



**REQUEST FOR PROPOSALS**  
**Website Design Services**  
**RFP No. 21-02**

**DUE DATE: FEBRUARY 19, 2021 @ 5:00PM**

**1933 HUSSION STREET, BUILDING #3**  
**HOUSTON, TX 77003**



## **REQUEST FOR PROPOSALS**

### **Website Design Services**

### **RFP NO. 21-02**

The Harris County Housing Authority ("HCHA") is requesting submissions from professional Website Consultants (**Offerors**) to provide web design services as specified in this Request for Proposals ("RFP").

This RFP contains submission requirements, scope of services, period of services, terms and conditions, and other pertinent information for submitting a proper and responsive proposal. RFP #21-02 will be posted the week of January 31, 2021, and can be downloaded from HCHA's website [www.hchatexas.org](http://www.hchatexas.org).

Prospective Offerors desiring any explanation or interpretation of the solicitation must request it in writing no later than **February 10, 2021**. The request must be emailed to Melanie Fahey at [melanie.fahey@hchatexas.org](mailto:melanie.fahey@hchatexas.org). Any information given to a prospective Offeror about this solicitation will be furnished to all other prospective Offerors as a written amendment to the solicitation posted on the HCHA's website [www.hchatexas.org](http://www.hchatexas.org).

Proposals must be emailed to Melanie Fahey at [melanie.fahey@hchatexas.org](mailto:melanie.fahey@hchatexas.org) and labeled as follows: **Website Design Services RFP# 21-02, Due Date and Time: February 19, 2021, 5:00 P.M.(CST)**, Name of Offeror: \_\_\_\_\_, and must reach HCHA no later than **5:00 P.M. on February 19, 2021**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B titled "Late Submissions, Modifications, and Withdrawal of Offers," which is provided as an attachment. Proposals will be held in confidence and not released in any manner until after the contract award.

Proposals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with Offerors who have a reasonable chance of being selected for the award. After evaluation of the proposal's revision(s), if any, the contract will be awarded to the Offeror(s) whose qualifications, project proposal, and other factors considered are the most advantageous to HCHA.

HCHA reserves the right to reject any and all proposals.

## **TABLE OF CONTENTS**

1.0	Profile of the Harris County Housing Authority	4
2.0	Introduction	4
3.0	Procurement Schedule	5
4.0	Scope of Work	5
5.0	General Requirements	8
6.0	Deliverables	9
7.0	Correspondence	10
8.0	Proposal Requirements	10
9.0	Fee Structure	14
10.0	Proposal Evaluation Criteria	14
11.0	Contract Term	14
12.0	Availability of Records	14
13.0	Availability of Funds	15
14.0	Minority/Women Business Participation	15
15.0	Pertinent Federal Regulations with Regard to Nondiscrimination and Equal Opportunity	15

### **ATTACHMENTS**

Attachment A:	Conflict of Interest Questionnaire (CIQ)
Attachment B:	M/WBE Participation Form
Attachment C:	Affirmative Action for Disabled Workers
Attachment D:	Instructions to Offerors for Non-Construction (Form HUD-5369-B)
Attachment E:	Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)
Attachment F:	Form of Non-Collusive Affidavit
Attachment G:	Certification of Payments to Influence Federal Transactions
Attachment H:	Declaration (Required Submission)
Attachment I:	Section 3 Policy
Attachment J:	Ethics Policy
Attachment L:	Fee Proposal (Required Submission)
Attachment M:	Sample Contract

## **1.0 PROFILE OF THE HARRIS COUNTY HOUSING AUTHORITY (HCHA)**

HCHA is a unit of government, and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by U.S. Department of Housing and Urban Development. HCHA is a Public Housing Agency.

The property of HCHA is used for essential public and governmental purposes. HCHA and its property are exempt from all taxes, including sales tax on all its purchases of supplies and services.

HCHA enters into and executes contracts and other necessary instruments and convenient to the exercise of its powers.

HCHA maintains contractual arrangements with HUD to manage and operate its low rent public housing program and administers the Section 8 Housing Assistance Payments Programs. HCHA programs are federally funded along with development grants and rental income.

## **2.0 INTRODUCTION**

### **Project Background**

HCHA provides a wide range of public housing information, Section 8 housing, and related services to diverse audiences, including clients (residents and landlords), elected officials, government agencies, private industry, community partners, and the general public. The website is the HCHA's most far-reaching communications tool and most effective conduit for disseminating information about its programs and services. The proposed re-designed website will provide content and functionality to effectively meet the information needs of a wide range of constituents and market HCHA's mission and services.

The Offeror is expected to benchmark other professional websites, identify best practices that incorporate the latest web technology, and prepare a strategy, budget, and implementation plan for incorporating those best practices into the re-design of the HCHA website. This information shall be incorporated into the quotes.

HCHA will manage the project, provide content, and make final decisions regarding the re-designed sites' organization, appearance, and functionality.

The selected Offeror shall work with HCHA to plan, develop, create, and launch the re-designed website.



### 3.0 PROCUREMENT SCHEDULE

#### SCHEDULE

Event	Date
Post to HCHA Website	Week of January 31
RFP Advertised	January 31, February 7
Receipt of Written Questions	February 10
Response to Written Questions	February 12
Submission Date	February 19, at 5 P.M.

### 4.0 SCOPE OF WORK

#### Purpose

HCHA currently has a website presence that is somewhat outdated in structure and the presentation of content. The opportunity exists to re-design the website to reflect the mission of HCHA better, to serve HCHA's clients and landlords better while incorporating the latest web technology. Upon completing the website's development, HCHA will assume full responsibility for website content maintenance and administration. All content, coding, and graphics will become the sole property of HCHA.

#### Description

Create a flexible, informative website that is easy to maintain. Offeror must develop a user-friendly website that can display large amounts of *constantly* changing information to our key audiences. In addition to designing a user-friendly site with an intuitive interface, Offeror must also provide a web-based, database-driven administration tool that allows critical management personnel to update content without directly accessing the source code. HCHA is looking for a responsive design that will scale for tablets and mobile devices.

HCHA will maintain limited design control of content while efficiently managing web publishing processes, preferably using a browser-based user interface system. Administration of web content will be based on roles to control access and workflow (e.g., author, reviewer/editor, and publisher).

The site must include a technology solution that allows the in-house staff to efficiently and cost-effectively update content and modify site design after the initial launch. HCHA's website must be designed to function using a non-proprietary platform and content management system.

## Objective

The HCHA's website's primary objective is to effectively and efficiently provide information to serve clients, landlords, and the citizens of Harris County and continue to build identity, awareness, and interest in the HCHA and its services.

## WEBSITE DESIGN AND ARCHITECTURE

**Creative Concept:** The Offeror shall be responsible for developing a creative concept and functionality plan for the HCHA website that best capture the organizations' objectives.

**Design:** The Offeror shall be responsible for developing the website layouts and graphic design. The Offeror shall create original, attractive website graphics and page layouts for first-, second- and third-level pages for both English and Spanish pages with consistency in look and feel. HCHA will provide logos and a limited number of photographs and video, but the Offeror will be responsible for all other graphic elements used in the pages' design. Stock photography may also be used; Offeror should include cost for five (5) stock photos for each site as a breakout cost in the proposals. The Offeror will present a minimum of three (3) design options for the website (home page and individual first-, second-, and third-level page layouts) to HCHA.

**Revision Rounds:** After the design of the HCHA website pages are selected and initial pages are populated, there will be two additional rounds of revisions before the website goes live, which Offerors should include in the total quoted cost.

**Content:** The Offeror shall lay out all website editorial content on the home page, first-, second-, and third-level pages for which copy/photos are provided for English and Spanish pages. Copy/photos will be provided electronically. The Offeror shall also duplicate the same website pages in Spanish. The Offeror will need to convert all current HCHA forms on the website to web-page format to give users the ability to fill in forms online or print, as needed.

**Organization & Structure:** The Offeror shall create the website navigation and structure. The current site map is provided as a summary of existing content. This list is not exhaustive and is meant to provide Offerors with an idea of HCHA's web priorities. The Offeror is expected to work with HCHA points of contact to develop the home page and primary pages per current best practices as they apply to HCHA.

