING AUTHORITY CENTRAL OFFICE CONSULTING AND TRAINING SERVICES
FORM OF PROPOSAL
(RFP Attachment A)

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

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Submit one (1) unbound original, three (3) bound copies and one (1) electronic copy (CD) of the documents listed below. 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. Also, complete the following Statement's herein.

Descriptions of each requirement can be found in Section 3.1 Tabbed Proposal Submittal. **Do not omit any tabs, if the information requested does not apply, please put "Not Applicable" under the accompanying tab in the submittal. FAILTURE TO SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL SUBMITAL FROM CONSIDERATION FOR AWARD.**

[Table No. 1]

(1) "X" = Item Included	(2) Tab No.	(3) Bid Submittal Item (One original signature copy of each document)	Attachment
	1	Form of Proposal	A
	2	Proposal Fee Sheet	B
	3	Proposer's Certification Form	C
	4	Section 3 Explanation	D
	5	Low-Income Resident Hiring Plan	E
	6	List of Past Performance/Experience/Client Information	F
	7	List of Sub-Contractors/Joint Venture Information	G
	8	Copy of Business License	-
	9	Copy of Insurance Certificate	-
	10	Copy of Worker's Compensation Certificate	-
	11	Vendor Registration Forms & W9	H
	12	Non-Collusion Agreement	I
	13	Applicable HUD Forms	J
	14	Profile of Firm Form	K

Signature _____ Date _____ Printed Name _____ Company _____

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

(2) 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 Ohio, or any local government agency within or without the State of Ohio? Yes☐ No☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(3) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes☐ No☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(4) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes☐ No☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any bidder that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

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

Signature	Date	Printed Name	Company

RFP 02152023 Housing Authority Central Office Consulting and Training Services
Attachment D
SECTION 3 EXPLANATION

D1.0 Be aware that the Agency previously conducted Request for Proposals that required proposer and contractors to comply with the requirements of 24 CFR §135, Economic Opportunities for Low- and Very Low-Income Persons (a.k.a., Section 3). However, the U.S. Department of Housing and Urban Development (HUD) recently discontinued these former requirements and implemented the requirements of 24 CFR §5, 14, 75, 91, 92, 93, 135, 266, 570, 574, 576, 578, 905, 964, 983, and 1000, entitled Enhancing and Streamlining the implementation of Section 3 Requirements for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses. Accordingly, these new Section 3 regulations do not provide for a firm proposing to provide services to a housing agency to immediately submit any information pertaining to Section 3, including the new regulations do not provide for the granting of any preferences to Section 3 firms submitting bids. The Agency will advise all firms if these requirements change. NOTE: Please see attached to this RFP, Attachment G, Low-income Resident Hiring Plan, which the successful bidder(s) will be required to execute and abide by.

I HEREBY ACKNOWLEDGE INFORMATION CONTAINED IN ATTACHMENT D, SECTION 3 EXPLANATION.

Dated this _____ day of _____

(Month and Year)

_____

(Name of Organization)

_____

(Printed Name and Title of Person Signing)

_____

(Signature)

RFP 02152023 HOUSING AUTHORITY CENTRAL OFFICE CONSULTING & TRAINING SERVICES - PROFILE OF FIRM FORM (RFP ATTACHMENT K)

(This Form must be fully completed and submitted to the Agency when notified to do so by the Agency after the submittal deadline.)

(1) Prime☐ Sub-contractor☐ (This form must be completed by and for each).

(2) Name of Firm:
Telephone:
Fax:
Email:

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

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

[Table No. 1]

(1) Name	(2) Title	(3) % of Ownership

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

[Table No. 2]

(1) Name	(2) Title

Signature Date Printed Name Company

(This Form must be fully completed and submitted to the Agency when notified to do so by the Agency after the submittal deadline.)

(7) Bidder Diversity Statement. You must mark all the following that apply to the ownership of this firm and enter where provided enter the correct percentage (%) of ownership of each:

☐ Caucasian American (Male) _____%

☐ Public-Held Corporation _____%

☐ Government Agency _____%

☐ Non-Profit Organization _____%

Resident- (RBE), 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):

☐Resident-Owned* _____%

☐African American _____%

☐Native American _____%

☐Hispanic American _____%

☐Asian/Pacific American _____%

☐Hasidic Jew _____%

☐Asian/Indian American _____%

☐Woman-Owned (MBE) _____%

☐Woman-Owned (Caucasian) _____%

☐Disabled Veteran _____%

☐Other (Specify): _____%

WMBE Certification Number:
Certified by (What Agency):
(NOTE: A CERTIFICATION/NUMBER IS NOT REQUIRED TO BID - ENTER IF AVAILABLE)

(8) Federal Tax ID No.:

(9) Local Business License No. (if applicable):

(10) State License Type and No. (if applicable):

(11) Federal License Type and No. (if applicable):

(12) Worker's Compensation Insurance Carrier:
Policy No.:
Expiration Date:

(13) General Liability Insurance Carrier:
Policy No.
Expiration Date:

(14) Automobile Liability Insurance Carrier:
Policy No.
Expiration Date:

Signature	Date	Printed Name	Company