REQUEST FOR QUOTE
Solicitation #17-010-QTE-0023
VMS Financial Training

San Francisco Housing Authority

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1815 EGBERT AVENUE
SAN FRANCISCO, CA 94124

May 19, 2017
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

PROJECT DESCRIPTION: The Housing Authority of the City and County of San Francisco (Authority) requires services of a firm (Contractor) to train 3 or 4 Authority staff on the Voucher Management System (VMS) for its Housing Choice Voucher (HCV) program. The Authority believes this training could be best provided onsite with some remote follow up. This will require the Contractor to also make an initial general assessment of the applications currently being used with Emphasys Elite & Great Plains software and suggest possible improvements to enhance the VMS processing. The entire assessment and training session should be approximately 40 - 60 hours and be based on various training materials including, but not limited to the Contractor’s training materials, Authority samples and any others materials which are relevant to complete the training.

SCOPE OF SERVICES: Contractor to provide labor and to furnish all necessary material to complete the following listed tasks:

1) Financial Overview of the HCV Program
2) VMS Reporting
3) Funding for Housing Assistance Payments
4) HUD’s Cash Management Procedures for Funding HAP and Related Forms and Reconciliations
5) How to Track HUD-Held Program Reserves
6) Maximizing HCV HAP Spending and Utilization under HUD’s Cash Management Process
7) Funding for Administrative Costs/HUD’s Admin Fee Formula
8) HCV Program Accounting
9) Cash and Investments
10) Accounting for NRA (Net Restricted Assets) and UNA (Unrestricted Net Assets)
11) Interest on Admin Funds vs. Interest on Excess HAP funds
12) Accounting for Portability
13) Accounting for Tenant Fraud
14) Accounting for Family Self Sufficiency (FSS Program)
15) Accounting and Budget preparation for submission to HUD for MOD/Rehab and SRO

EVALUATION CRITERIA: The Authority will evaluate offers based on the criteria listed below. Offerors must submit a statement for each of the five criteria. These statements should include resumes, references, project plans, etc.

A. Firms Experience and Past Performance 35%
B. Experience and Qualifications of Key Personnel 35%
C. Price 20%
D. MBE/WBE Participation 5%
E. Section 3 Compliance Strategy 5%
Total 100%

PRE-AWARD INTERVIEW: The Authority reserves the right to conduct a pre-award interview with the offeror, to determine if the offeror is a responsible party as described and required by Federal
Law. This interview may include an examination of the following: the offeror’s capacity to execute the terms and conditions of the contract; on-hand materials; assigned employee depth and capabilities; financial records and capabilities; any other area or aspect of the offeror's operations and capability that will assist the Authority in making a determination of responsibility.

**CONTRACT DOCUMENTS:** The “Submittal” forms when accepted by the Authority together with all other required documents that are submitted with a bid, “Special Conditions”, “Amendment(s) to Special Conditions” (if any), “General Conditions”, “Amendment(s) to General Conditions” (if any), “Instructions to Offeror's” (if any), “Technical Specifications”, and Drawings (if any), form the contract. In the event that any provision in one of the component parts of this contract conflicts with any provision of any other component part, the provision in the component part first enumerated herein shall govern except as otherwise specifically stated. The documents enumerated herein contain the entire contract agreement between the parties, and no representations, warranties, agreements, or promises (whether oral, written, expressed, or implied) by Authority or Offeror are a part of the contract unless expressly stated therein.

**AWARD:**

The Authority will evaluate offers in response to this solicitation and will award a contract to the responsible Contractor whose offer, conforming to the Request for Quotes, will be most advantageous to the Authority, considering price and the price-related factors as specified in the solicitation.

The Authority may reject any or all offer, and waive informalities or minor irregularities in offer received.

The Authority may reject an offer as non-responsive if the prices are materially unbalanced between line items or sub-line items. An offer is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the offer will result in the lowest overall cost to the Authority even though it may be the low evaluated offer, or it is so unbalanced as to be tantamount to allowing an advance payment.

**INSURANCE:** Upon award of the contract, the Contractor shall furnish a Certificate of Insurance providing coverage for Commercial and/or Comprehensive General Liability, Comprehensive Automobile Liability (owned and not owned), Worker's Compensation Employers' Liability, and, if applicable, Professional Liability Insurance.

**INSURANCE REQUIREMENTS:** The Contractor will maintain in full force and effect during the full term of the Contract the insurance requirements listed below, and in a solvent company or companies that maintain a rating of "B+" or better and admitted to sell insurance in California through the Department of Insurance. This insurance must be under the usual terms employed by casualty companies in California, naming the Authority and its respective members, officers, agents and
employees as additional insured. Such insurance shall protect such additional insured and indemnify them against direct or contingent loss or liability for bodily injury, death and and/or property damage arising in any manner from the Contractor's performance of the Contract with Authority, or the nature of the services provided, or any operations under or connected with the Contract with the Authority.

1. Worker's Compensation Employers' Liability with limits as required by State California (Currently $1,000,000 for each accident).