### Current Site Map – [www.hchatexas.org](http://www.hchatexas.org)

0	Homepage	.2	Careers*
.1	About Us	.2.1	HCHA and Property Jobs
.1.1	Mission, History, Stats	1	Waiting Lists*
.1.2	Our Properties	2	Residents
.1.3	Board Information	2.1	HCV Program
.1.4	Plans, Policies, Reports	2.2	Find Housing

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2.3	Services	4	Doing Business
2.4	Voucher Holders	4.1	Compliance Requirements
2.5	Property Owners	4.2	Proposed Developments
2.6	Porting to HCHA	4.3	Open/Closed Solicitations
2.7	HQS Inspections	4.4	Contract Archive
2.8	Homeownership	5	News/Media*
2.9	Documents and Forms	5.1	Newsroom
2.10	Report Violations	5.2	News Feed
2.11	FAQs	5.3	Public Announcements
3	Landlords	5.4	Events
3.1	List a Property -	6	Contact*
	<a href="https://www.socialserve.com/landlord/TX/CityChooser.html?ch=HCHA">https://www.socialserve.com/landlord/TX/CityChooser.html?ch=HCHA</a>	6.1	Report Fraud
3.2	HCV Inspections	6.2	TPIA Request
3.3	Documents and Forms	6.3	General Request
3.4	Report Violations	6.4	Inspection Request

### Expected number of pages and layout

The existing website structure is wide and shallow. Most content on the existing website will need to be on the new and improved website in addition to some new content we would like to add, but we also are seeking recommendations for additional content that should be added or new ways of organizing content on the site. HCHA would like to narrow the navigation, so Offerors should include recommendations for grouping content as well as including in the quote the breakout cost for creating primary, secondary and tertiary page templates, as well as the cost per page (fixed fee or hourly fee) to populate/create the final second- and third-level pages with text and graphics. Below is an outline of the structure and additional content created by HCHA.

## MANAGEMENT AND SUPPORT

**Content Management:** The Offeror shall develop guidelines to maintain the websites, content management software, and/or other website administration tools to enable HCHA staff to perform routine content changes and website updates. These tools shall allow HCHA to make changes with minimal effort, utilizing password security for authorized staff. After such training has been completed to the HCHA point of contact's satisfaction, the Offeror shall provide local telephone support and assistance during regular working hours, Monday-Friday, 8 A.M.-5 P.M. individuals for a minimum of two years.

The Offeror must provide access to a programmer/developer tool and provide a list of software tools needed to maintain the sites.

**Training:** The Offeror shall provide adequate training to at least two authorized HCHA staff members to perform the functions stated above.

**Search Engine Registration:** The Offeror shall register the HCHA website with the major search engines.

**Maintenance & Support:** The Offeror shall work with HCHA to identify and make provisions in the site designs for future enhancements, graphics, and navigation. The Offeror shall make programming changes and website enhancements as requested by HCHA during the contract. The Offeror shall assist HCHA in continued application design, development, and implementation on a time and materials basis. The Offeror shall also provide a plan providing guidance for review, enhancement, and maintenance of the HCHA website for a period of two years.

**Cost:** The Offeror should provide a cost description for the HCHA website, which clearly identifies both the final cost and a breakout of the primary elements of the cost (concept design, the home page, first-, second-, and third-level page design, programming, production, etc.). Offerors should also include a cost for maintenance and support for a period of two years.

**Launch:** The HCHA points of contact will review and approve the HCHA website before launch. The Offeror shall schedule and provide a final test/review session for the points of contact and other designated HCHA personnel. The test will fully demonstrate the visual features, functionality, and security of the websites.

**Timeline:** Offerors shall submit a work schedule with expected completion dates and milestones for each area of work under this RFP. Completion of the HCHA website is expected within 90 days of contract execution.

## **5.0 GENERAL REQUIREMENTS**

All submittals must conform to the requirements outlined herein. HCHA reserves the option to require oral presentation by the Offeror(s) and request additional information during the proposal review period.

Submittals must be open and not subject to unilateral withdrawal or modification for ninety (90) days after the submittal due date.

All costs incurred, directly or indirectly, in preparing a response to this request for proposals shall be the sole responsibility of and shall be borne by the successful Offeror.

The successful Offeror shall:

- Complete written documentation of materials in a manner suitable for use by HCHA, US Department of Housing and Urban Development, or governing entities as required.
- Meet with HCHA, HUD, third party software and internet services providers, and equipment vendors as may be necessary.

- Coordinate all services with HCHA.
- Coordinate all services with other parties as determined necessary by HCHA.
- Provide the basis, source, and methodology for arriving at conclusions in all materials and reports.
- List the Offerors' name, contact person, telephone number, and provide resumes and profiles of expected participants in this service's performance. The submittal must provide an execution plan, including schedules with tasks on how this work will be accomplished. There may be subsequent instructions issued to the successful candidate in connection with the final process. The submittal must make provisions to meet and comply with all applicable laws and regulatory criteria.

## **6.0 DELIVERABLES**

### **Proposal Due Date/Time**

Proposals must be executed and submitted via email **as a PDF attachment** on or before **5:00 P.M. on February 19, 2021**, to [melanie.fahey@hchatexas.org](mailto:melanie.fahey@hchatexas.org) and labeled as follows: **Website Design Services RFP# 21-02, Due Date and Time: February 19, 2021, 5:00 P.M.(CST)**, Name of Offeror:\_\_\_\_\_.

Offerors are solely responsible for ensuring that their proposals are actually received by the time and date stated. Receipt at HCHA after the due date and time specified will cause rejection.

Electronic submission of the proposal shall be considered signed by a principal or authorized representative of the **Offeror. Electronic submissions must be received by the due date and time for consideration and must not exceed 25MB**

Offerors shall bear all costs incurred in preparing and submitting proposals and supplying supplementary information. HCHA will not defray any costs incurred in connection therewith.

HCHA will not accept offers by telegram, telephone, facsimile, mail, and handwritten proposals.

### **Modifications or Withdrawals**

Proposals may not be changed, modified, or withdrawn after the time and date specified for proposal submission. All requests to change, modify or withdraw a proposal prior to the proposal due date must be in writing and bear the same Offeror name appearing on the proposal already submitted.

## **7.0     CORRESPONDENCE**

Requests for additional information related to this RFP must be submitted by email directed to Melanie Fahey ([melanie.fahey@hchatexas.org](mailto:melanie.fahey@hchatexas.org)) no later than **4 P.M. on February 4, 2021**. This will allow time for the issuance of any necessary amendment to the RFP.

An amendment may be issued prior to the opening of proposals to change or clarify this RFP's intent. All amendments shall be binding in the same way as if originally written in this RFP.

Any interpretation affecting all Offerors made prior to the proposal due date will be issued in the form of an amendment. HCHA will not be bound by or responsible for any other explanations or interpretations of this RFP package other than those given in writing as outlined in this paragraph. Oral instructions, interpretations, or representations will not be binding upon HCHA or HCHA representatives.

Subcontractor(s) and others who have been requested by the Offeror to assist in preparing a proposal shall obtain the necessary information from the Offeror. They shall not directly contact HCHA or HCHA representatives for this information.

Proposals will not be publicly opened and read.

## **8.0     PROPOSAL REQUIREMENTS**

### **Document Requirements**

The following is a description of the minimum information, which must be supplied by Offerors in their proposals. It is open to all Offerors to give such supplementary facts or materials that they consider may help evaluate the proposal submitted. Proposals that omit critical elements may be considered non-responsive. Each proposal shall include a Table of Contents listing the proposal contents. Proposal packages must contain, at a minimum, the following information and materials:

#### **8.1     Letter of Transmittal**

Proposals must be signed by an officer of the company authorized to commit the organization to perform the proposal's services. If the proposal includes an agent's name, the agent must sign the proposal.

#### **8.2     Table of Contents**

#### **8.3     Executive Summary**

Provide a summary of your Offeror's approach to the work associated with the requested services, to include an understanding of the scope of services required and unique or innovative approaches to be utilized in performing these services.

#### 8.4 **Resume, References, and Examples of Prior Work**

A resume of the Offeror and three (3) references must be submitted with each proposal.

For each reference, include:

- ◆ The term (beginning and ending dates) of your contract agreement(s).
- ◆ A brief description of the proposed scope of work.
- ◆ The name, address, and telephone number of the individual that administered your contract (s).

Examples of work should include five (5) websites the Offeror has produced, showcasing your best work and relevancy to this project (including explaining experience in developing a secure login portal)

#### 8.5 **List of project lead and all key members** of the Offeror's firm and any consultant committed to this project. Indicate the level of effort and function of each member of the project. Prepare an organizational structure to show how the key members will be involved. Include resumes of these individuals. The resumes should include the following minimum information:

- ◆ Name
- ◆ An explanation of the function they will perform and their title by classification.
- ◆ Relevant educational background.
- ◆ Relevant work experience.
- ◆ Work experience with governmental clients.
- ◆ Any specialized skills, training, and/or credentials relevant to the required services.

#### 8.6 **Schedule of Performance/Timeliness/Deliverables**

Offerors shall submit a work schedule with expected completion dates and milestones for each work area under this RFP.

#### 8.7 **Offeror's fee**

The Offeror's fee for performing the services must be firm fixed prices (inclusive of all incidental expenses), not subject to adjustment based upon actual costs incurred. The Offeror's firm fixed prices shall be negotiable. Offeror shall provide a schedule of progress payments.

