

**HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO
REQUEST FOR QUOTATIONS (QTE)
No. 21-020-QTE-0003**

ATTACHMENT A: FORM OF PROPOSAL

Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by placing a checkmark where provided, to verify that the referenced completed form or information has been included within the offer submitted by the proposer. Also, complete all the statements and certifications listed following herein. This form must be fully completed.

Checkmark if Included	Required or Optional	Item	Submittal Item (one original signature copy of each document)
	Required	1	Form of Proposal (Attachment A)
	Required	2	form HUD-5369-C (Attachment B)
	Required	3	Fee Proposal (Attachment C)
	Required	4	Firm Qualifications and Past Practice
	Optional	5	Section 3 Business Preference Submittal Form (Attachment D)

(1) Section 3 Statement. Are you claiming a Section 3 business preference? *Please see Section 3 Business Preference Submittal Form (Attachment D) for more information.

Yes No

If "Yes," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Section 3 Business Preference Submittal Form, which priority are you claiming? _____.

(2) Debarred Statement. Has this firm, or any principal(s) thereto, ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California?

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 Authority?

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.

Note: The Authority reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Authority feels that doing such is in its best interests.

(5) Moral Turpitude. Has your organization or any of its principles or officers have been involved in/allegedly involved in acts of moral turpitude in the last five (5) years?

Yes No

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(6) Additional Disclosures. Fully disclose with attached documentation as to the following as it applies to your organization and any location wherein your organization is a designated third-party Contractor who has been named in the Complaint:

- a. Pending litigation;
- b. Number and description of HUD Voluntary Compliance Agreements currently party to and the reason for the complaint; and
- c. Attach any Consent Decrees from the Department of Justice, with a full explanation.

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

(8) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this offer 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 Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the offer submittal, and by entering and submitting the costs where provided within the eProcurement Marketplace, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this QTE as issued by the Authority. Pursuant to all QTE 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 Authority with the services described herein for the fee(s) entered within the areas provided within the Fee Proposal.

Signature

Date

Printed Name

Company