2. Comprehensive General Liability Insurance with limits not less than $2,000,000/$1,000,000 per person occurrence Combined Single Limit Bodily Injury and Property Damage, including Contractual Liability, and Completed Operations coverage. If the Respondent firm has a "claims made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion of the Contract.

3. Comprehensive Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit bodily Injury and Property Damage.

Comprehensive General Liability and Comprehensive Automotive Liability Insurance policies shall be endorsed to provide the following:

1. Name as ADDITIONAL INSURED the San Francisco Housing Authority, its Officers, and Members of Commission, Agents and Employees.

2. Such policies are primary insurance to any other insurance available to the Additional Insured, with respect to any claims arising out of this Agreement, and that the insurance applies separately to each insured against who claim is made or suit is brought, but the inclusion of more than one insured shall not increase the insurer's limits of liability.

3. All policies shall be endorsed to provide thirty (30) days advance written notice to the Authority of cancellation, non-renewal or reduction in coverage, mailed to the following address:

   San Francisco Housing Authority
   1815 Egbert Avenue
   San Francisco, CA 94124
   ATTN: Procurement Department

4. Certificates of Insurance, in form and with insurers satisfactory to the Authority, evidencing all coverage above, shall be furnished to the Authority prior to award and before commencing any operations under this contract, with complete copies of policies to be furnished promptly upon the written request of the Authority, at the following address:

   San Francisco Housing Authority
   1815 Egbert Avenue
   San Francisco, CA 94124
ATTN: Procurement Department

5. Any coverage which the Contractor proposes to self-insure, or any intention to operate vehicles other than automobiles (i.e. boats, aircraft, etc.) shall require prior Authority approval of the appropriate insurance to be agreed upon.

Approval of the insurance by the Authority shall not relieve or decrease the liability of the Contractor. The contract shall terminate immediately, without notice to the Contractor, upon any lapse of required insurance coverage. The Contractor shall be advised that should the Contractor through its negligence fail to meet the professional standards of care and performance of its services that result in additional costs to the Authority, it will be the intention of the Authority to recoup these costs form the Contractor.

**AFFIRMATIVE ACTION**: The Contractor shall take affirmative action to ensure that employees and applicants for employment are not discriminated against because of race, color, creed, religion, sex age national origin, disability, ancestry, public assistance status, marital status or veteran status.

**SECTION 3 COMPLIANCE**: The Contractor shall provide a detailed plan outlining its strategy for complying with Section 3 requirements. Section 3 compliance can be satisfied through either the hourly hire component or Section 3 Scholarship fund.

**W-9 SUBMITTAL**: Upon award of the contract, the Contractor shall provide a copy of its Request for Taxpayer Number and Certification (W-9) at the time and date specified by the Authority.

**TAX**: This offer shall not include California Retailers’ Occupational Tax (so called “Sales Tax”) on direct sales to the Authority or on any material incorporated into or becoming part of the work; federal excise taxes, or federal transportation taxes. The Authority will provide all contract awardees with a tax Exemption Certificate.

**AVAILABILITY OF FUNDS**: This contract award is subject to availability of funds. The Authority’s obligation under this contract is contingent upon the availability of appropriated funds from which payments for contract purposes can be made. No legal liability on the part of the Authority for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

**TERM OF CONTRACT**: The term of the contract(s) to be awarded shall be for up to 60 hours of training.
REQUEST FOR QUOTES
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VMS Financial Training

SECURITY BADGE IDENTIFICATION REQUIREMENT: All Contractors' employees will be required to obtain and wear security badges while working at any San Francisco Housing Authority sites. The badges can be obtained from the Human Resources Department at 1815 Egbert Avenue, San Francisco, CA 94124. The Authority will charge a minimal fee of $5.00 per badge. Badges must be obtained prior to commencing work and will be turned in upon completion of the job prior to final payment.

PREPARATION OF OFFER: Offers must be:

1) Submitted on the forms furnished by the Authority or on copies of those forms if provided.
2) Manually signed by an authorized representative of the Contractor.
3) All erasure or changes appearing on any form must be initialed by the authorized person signing the form.
4) Pricing is to be submitted on the “Price Schedule” form.

DEADLINE: Offers must be submitted to one of the following prior to 2:00 PM on May 24, 2017.

San Francisco Housing Authority
1815 Egbert Ave.
San Francisco, CA 94124
ATTN: Procurement/ Contracting Department

Or email

procurement@sfha.org

No Award may be made to a contractor that is on the list of contractors ineligible to receive awards from Authority or the United States, as furnished by HUD.
CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS
NON-CONSTRUCTION CONTRACTS (5369-C)
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

Certifications and Representations of Offerors
Non-Construction Contract

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

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

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.30, and these requirements are set forth in Executive Order 11229 for small, minority, women-owned businesses, and certifications for independent price determination and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement
(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working sole for the bidder/offeror, the bidder/offeror:
   (1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and
   (2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