#### 8.8 If the Offeror intends to use subcontractors in the work's performance, the subcontractor name(s) and description of the work to be subcontracted must be

provided with the Offeror's Proposal. The percentage of work to be performed by each should also be listed.

- 8.9 Statement that the Offeror is financially sound and has financial resources sufficient to successfully execute this prospective HCHA agreement in the time frame outlined. Provide a financial statement of the Offeror's firm upon request of HCHA.
- 8.10 Evidence of all appropriate and applicable insurance coverage carried by the Offeror's firm, including policy coverage periods. Offerors shall furnish HCHA with insurance certificates showing that the following insurance is in force and will insure all operations under this RFP, and name HCHA as an additional insured. Required insurance levels are as follows:

#### **8.11 Execution Plan**

Offerors must supply a proposed project execution plan for the delivery of services. This plan shall be updated, as necessary, in the event of contract award and maintained throughout the project as deemed necessary. This plan shall include but not be limited to the following:

A general description of the Offeror's anticipated services and timeframe will be required to complete the project described in this RFP.

A detailed schedule of tasks and associated costs by phase. The costs associated with each task should be itemized and based on the Offeror's best estimate of the estimated number of hours required to complete each task and fee for each task. A total contract price must also be indicated and a standard fee for unidentified tasks.

#### **8.12 Certifications and Affidavits**

Offerors shall submit executed originals of the following:

**Attachment A:** Conflict of Interest Questionnaire (CIQ)

**Attachment B:** M/WBE Participation Form

**Attachment C:** Affirmative Action for Disabled Workers

**Attachment D:** Instructions to Offerors for Non-Construction (Form HUD-5369-B)

**Attachment E:** Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)

**Attachment F:** Form of Non-Collusive Affidavit

**Attachment G:** Certification of Payments to Influence Federal Transactions

**Attachment H:** Declaration (Required Submission)

**Attachment I:** Section 3 Policy

**Attachment J:** Ethics Policy

**Attachment L:** Fee Proposal

#### **8.13 Basis of Proposal**



The successful Offeror (s) will be expected to execute a standard professional service contract with HCHA.

Offerors are advised to check that all parts of this RFP package have been received. Offerors shall be responsible for informing themselves with respect to all conditions which might, in any way, affect the cost or performance of any of the work. Failure to do so shall be at the Offeror's sole risk, and no relief shall be given for errors or omissions by the Offeror.

Partial or incomplete proposals will be unacceptable.

An authorized representative of the Offeror must sign proposals.

**8.14 Validity of Proposals**

Proposals must be open and not subject to unilateral withdrawal or modification for ninety (90) days after the proposal due date.

Offerors are requested to submit proposals based on the exact requirements specified in this RFP.

Offerors shall bear all costs incurred in preparing and submitting proposals and supplying supplementary information. The HCHA will not defray any costs incurred in connection therewith.

**9.0 FEE STRUCTURE**

Proposals shall describe the Web Services Consultant's proposed compensation structure, including fee and payment schedule outlined in Attachment L.

Fee Schedule		
Phase	Amount	Timing
Design & site build		
Technical Support		
Response for additional needs		

**All travel, postage, telephone, living and miscellaneous expenses will be borne by the successful Offeror and included in the total fixed price. There will be no reimbursable expenses allowed under the purchase order/contract.**

## **10.0 PROPOSAL EVALUATION CRITERIA**

Selection of the successful Offeror will be at the sole discretion of HCHA. If a contract is awarded, it will be awarded to the responsible Offeror or individual whose qualifications, price, and other factors are deemed most advantageous to HCHA. Additionally, HCHA shall have the right to reject any and all proposals at its discretion.

An HCHA evaluation team will be established to review Offeror's responses to this RFP. Proposals will be evaluated by the following criteria:

Evaluation Criteria	Maximum Points
Background, experience, and innovation	30
Reasonableness of fee structure	25
Offeror's demonstrated experience in providing website services to public entities	25
Offeror's compliance with all specifications and other requirements contained in this RFP	15
Section 3 and MWBE efforts	5
<b>Total Points</b>	<b>100</b>

## **11.0 CONTRACT TERM**

The term of the contract will be for two years from the award date.

## **12.0 AVAILABILITY OF RECORDS**

The U. S. Department of Housing and Urban Development, the Inspector General of the United States and HCHA, and any duly authorized representatives of each, shall have access to and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the Offeror(s) office or Offeror's firm, which shall relate to the performance of the services to be provided.

### **13.0 AVAILABILITY OF FUNDS**

In the event that funds necessary to finance this Professional Services Contract become unavailable, HCHA may cancel the contract by giving seven (7) days' notice in writing, and the contract will thereafter be null and void. HCHA shall be the final authority to determine whether funds are not available.

### **14.0 MINORITY/WOMEN BUSINESS PARTICIPATION**

The Offeror(s) awarded the contract agrees to utilize its good faith and best efforts to subcontract with minority business enterprises and women business enterprises (herein called M/WBE) certified as such or recognized by HCHA as such. The Offeror shall attempt to subcontract a sufficient dollar amount with M/WBEs to meet the HCHA goal of a minimum of 30 percent of the final contract dollars are expended on one or more M/WBEs. All adjustments that cause the contract price to increase will also increase the total amount the Offeror must expend on M/WBEs.

#### **USING BEST EFFORTS TO FULFILL MBE/WBE REQUIREMENTS**

In the event, HCHA has a reasonable belief that the Offeror will not use his/her best efforts to meet the 30 percent M/WBE participation goal, HCHA reserves the right to pull work from the contract. Best efforts may be established by showing the Offeror has contacted and solicited bids/quotes from subcontractors and worked with the Housing Authority to seek assistance in identifying M/WBEs.

### **15.0 PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY**

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex, or national origin must be met by the Offeror.

The Offeror must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs, must be met by the Offeror.

The Offeror must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and

contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

**ATTACHMENT A**  
**CONFLICT OF INTEREST QUESTIONNAIRE (CIQ)**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

## **ATTACHMENT B**

### **M/WBE PARTICIPATION**

#### **BIDDER'S PROPOSED M/WBE PARTICIPATION FORMS**

**M/WBE PARTICIPATION:** The consultant agrees to make its best efforts to subcontract with minority business enterprises and/or women business enterprises (herein called M/WBE) certified as such or recognized by HCHA as a certified M/WBE. Consultant shall make its best efforts to subcontract a sufficient dollar amount with M/WBEs to ensure that a minimum of 30 percent of the final contract dollars are expended on one or more M/WBEs. All adjustments that cause the contract price to increase will also increase the total amount that Consultant must make its best efforts to expend on M/WBEs.

**USING BEST EFFORTS TO FULFILL M/WBE REQUIREMENT:** In the event, HCHA has a reasonable belief that Consultant will not use his/her/its best efforts to meet the 30 percent M/WBE participation goal, HCHA reserves the right to pull work from the contract. Best efforts may be established by showing that Consultant has contacted and solicited bids/quotes from subcontractors and worked with HCHA to seek assistance in identifying M/WBEs.

**FAILURE TO USE YOUR BEST EFFORTS TO COMPLY MAY CONSTITUTE BREACH OF CONTRACT AND SUBJECT THE CONTRACT TO TERMINATION.**

**NOTIFICATION OF M/WBE PARTICIPATION:** Consultant agrees to promptly complete and return all M/WBE Confirmation of Participation and M/WBE Confirmation of Payment forms utilized by HCHA to confirm M/WBE subcontractor by submitting copies of checks made payable to the respective M/WBE subcontractor signed by the successful Offeror.

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CONSULTANT

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DATE



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[illegible]

**SAMPLE FORMAT FOR RECORDKEEPING  
ESTIMATED PROJECT WORK FORCE BREAKDOWN**

**M/WBE PARTICIPATION**

JOB CATEGORY	TOTAL ESTIMATED POSITIONS NEEDED FOR PROJECT	NO. POSITIONS OCCUPIED BY PERMANENT EMPLOYEES	NUMBER OF POSITIONS NOT OCCUPIED	NUMBER OF POSITIONS TO BE FILLED WITH MAYBE
OFFICER/SUPERVISOR				
PROFESSIONAL				
TECHNICAL				
OFFICE/CLERICAL				
SERVICE WORKERS				
TRAINEES				
CONTRACTS:				
OTHERS				

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Person Completing Form

\_\_\_\_\_  
Date

**ATTACHMENT C**

**Affirmative Action for Handicapped Workers**

**EXHIBIT C**  
**AFFIRMATIVE ACTION FOR DISABLED WORKERS**

41 CFR 60-741.4

41 CFR 60-250.4

- (a) The Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Consultant agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
- (b) The Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (c) In the event of the Consultant's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (d) The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice in a form to be prescribed by the Chief Development Officer, provided by or through the HCHA. Such notices shall state the Consultant's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- (e) The Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract or other understanding, that the Consultant is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- (f) The Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontract or vendor. The Consultant will take such action with request to any subcontract or purchase orders as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.
- (g) The Consultant will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam Era in regard to any position for which the employee or applicant for employment is qualified.

The Consultant shall comply with the affirmative action clause prescribe in 41 C.F.R. Section 60-250.4(a) through (m) and the regulations contained in part 60-250.

**ATTACHMENT D**

**Instructions to Offerors for Non-Construction  
Contracts (Form HUD-5369-B)**

# Instructions to Offerors Non-Construction

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



- 03291 -

## 1. Preparation of Offers

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

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

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

## 2. Submission of Offers

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

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

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

## 3. Amendments to Solicitations

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

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

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

## 4. Explanation to Prospective Offerors

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

## 5. Responsibility of Prospective Contractor

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

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

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

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

## 6. Late Submissions, Modifications, and Withdrawal of Offers

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

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

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

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

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

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

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

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

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

#### 7. Contract Award

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

(b) The HA may

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

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

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

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

#### 8. Service of Protest

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

#### 9. Offer Submission

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

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

[Describe bid or proposal preparation instructions here:]

**ATTACHMENT E**

**Certifications and Representations of Offerors for  
Non-Construction Contracts (Form HUD 5369-C)**



# Certifications and Representations of Offerors Non-Construction Contract

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

OMB Approval No: 2577-0180 (exp. 7/30/96)

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 85.36, and those requirements set forth in Executive Order 11625 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 solely 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 11625, 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:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> 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

(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/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer 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 its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under 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.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 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:

**ATTACHMENT F**

**FORM OF NON-COLLUSIVE AFFIDAVIT**

STATE OF TEXAS

COUNTY OF HARRIS

\_\_\_\_\_, being first duly sworn, deposes and says that he is

\_\_\_\_\_  
(a partner or officer of the firm of, etc.)

of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against

**THE HARRIS COUNTY HOUSING AUTHORITY**

or of any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
Signature of Bidder, if Bidder is an Individual

\_\_\_\_\_  
Signature of Bidder, if Bidder is a Partnership

\_\_\_\_\_  
Signature of Officer, if Bidder is a Corporation

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2017

Notary Public

My Commission expires: \_\_\_\_\_

## **ATTACHMENT G**

### **Certification of Payments to Influence Federal Transactions**

# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

## ATTACHMENT H

### **Declaration (Required Submission)**

13.0 DECLARATION – (REQUIRED SUBMITTAL)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
SUBMITTAL DATE

The undersigned, as Offeror, declares that the only persons interested in this Response are named herein, that no other person has any interest in this proposal, that this proposal is made without connection or arrangement with any other person, and that this proposal is in every respect fair, in good faith, and without collusion or fraud.

The Offeror further declares that he/she has complied in every respect with all of the instructions of Offerors, and has read all addenda, if any, has satisfied himself or herself fully relative to all matters and conditions with respect to the proposal.

The Offeror agrees, if this proposal is accepted, to execute such agreement as appropriate for the purpose of establishing a formal contractual relationship between the Offeror and the HCHA for the performance of all requirements to which the proposal pertains.

The Offeror states that this proposal is based upon the proposal documents and amendments, if any.

Persons Interested in this Response:

Name	Identity of Interest
------	----------------------

1.

2.

3.

\_\_\_\_\_  
NAME OF FIRM/INDIVIDUAL/CORPORATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

## **ATTACHMENT I**

### **Section 3 Policy**



Harris County Housing Authority  
Section 3 Policy

**STATEMENT OF PURPOSE**

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, is to "ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed toward low-and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-and very low-income persons." The 1992 Act sets forth:

- The types of HUD financial assistance, activities, and recipients subject to the requirements of Section 3;
- The specific individuals and business concerns who are the intended beneficiaries of the economic opportunities generated from HUD-assisted activities; and
- The order of priority in which these individuals and business concerns should be recruited and solicited for the employment and other economic opportunities generated from HUD-assisted activities.

The Harris Housing Authority's Section 3 Policy is expressed in this statement, the goal statement, and the preference tiers. Implementation procedures may be amended periodically to insure that the policy requirements are being met or to bring about efficiencies in the implementation of the program based on the practice and experience of running the program.

\*Note that supply and delivery contracts are exempted from these Section 3 Policy requirements.

**HARRIS COUNTY HOUSING AUTHORITY PREFERENCE TIERS**

Harris County Housing Authority's preference is to ensure that as many housing authority residents as possible are employed. In an effort to further that goal, the Authority has created the following preference tier structure. Vendors are asked to comply with Section 3 by first considering Category I, hiring at the site where work is being performed. If the vendor demonstrates to the Authority's satisfaction the inability to hire at the site, the Authority's next preference is for the vendor to hire residents from other Authority properties and/or programs (Category II). If the vendor cannot meet its Section 3 goal in this manner and needs to move to other categories, the vendor must document this inability to comply with the preference.

**I. Preference for Section 3 Residents in Training and Employment Opportunities**

*Category I* Train/hire residents from the site where the work is being performed

*Category II* Train/hire residents of other housing developments and/or programs managed by the housing authority that is expending the covered assistance

*Category III* Train/hire participants in a HUD Youthbuild-like program being carried out in the metropolitan area or Non-metropolitan County in which the covered assistance is expended

*Category IV* Train/hire other Section 3 residents

## **II. Preference for Section 3 Business Concerns in Contracting Opportunities**

### ***Category I Businesses***

Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended and whose full-time permanent workforce includes 30 percent of these persons as employees (or 30% of persons who were Section 3 residents within 3 years of their first employment)

### ***Category II Businesses***

Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3 covered assistance and whose full-time, permanent workforce includes 30 percent of these persons as employees (or 30% of persons who were Section 3 residents within 3 years of their first employment)

### ***Category III Businesses***

Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended

### ***Category IV Businesses***

Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3 covered assistance

### ***Category V Businesses***

HUD Youthbuild-like programs being carried out in the metropolitan area in which the Section 3 covered assistance is expended

### ***Category VI Businesses***

Business concerns that are 51 percent or more owned by Section 3 residents and:

- i. whose permanent, full-time workforce includes no less than 30 percent Section 3 residents; or
- ii. that subcontract 20 percent or more of the total amount of the contract (including modifications) and subcontracts 25 percent of the subcontracted amount to Section 3 business concerns

### ***Category VII Businesses***

Business concerns that are 51 percent or more owned by Section 3 residents

NOTE: For contracts or purchase orders \$100,000 or less, other economic opportunities can be identified without regard for the Harris County Housing Authority's preference requirements.

## **SECTION 3 COMPLIANCE REQUIREMENTS**

### **Hiring**

#### **A. Background**

1. The Section 3 regulations provide that recipients, their contractors, and any subcontractors demonstrate compliance by employing Section 3 residents as 5% of the aggregate number of new hires.

2. The Section 3 Regulations, at CFR Part 135, require that in affordable housing programs, compliance efforts shall be directed to provide training and employment opportunities to Section 3 residents in accordance with the HCHA preference tier structure.
3. If a new hire is needed and a Section 3 resident is identified, that Section 3 resident will be required to submit evidence of Section 3 status to the recipient, contractor or subcontractor.
4. The Harris County Housing Authority requires a preference for hiring from the development where work is being performed. However, the Harris County Housing Authority will not require a vendor to hire from the development at the site if:
  - a. A pre-identified list of Section 3 residents from a job site contains no persons qualified to perform the work. Qualified residents from other developments shall then be considered.
  - b. The vendor's workforce is adequate to do the job and no new hiring is needed. In the event that no new hires are needed, vendors must pursue other avenues of compliance as set forth in the Harris County Housing Authority's preference tier structure.

#### B. Compliance

1. As part of each bid or proposal submitted, the respondent must document their workforce by position. Such information will be re-verified at the commencement of the contract.
2. Vendors will be required to submit documentation in the form of payroll forms submitted weekly that clearly identify the Section 3 hires. The vendor must comply with the Section 3 requirement throughout the life of the contract. Harris County Housing will periodically audit this information. Failure to comply with the weekly submittal of payroll shall result in the delay of payment.
3. Harris County Housing Authority residents by virtue of their income are Section 3 residents. Contractors employing Harris County Housing Authority residents must retain documentation that demonstrates any Harris County Housing Authority residents hired to meet Section 3 employment goals are:
  - a. identified on the lease of household, that is lease compliant; and
  - b. able to provide to the contractor or subcontractor the client number for the household where Harris County Housing Authority residency is claimed. This client number must appear on the certified payrolls submitted by the vendor to verify a Section 3 hire.
4. Non-Harris County Housing Authority households claiming Section 3 status must be prepared to submit evidence of income and residency in Harris County at the time of hire. As part of the Section 3 compliance process, vendors will be required to document that employees hired meet the residency and income requirements.