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

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

2. Small, Minority, Women-Owned Business Concern Representation
The bidder/offeror represents and certifies as part of its bid/offer that it:
(a) [ ] is, [ ] is not a small business concern. “Small business concern,” as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned small business concern. “Women-owned,” as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority enterprise which, pursuant to Executive Order 11229, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:
(1) Black Americans
(2) Asian Pacific Americans
(3) Hispanic Americans
(4) Asian Indian Americans
(5) Native Americans
(6) Hasidic Jewish Americans

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

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

Previous edition is obsolete

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form HUD-5369-C (5/93)
ref. Handbook 7460.8
(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeree deletes or modifies subparagraph (a)(2) above, the bidder/offeree must furnish with its bid/offere a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of his knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor’s organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor’s objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

6. Conflict of Interest

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

7. Offeror’s Signature

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

Signature & Date:

Typed or Printed Name:

Title:
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

REPRESENTATIONS, CERTIFICATIONS, and OTHER STATEMENTS OF BIDDERS
PUBLIC and INDIAN HOUSING PROGRAMS
**Request for Quotes**

Solicitation #17-010-QTE-0023

VMS Financial Training

### Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

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#### 1. Certificate of Independent Price Determination

(a) The bidder certifies that:

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

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

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not employed or retained any person or company to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

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

(c) If the bidder deletes or modifies subparagraph (a)(2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding $50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid non-responsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed “Non-collusive Affidavit” is not included with the bid.

#### 2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

“Bona fide employee” means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

“Improper influence” means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

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

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

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

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

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

#### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

(applicable to contracts exceeding $100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

[iii] As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
6. Minimum Bid Acceptance Period
(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.
(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.
(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.
(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.
(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.
(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation
The bidder represents and certifies as part of its bid/offer that it --
(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
(b) [ ] is, [ ] is not a women-owned business enterprise. "Women owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

- [ ] Black Americans
- [ ] Asian Pacific Americans
- [ ] Hispanic Americans
- [ ] Asian Indian Americans
- [ ] Native Americans
- [ ] Hasidic Jewish Americans

Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)
The bidder represents and certifies that it:
(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or
community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

9. **Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding $2,000)
   (a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
   (b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
   (c) The penalty for making false statements is prescribed in 18 U.S.C. 1001.

10. **Certification of Non-segregated Facilities** (applicable to contracts exceeding $10,000)
   (a) The bidder's attention is called to the clause entitled Equal Employment Opportunity of the General Conditions of the Contract for Construction.
   (b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habitat, local custom, or otherwise.
   (c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.
   (d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed $10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:
      (1) Obtain identical certifications from the proposed subcontractors;
      (2) Retain the certifications in its files; and
      (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Non-segregated Facilities must be submitted before the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. **Clean Air and Water Certification** (applicable to contracts exceeding $100,000)

The bidder certifies that:
   (a) Any facility to be used in the performance of this contract is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities;
   (b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,
   (c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. **Previous Participation Certificate** (applicable to construction and equipment contracts exceeding $50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

13. **Bidder's Signature**

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

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name)

(Company Address)
ACKNOWLEDGEMENT TO ADHERE TO THE IMMIGRATION AND NATURALIZATION ACT

__________________________ acknowledges to have read and will adhere to the Immigration and Naturalization Act. I have made this information available to all sub-contractors participating in this project.

US CODE: Title 8,1324. Bringing in and harboring certain aliens

__________________________
CONTRACTOR

__________________________
Date
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

STATEMENT: Firms Experience and Past Performance (Offeror to complete and submit)
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

STATEMENT: Experience and Qualifications of Key Personnel (Offeror to complete and submit)
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

STATEMENT: Price Schedule (Offeror to complete and submit)

Proposed Staff: ____________________________________________
Hourly Rate: _______________________________________________
Total Hours: ________________________________________________
Other Costs: ________________________________________________
PROJECT TOTAL COST: _____________________________________
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

STATEMENT: MBE/WBE Participation (Offeror to complete and submit)
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

STATEMENT: Section 3 Compliance Strategy (Offeror to complete and submit)
REQUEST FOR QUOTES
Solicitation #17-010-QTE-0023
VMS Financial Training

CONTRACTOR’S OFFER PAGE

Solicitation #17-010-QTE-0023 (VMS Financial Training)

In conformance with the terms and conditions of this solicitation, the undersigned, having familiarized him/her self with the requirements for this project, hereby proposes/offers, and agrees, if this offer is accepted within 120 calendar days from the date of offer, to do all things necessary to fully perform and satisfy all terms, conditions, and requirements for the project at the price indicated below.

Proposed Staff: ____________________________________________

Hourly Rate: ______________________________________________

Total Hours: ______________________________________________

Other Costs: ______________________________________________

PROJECT TOTAL COST: ____________________________________

Signature: ___________________________ Date: ________

Print Name: ______________________________________________

Title: ____________________________________________________

(Firm Name:________________________"

Address: ________________________________________________

City, State, Zip Code: ________________________________

Telephone: (____) ________________________________

Email Address: ________________________________

Taxpayer ID: ________________________________

False Statements in Bids: Firms must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements is prescribed in 18 U.S.C. 1001.