#### Contracting

##### A. Background

1. The Section 3 Regulations, at 24 CFR Part 135, provide that the Harris County Housing Authority, its contractors and subcontractors may demonstrate compliance by awarding contracts to Section 3 business concerns or to vendors who contract with such firms.
2. Harris County Housing Authority's contracting goals require that Section 3 firms receive at least:
  - a. 10 percent of the total dollar of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing; or
  - b. 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
  - c. 3 percent of the total dollar amount of all other Section 3 covered contracts.
3. Goals apply to the entire amount of Section 3 covered assistance awarded to a recipient in any federal fiscal year (FFY), October 1 - September 30. Correspondingly, Harris County Housing Authority's goals shall apply to the total dollar amount of each contract or purchase order.

4. Recipients that award contracts to contractors that will provide training or hiring, must ensure that contractors provide training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns.
5. Efforts shall be directed to award contracts to Section 3 business concerns according to HCHA preference categories.

#### B. Compliance

1. Business concerns claiming Section 3 status based on ownership and workforce or workforce only (as applicable) must meet that status at the time the bid or proposal is submitted to the Harris County Housing Authority.
2. Anyone claiming to be a Section 3 resident or business concern shall be required, as set forth by procedure, to provide evidence of such status.
3. Pursuant to 24 CFR 135.36 (c) any firm, prime or subcontractor claiming Section 3 status must demonstrate to the Authority's satisfaction that the business concern is responsible and has the ability to complete the work under the terms and conditions of the proposed contract. In evaluating firms under this provision the Authority will examine:
  - a. the work history and prior performance of the firm;
  - b. the requirements of the job verses the skills evidenced by the firm through its owners, officers, principals, and key staff;
  - c. technical and logistical capacity to complete the work considering contracts already awarded to the firm by the Authority or others;
  - d. bonding capacity and ability to obtain required insurance (with allowances for disadvantaged or startup firms);
  - e. evidence of past sanctions imposed by the Authority or others; and
  - f. evidence that the firm, its principals, associates, partners, subcontractors or others have not acted or colluded in order to circumvent the compliance process by structuring contractual or other relationships or engaging in practices designed to comply with Section 3 only to obtain the preference without regard to the work requirements of the job.
4. A business concern need not hire to be considered a Section 3 business provided that:
  - a. the business concern is 51 % or more owned by a Section 3 resident; or
  - b. the business concern's workforce consists of sufficient numbers of Section 3 residents to qualify the vendor as a Section 3 business (30% or more of the full-time workforce consists of Section 3 residents, or persons who were Section 3 residents within 3 years of first employment); or
  - c. the business concern subcontracts 20% or more of the total amount of the contract (including modifications) and in turn subcontracts 25% of the subcontracted amount to Section 3 business concerns (25% of 20%); or
5. After award of a contract, if a business concern must hire to maintain the Section 3 workforce percentage, new hiring efforts must be made in accordance with the Harris County Housing Authority preference tier for hiring (Category I).
6. If a business concern claims Section 3 status by virtue of workforce composition, documentation of the 30% workforce requirement must be submitted to the Authority as part of the response to the bid, quote, or proposal. Further, the firm must maintain the Section 3 workforce percentage throughout the life of the contract. Workforce composition is subject to audit.
7. A business concern (including joint-ventures) seeking to qualify for a Section 3 preference shall certify and submit evidence that they are entitled to the applicable Section 3 preference and that they are a Section 3 business concern as defined in 24 CFR, Part 135 and by the Harris County Housing Authority pursuant to this policy. Prime or subcontractors must submit documentation (including workforce composition data) as part of any bid, quote, or proposal submitted to the Harris County Housing Authority. Additional documentation is required for joint-ventures.

8. Firms that claim Section 3 business status by subcontracting (25% of 20%) of the total contract) to other Section 3 businesses must require that the subcontractor(s) provide ownership or workforce documentation as applicable. The prime contractors must keep such records on file and available for review by the Authority. Such documentation must also be submitted as part of any bid, quote or proposal.
9. Subcontractors identified by any prime contractor claiming Section 3 status per item 6 must be a Section 3 business by ownership and/or workforce as defined in this policy. Subcontractors used by prime contractors to comply with item 6 cannot claim Section 3 status by further subcontracting.
10. Section 3 Joint-Ventures - to meet Section 3 contracting goals the Authority is permitted to contract with an association of firms as least one of which meets the Authority's definition of a Section 3 business concern. A definition of a joint venture is provided in the definition section of this policy. Compliance requirements for joint-ventures are discussed below.
11. Joint-Ventures are subject to the following documentation requirements:
  - a. The joint-venture agreement must be in writing and must be submitted as part of the response to any bid or proposal solicited by the Harris County Housing Authority. In order for the Authority to evaluate the "adequacy" and "capacity", the agreement must describe in sufficient detail the area(s) of work assigned to each member of the joint-venture.
  - b. The joint-venture agreement must reference a completed and fully executed joint-venture certification, as provided by the Authority, which must also be attached to the joint-venture agreement as an exhibit.
  - c. The Harris County Housing Authority requires that the Section 3 joint-venture partner is a bona-fide Section 3 business; therefore, the joint-venture shall provide documentation that shows that the Section 3 partner meets the ownership and workforce, or workforce requirements established in this policy. Section 3 joint-venture partners cannot use subcontracting to establish their status as a Section 3 business concern.
  - d. Section 3 requires that the joint-venture partner be responsible for a clearly defined portion of the work. Proposals or bids must specify the labor hours assigned to and the compensation to be received by the Section 3 joint-venture firm.
  - e. Section 3 firms in the joint-venture must be qualified to perform the scope of work and have the capacity to complete the work assigned under the joint-venture agreement (see item b above).

#### **Bid or Proposal Evaluation**

- A. Vendors who fail to address Section 3 requirements will be deemed nonresponsive. This means that in the proposal or bid documents submitted to the Harris County Housing Authority, the Contractor's Affidavit and Compliance commitment must be completed including applicable attachments and supporting documentation to support claims of compliance by hiring, contracting, or other economic opportunities.
- B. After written notice from the Harris County Housing Authority specifying the defects in the Section 3 information, vendors will be given no more than 5 business days to complete the form and provide all required documents. Failure to respond within the 5 days will result in the Authority declaring the bidder or respondent non-responsive. The contract or bid will then be awarded to the next lowest bidder or to the respondent with the next highest score. Where the selection is a qualifications-based procurement, the Harris County Housing Authority will award to the firm that is the next highest ranked.

## **ATTACHMENT J**

### **Ethics Policy**

# **HARRIS COUNTY HOUSING AUTHORITY**

## **Ethics Policy**

**Effective: August 15, 2012**

**Last Revised: August 5, 2015**

### **INDEX**

- A. Purpose
- B. Enforcement
- C. Ethics Policy
  - Economic Benefit
  - Unfair Participation
  - Gifts
  - Confidential Information
  - Representation of Private Interests
  - Outside Employment
  - Authority Property and Resources
  - Political Activity
  - Third-Party Actions
  - Interests in Contracts
  - Disclosure, Determination, and Resolution of Conflicts and Violations
  - Interpretation
  - Annual Trainings
- D. Sources of Law and Policy
  - Texas Housing Authorities Law
  - Local Public Official Conflict of Interest
  - Texas Nepotism Law
  - HUD Annual Contributions Contract

### **A. PURPOSE**

As a county housing authority and public corporation, the Harris County Housing Authority ("Authority") is obligated to achieve and maintain certain standards of ethics under state law and under its Annual Contributions Contract ("ACC") with the U. S. Department of Housing and Urban Development ("HUD"). To achieve the highest standard of ethics and propriety, the Board of Commissioners adopted and established an Ethics Policy on August 15, 2012, to describe in a single document the various obligations of the Authority prescribed by federal and state law, and its contractual obligations with HUD. The purpose of the Ethics Policy is to maintain the reputation and goodwill of the Authority in Harris County and the state of Texas by ensuring that the public and other governmental entities have confidence in the integrity, independence, and impartiality of the commissioners, officers, employees, and other contractors of the Authority.

### **B. ENFORCEMENT**

The board of commissioners shall recommend to any commissioner appropriate action to remediate or resolve any conflict or violation or shall refer to the Harris County Attorney's Office the facts and issues regarding any unresolved conflict or violation by a



## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

commissioner that could constitute inefficiency, neglect of duty, or misconduct in office that might justify removal of the commissioner from office. The board of commissioners shall direct the executive director to remediate or resolve any conflict or violation involving an Authority employee. The executive director may take appropriate action to remedy or resolve an employee conflict or violation, including disciplinary action under the Employee Handbook.

#### **C. ETHICS POLICY**

All commissioners and employees shall abide by the provisions of Texas State law and the HUD ACC contained in the Sources of Law and Policy section below. To the extent allowed by federal or state law or the HUD ACC, the following rules shall further regulate the conduct of commissioners and employees to avoid the appearance or risk of impropriety:

##### **Economic Benefit**

A commissioner or employee shall not take any official action that he or she knows is likely to affect the economic interest of the commissioner or employee or their immediate family; an outside client or customer; a household member; the outside employer or a parent, child or spouse; a business entity or its affiliate of the commissioner or employee or their immediate family; a person or business entity from whom the commissioner or employee, or a spouse, has, within the previous 12 months, solicited, received and not rejected, or accepted an offer of employment, or with whom the commissioner or employee, or a spouse, has engaged in negotiations pertaining to business opportunities. Any commissioner or employee shall disclose such a relationship or interest and refrain from participation in any discussion or official action in the affected matter. A commissioner who is required to refrain from participation or action under this Section shall not be counted as "absent" for purposes of making a quorum under Article III, Section 7 of the Authority's Bylaws, because of the commissioner's refrainment.

##### **Unfair Participation**

A commissioner or employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person, including himself or herself, any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A commissioner or employee shall not acquire an interest in, or acquire an interest affected by, any contract, transaction, decision or other matter, if the commissioner or employee knows that the interest will be affected by the impending official action by the Authority. A commissioner or employee may not enter into any agreement or understanding with any person that official action by the commissioner or employee will be rewarded or reciprocated by the other person. A commissioner or employee shall not appoint or employ, or vote to appoint or employ, any relative within the third degree of consanguinity or second degree of affinity to any office or position within the Authority. No commissioner or employee shall supervise a relative in the third degree of consanguinity or second degree of affinity. If an employee, because of marriage,



## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

promotion, reorganization, or otherwise, is placed into the line of supervision of a proscribed relative, one of the employees must be reassigned or other arrangements made for supervision. Any commissioner or employee shall disclose such a relationship or interest and refrain from participation in any discussion or official action in the affected matter.

#### **Gifts**

A commissioner or employee, and second degree relatives or outside business associates, shall not solicit, accept, or agree to accept any gift to benefit for himself or herself or an interested business entity that reasonably tends to influence or reward official conduct or that the commissioner or employee knows is being offered with the intent to influence or reward official conduct. A commissioner or employee shall not solicit any gift or benefit but may accept or agree to accept a non-cash gift of nominal value and meals in an individual expense of \$50 or less at any occurrence from any individual or business entity doing or seeking to do business with the Authority. However, except as provided in the sentence immediately below, such gifts may not in aggregate exceed \$250 during any 12-month period. Gifts of reasonable value related to a special occasion and the relationship between the donor and recipient, reasonable public awards, or rewards for meritorious service or professional achievement, scholarships and fellowships, admissions to events in his or her official capacity or a spouse's position, and solicitations for civic or charitable causes are excluded from this rule.

#### **Confidential Information**

A commissioner or employee shall not use his or her official position to obtain official information about any person or entity for any purpose other than in the performance of official duties. A commissioner or employee shall not intentionally, knowingly, or recklessly disclose any confidential information concerning the property, operations, policies, affairs, or tenants of the Authority excepted as permitted by the Texas Public Information Law or applicable federal law or regulation.

#### **Representation of Private Interests**

A commissioner or employee shall not represent any person, group, or entity before the Authority's board of commissioners or before staff having policy-making or decision-making responsibility. A commissioner or employee shall not assert the prestige of the commissioner's or employee's position for the purpose of advancing private interests or state, or imply that he or she is able to influence Authority action on any basis other than the merits.

#### **Outside Employment**

A commissioner or employee shall not solicit, accept, or engage in concurrent outside employment which could be reasonably expected to impair independence of judgment in or faithful performance of official duties. A commissioner or employee shall not provide services to an outside employer related to the commissioner or employee's official duties. A commissioner or employee shall disclose any outside employment to the Authority board of commissioners upon initial appointment and annually thereafter.

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

#### **Authority Property and Resources**

A commissioner or employee shall not use, request, or permit the use of Authority facilities, personnel, vehicles, equipment, tools, supplies, property, or resources for personal, private, or political activities or purposes.

#### **Political Activity**

A commissioner or employee shall not induce or attempt to induce any commissioner or employee to participate in a partisan election campaign, contribute to a candidate or political action committee, or engage in any other political activity relating to a particular party, candidate, or issue, or to refrain from engaging in any lawful political activity. A commissioner or employee may encourage another to vote generally. A commissioner or employee shall not accept any compensation for services in any political activity related to any federal, state or local election for a candidate or issue.

#### **Third-Party Actions**

A commissioner or employee shall not assist or induce, or attempt to assist or induce, any person to violate any provision in the Ethics Policy. A commissioner or employee shall not circumvent the Ethics Policy through the acts of another person.

#### **Interest in Contracts**

A commissioner or employee shall not have a private or personal financial interest in any contract with the Authority or in the sale to the Authority of any land, materials, supplies, or service. A private or personal financial interest arises when a party to the contract or sale involves the commissioner or employee, or a parent, child or spouse, or a business entity in which the commissioner or employee, or a parent, child or spouse, owns 10% of the voting stock or shares, or of the fair market value of the business entity, or a business entity that is a subcontractor on an Authority contract, a partner, or a parent, or subsidiary business entity.

#### **Disclosure, Determination, and Resolution of Conflicts and Violations**

A commissioner or employee shall disclose any known conflicts of interest, proscribed relationships, or apparent or potential violations of the laws, HUD's ACC, or Ethics Policy to the board of commissioners and executive director upon initial appointment or employment and annually upon the beginning of each fiscal year. The Authority's counsel shall prepare disclosure forms, and amendments as necessary or reasonable for approval of the board of commissioners. The board of commissioners shall submit all disclosure forms to Authority counsel for review. Authority counsel shall determine whether there is any actual or potential conflict or violation of the laws, HUD's ACC, or Ethics Policy, and recommend action by the board of commissioners or executive director to resolve any conflict or violation.

#### **Interpretation**

Actions subject to the Ethics Policy shall be opined by the counsel to the Authority based on the known facts and issues and reported to the board of commissioners and executive

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

director with recommended resolution of a conflict or violation of the law or general rules.

#### **Annual Trainings**

Commissioners are required to attend annual program and Board of Commissioners training to review the requirements of this Ethics Policy and their other responsibilities as Commissioners for Harris County Housing Authority.

#### **D. SOURCES OF LAW AND POLICY**

Certain Texas laws govern the ethics of commissioners and employees of housing authorities. The Ethics Policy will be amended automatically to incorporate any legislative amendments to these statutes that become law.

##### **Texas Housing Authorities Law**

The Texas Housing Authorities Law, Tex. Local Government Code, Chapter 392, includes two provisions regarding conflicts of interest affecting commissioners and employees:

##### **Sec. 392.042. Interested Commissioners.**

(a) In this section, "housing project" includes, in addition to the works or undertakings described by Subdivision (6) of Section 392.002:

- (1) a work or undertaking implemented for a reason described by Subdivision (6) of Section 392.002 that is financed in any way by public funds or tax-exempt revenue bonds; or
- (2) a building over which the housing authority has jurisdiction and of which a part is reserved for occupancy by persons who receive income or rental supplements from a governmental entity.

(b) Except as provided by Subsection (c), a commissioner of an authority may not have dealings with a housing project for pecuniary gain and may not own, acquire, or control a direct or indirect interest in a:

- (1) housing project;
- (2) property included or planned to be included in a housing project;
- (3) contract or proposed contract for the sale of land to be used for a housing project;
- (4) contract or proposed contract for the construction of a housing project; or
- (5) contract or proposed contract for the sale of materials or services to be furnished or used in connection with a housing project.

(c) A commissioner may:

- (1) manage a housing project;
- (2) own, acquire, or control a management company that renders management services to a housing project;
- (3) continue to own or control an interest in a housing project held by the commissioner before the commissioner's term of office began; or

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

- (4) own, acquire, or control an interest in, or have dealings with, a housing project over which the commissioner's housing authority does not have jurisdiction.
- (d) If a commissioner manages, owns, acquires, or controls a direct or indirect interest in property included or planned to be included in a housing project or has any other dealings for pecuniary gain with a housing project, the commissioner shall immediately disclose the interest or dealings to the authority in writing. The disclosure shall be entered in the minutes of the authority. The failure to disclose the interest constitutes misconduct of office.
- (e) A commissioner who knowingly or intentionally violates Subsection (b) or (d) commits an offense. An offense under this subsection is a felony of the third degree.
- (f) A person finally convicted under Subsection (e) is ineligible for future employment with the state, a political subdivision of the state, or a public corporation formed under the authority of the state or a political subdivision of the state.

#### **§ 392.043. Interested Employees**

- (a) Except as provided by Subsection (b), (c), or (f), an employee of an authority may not have dealings with a housing project for pecuniary gain and may not own, acquire, or control a direct or indirect interest in a:
  - (1) housing project;
  - (2) property included or planned to be included in a housing project;
  - (3) contract or proposed contract for the sale of land to be used for a housing project;
  - (4) contract or proposed contract for the construction of a housing project; or
  - (5) contract or proposed contract for the sale of materials or services to be furnished or used in connection with a housing project.
- (b) An employee may not have any dealings with a housing project for pecuniary gain except in the performance of duties as an employee of the housing authority.
- (c) Except as otherwise permitted by this chapter or another law, an employee of an authority may not be employed by or otherwise contract to provide services to another authority unless the first authority gives its written consent to the employment or contract. An employee of an authority who is employed by or who contracts to provide services to another authority under this subsection does not violate Subsection (a) or (b).
- (d) An employee who knowingly or intentionally violates Subsection (a) or (c) commits an offense. An offense under this subsection is a felony of the third degree.
- (e) A person finally convicted under Subsection (d) is ineligible for future employment with the state, a political subdivision of the state, or a public corporation formed under the authority of the state or a political subdivision of the state.
- (f) An employee of an authority may be a party to or otherwise participate in a contract or agreement for assistance under a housing program, including a contract or agreement for public housing, Section 8 housing assistance, low-interest home loans, lease-purchase assistance, or down payment assistance, to the same extent as a member of the public if the employee qualifies for assistance under the program.
- (g) In this section, "Section 8 housing assistance" means housing assistance provided under Section 8, United States Housing Act of 1937 (42 U.S.C. Section 1437f).

#### **Local Public Official Conflict of Interest**

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

The Texas Government Code, Chapter 171, establishes conflict of interest boundaries for local public officials. Those applicable to housing authority commissioners and officers are included below:

#### **§ 171.001. Definitions**

In this chapter:

- (1) "Local public official" means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), county, municipality, precinct, central appraisal district, transit authority or district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature.
- (2) "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

#### **§ 171.002. Substantial Interest in Business Entity**

- (a) For purposes of this chapter, a person has a substantial interest in a business entity if:
  - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
  - (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.
- (b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- (c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

#### **§ 171.003. Prohibited Acts; Penalty**

- (a) A local public official commits an offense if the official knowingly:
  - (1) violates Section 171.004;
  - (2) acts as surety for a business entity that has work, business, or a contract with the governmental entity; or
  - (3) acts as surety on any official bond required of an officer of the governmental entity.
- (b) An offense under this section is a Class A misdemeanor.

#### **§ 171.004. Affidavit and Abstention From Voting Required**

- (a) If a local public official has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:
  - (1) in the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or



## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

(2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

(b) The affidavit must be filed with the official record keeper of the governmental entity.

(c) If a local public official is required to file and does file an affidavit under Subsection (a), the official is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of the governmental entity of which the official is a member is composed of persons who are likewise required to file and who do file affidavits of similar interests on the same official action.

#### **§ 171.005. Voting on Budget**

(a) The governing body of a governmental entity shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member of the governing body has a substantial interest.

(b) Except as provided by Section 171.004(c), the affected member may not participate in that separate vote. The member may vote on a final budget if:

- (1) the member has complied with this chapter; and
- (2) the matter in which the member is concerned has been resolved.

#### **§ 171.006. Effect of Violation of Chapter**

The finding by a court of a violation under this chapter does not render an action of the governing body voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the chapter.

#### **§ 171.007. Common Law Preempted; Cumulative of Municipal Provisions**

(a) This chapter preempts the common law of conflict of interests as applied to local public officials.

(b) This chapter is cumulative of municipal charter provisions and municipal ordinances defining and prohibiting conflicts of interests.

#### **§ 171.009. Service on Board of Corporation for No Compensation**

It shall be lawful for a local public official to serve as a member of the board of directors of private, nonprofit corporations when such officials receive no compensation or other remuneration from the nonprofit corporation or other nonprofit entity.

#### **Texas Nepotism Law**

The Texas Nepotism Law, Texas Government Code, Chapter 573, limits the relationships of a public official to employees and candidates for public positions:

#### **§ 573.001. Definitions**

In this chapter:

- (1) "Candidate" has the meaning assigned by Section 251.001, Election Code.
- (2) "Position" includes an office, clerkship, employment, or duty.
- (3) "Public official" means:

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

- (A) an officer of this state or of a district, county, municipality, precinct, school district, or other political subdivision of this state;
- (B) an officer or member of a board of this state or of a district, county, municipality, school district, or other political subdivision of this state; or
- (C) a judge of a court created by or under a statute of this state.

#### **§ 573.002. Degrees of Relationship**

Except as provided by Section 573.043, this chapter applies to relationships within the third degree by consanguinity or within the second degree by affinity.

### **SUBCHAPTER B. RELATIONSHIPS BY CONSANGUINITY OR BY AFFINITY**

#### **§ 573.021. Method of Computing Degree of Relationship**

The degree of a relationship is computed by the civil law method.

#### **§ 573.022. Determination of Consanguinity**

- (a) Two individuals are related to each other by consanguinity if:
  - (1) one is a descendant of the other; or
  - (2) they share a common ancestor.
- (b) An adopted child is considered to be a child of the adoptive parent for this purpose.

#### **§ 573.023. Computation of Degree of Consanguinity**

- (a) The degree of relationship by consanguinity between an individual and the individual's descendant is determined by the number of generations that separate them. A parent and child are related in the first degree, a grandparent and grandchild in the second degree, a great-grandparent and great-grandchild in the third degree and so on.
- (b) If an individual and the individual's relative are related by consanguinity, but neither is descended from the other, the degree of relationship is determined by adding:
  - (1) the number of generations between the individual and the nearest common ancestor of the individual and the individual's relative; and
  - (2) the number of generations between the relative and the nearest common ancestor.
- (c) An individual's relatives within the third degree by consanguinity are the individual's:
  - (1) parent or child (relatives in the first degree);
  - (2) brother, sister, grandparent, or grandchild (relatives in the second degree); and
  - (3) great-grandparent, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual (relatives in the third degree).

#### **§ 573.024. Determination of Affinity**

- (a) Two individuals are related to each other by affinity if:
  - (1) they are married to each other; or
  - (2) the spouse of one of the individuals is related by consanguinity to the other individual.

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

(b) The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

(c) Subsection (b) applies to a member of the board of trustees of or an officer of a school district only until the youngest child of the marriage reaches the age of 21 years.

#### **§ 573.025. Computation of Degree of Affinity**

(a) A husband and wife are related to each other in the first degree by affinity. For other relationships by affinity, the degree of relationship is the same as the degree of the underlying relationship by consanguinity. For example: if two individuals are related to each other in the second degree by consanguinity, the spouse of one of the individuals is related to the other individual in the second degree by affinity.

(b) An individual's relatives within the third degree by affinity are:

- (1) anyone related by consanguinity to the individual's spouse in one of the ways named in Section 573.023(c); and
- (2) the spouse of anyone related to the individual by consanguinity in one of the ways named in Section 573.023(c).

### **SUBCHAPTER C. NEPOTISM PROHIBITIONS**

#### **§ 573.041. Prohibition Applicable to Public Official**

A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if:

- (1) the individual is related to the public official within a degree described by Section 573.002; or
- (2) the public official holds the appointment or confirmation authority as a member of a state or local board, the legislature, or a court and the individual is related to another member of that board, legislature, or court within a degree described by Section 573.002.

#### **§ 573.062. Continuous Employment**

(a) A nepotism prohibition prescribed by Section 573.041 or by a municipal charter or ordinance does not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if:

- (1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- (2) that prior employment of the individual is continuous for at least:
  - (A) 30 days, if the public official is appointed;
  - (B) six months, if the public official is elected at an election other than the general election for state and county officers; or
  - (C) one year, if the public official is elected at the general election for state and county officers.

(b) If, under Subsection (a), an individual continues in a position, the public official to whom the individual is related in a prohibited degree may not participate in any



## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees.

#### **SUBCHAPTER E. ENFORCEMENT**

##### **§ 573.081. Removal In General**

(a) An individual who violates Subchapter C or Section 573.062(b) shall be removed from the individual's position. The removal must be made in accordance with the removal provisions in the constitution of this state, if applicable. If a provision of the constitution does not govern the removal, the removal must be by a quo warranto proceeding.

(b) A removal from a position shall be made immediately and summarily by the original appointing authority if a criminal conviction against the appointee for a violation of Subchapter C or Section 573.062(b) becomes final. If the removal is not made within 30 days after the date the conviction becomes final, the individual holding the position may be removed under Subsection (a).

##### **§ 573.082. Removal by Quo Warranto Proceeding**

(a) A quo warranto proceeding under this chapter must be brought by the attorney general in a district court in Travis County or in a district court of the county in which the defendant resides.

(b) The district or county attorney of the county in which a suit is filed under this section shall assist the attorney general at the attorney general's discretion.

##### **§ 573.083. Withholding Payment of Compensation**

A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible.

##### **§ 573.084. Criminal Penalty**

(a) An individual commits an offense involving official misconduct if the individual violates Subchapter C or Section 573.062(b) or 573.083.

(b) An offense under this section is a misdemeanor punishable by a fine not less than \$100 or more than \$1,000.

#### **HUD Annual Contributions Contract**

The Annual Contributions Contract (Form HUD-53012A) (ACC) between HUD and the Housing Authority prohibits certain interests involving commissioners and employees:

##### ***Section 19 – Conflict of Interest***

## **HARRIS COUNTY HOUSING AUTHORITY**

### **Ethics Policy**

(A)(1) In addition to any other applicable conflict of interest requirements, neither the Authority nor any of its contractors or their contractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter:

(i) Any present or former member or officer of the governing body of the HA, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the Authority or a business entity.

(ii) Any employee of the Authority who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.

(iii) Any public official, member of the local governing body, or State or local legislator, or any member of such individual's immediate family, who exercises functions or responsibilities with respect to the project(s) or the HA.

(2) Any member of these classes of persons must disclose the member's interest or prospective interest to the Authority and HUD.

(3) The requirements of this subsection (A)(1) may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

(4) The provisions of this subsection (A) shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which rates are fixed or controlled by a State or local agency.

(5) Nothing in this section shall prohibit a tenant of the Authority from serving on the governing body of the HA.

(B)(1) The Authority may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:

(i) Any present or former member or officer of the governing body of the HA. There shall be excepted from this prohibition any former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the HA.

(ii) Any employee of the Authority who formulates policy or who influences decisions with respect to the project(s).

(iii) Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the HA.

(2) The prohibition referred to in subsection (B)(1) shall remain in effect throughout the class member's tenure and for one year thereafter.

(3) The class member shall disclose to the Authority and HUD the member's familial relationship to the prospective employee.

**HARRIS COUNTY HOUSING AUTHORITY**  
**Ethics Policy**

(4) The requirements of this subsection (B)(1) may be waived by the Authority Board of Commissioners for good cause, provided such waiver is permitted by State and local law.

(C) [applies only to an Indian Housing Authority]

(D) For purposes of this section, the term “immediate family member” means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative, or as a “half” or “step” relative, e.g., a half-brother of stepchild).

## Attachment L

### Fee Proposal

Fee Schedule		
Phase	Amount	Timing
Design & site build		
Technical Support		
Response for additional creative needs		

Attachment M  
Sample Contract  
Provided for Reference Only

Website Design Services Agreement

This Website Design Services Agreement ("Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_ 2020 ("Effective Date"), by and between CHOSEN VENDOR ("VENDOR") and Harris County Housing Authority ("HCHA").

RECITALS

On December \_\_\_\_, 2020, HCHA issued the Request for Proposals 21-02 ("RFP 21-02"). RFP 21-02 sought Website Design Services ("Website Design Services") and is attached to this Agreement as Exhibit "N" below.

After seeking a reasonable number of Proposals, HCHA has determined that VENDOR submitted a proposal (" Proposal") that represents the best value to HCHA considering price and other factors set forth in RFP 20-05. VENDOR's proposal is attached to this Agreement as Exhibit "O."

Because VENDOR was the responsive and responsible VENDOR that submitted a proposal that represents the best value to HCHA, considering price and other factors set forth in RFP 21-02, HCHA has selected VENDOR, and VENDOR has agreed to provide Website Design Services to HCHA.

TERMS

1. SCOPE OF SERVICES. VENDOR shall provide Website Design Services to the HCHA as specified in RFP 21-02 and all attachments thereto.

A. The services performed by VENDOR are more specifically described in Exhibit "P" attached hereto and shall include the following generally listed services, along with those described in VENDOR's Proposal, but will not be limited to:

EXAMPLE NOTE: FOR THE PURPOSES OF THIS SAMPLE AGREEMENT THE SCOPE OF WORK IS FOUND IN SECTION 3 OF RFP 21-02

B. The services performed by VENDOR shall be as an independent Offeror. VENDOR is not an agent, partner, or joint venturer of HCHA. VENDOR shall not represent itself to third persons to be other than an independent Offeror of HCHA, nor shall VENDOR permit itself to offer or agree to incur or assume any obligations or commitments in the name of HCHA or for HCHA without the prior written consent and authorization of the HCHA. VENDOR shall be responsible for payment of all taxes arising out of VENDOR's activities under this contract. This Agreement is not intended to create and shall not constitute a partnership or joint venture between the Parties. VENDOR shall have and retain the exclusive right of control over its employees' employment, firing, discipline, compensation, insurance, and benefits in accordance with applicable laws. VENDOR has no authority to bind or otherwise obligate HCHA orally, in writing, or by any act or omission. Nothing contained herein shall establish an agency, employee-employer relationship, partnership, joint enterprise, joint employer, or joint venture relationship by or between VENDOR and HCHA. Neither Party shall have the authority to enter into contracts or agreements on behalf of the other Party.

C. IN THE EVENT THAT ANY STATE OR FEDERAL AGENCY OR COURT OF COMPETENT JURISDICTION DETERMINES THAT VENDOR IS NOT AN INDEPENDENT CONTRACTOR, VENDOR AGREES TO INDEMNIFY AND HOLD HARMLESS HCHA FOR ANY AND ALL DIRECT DAMAGES, PENALTIES, ASSESSMENTS, TAXES, OR EXPENSES THAT MAY BE INCURRED BY HCHA AS A RESULT OF THIS DETERMINATION.

D. VENDOR warrants that it will comply with all federal and state laws including but not limited to the Prompt Pay Act, in the payment of its workers.

E. VENDOR is solely responsible for the payment of wages and any applicable benefits to workers for Services performed for HCHA. VENDOR shall be responsible for withholding federal and state income taxes, paying Federal Social Security taxes, maintaining unemployment insurance, and maintaining workers' compensation insurance in an amount and under such terms as required by the applicable laws of the State of Texas.

F. HCHA'S PAYMENT IS TO VENDOR. HCHA SHALL HAVE NO LIABILITY, DIRECTLY OR INDIRECTLY, FOR PAYMENT TO VENDOR'S WORKERS OR SUBCONTRACTORS. VENDOR SHALL INDEMNIFY AND HOLD HCHA HARMLESS FROM ANY AND ALL SUCH CLAIMS.

G. VENDOR's workers are not entitled to any contributions by or benefits from HCHA for any pension plan, bonus plan, or any other benefit plan. VENDOR and the workers furnished by VENDOR shall not be entitled to any fringe benefits or similar benefits afforded to employees of HCHA. HCHA is not liable for payment of any federal or state taxes and charges, including, but not limited to, income withholding taxes, social security, unemployment, workers' compensation,

and similar taxes and charges. This Section shall survive the expiration or termination of this Agreement.

H. HCHA is not responsible to VENDOR or VENDOR's workers for payment of any overtime compensation or any additional payments pursuant to the Fair Labor Standards Act, 29 U.S.C. Section 207 9a (1), as amended; the Texas Pay Day Act; the Equal Pay Act; Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000e, et al., as amended, or any provisions of the Texas Labor Code Ann., as amended. HCHA will not be responsible for overtime wages.

2. CHARGES. VENDOR understands and agrees that HCHA is exempt from all federal, state, and local taxes unless otherwise stated in this Agreement. HCHA shall pay to VENDOR an AMOUNT TO BE DETERMINED.

3. IMMUNITY. Nothing in this Agreement is intended to waive HCHA's immunity.

4. ACCESS TO RECORDS. VENDOR understands and agrees to allow duly authorized representatives of HCHA, Harris County, the United States Department of Housing and Urban Development, the Comptroller General of the United States, the United States General Accounting Office, or other local, state, and federal government representatives, access to contracts, books, documents, and records necessary to verify the nature and extent of the cost of services provided by the VENDOR. The right to access shall continue as long as the records are required to be maintained. VENDOR further understands and agrees that:

A. HCHA shall release any and all information necessary to comply with the Texas Public Information Act, Chapter 552 of the Texas Government Code ("PIA"), without the prior written consent of VENDOR;

B. HCHA and its Commissioners, Officers, and Employees may request advice, decisions, and opinions of the Attorney General of Texas ("Attorney General") in regard to the application of the PIA to any information or data furnished to HCHA, whether or not the same is available to the public;

C. HCHA and its Commissioners, Officers, and Employees, shall have the right to rely on the advice, decisions, and opinions of the Attorney General, and HCHA and its Commissioners, Officers, and Employees, shall have no liability or obligations to VENDOR for the disclosure to the public, or to any person or persons, of any information or data furnished to HCHA in reliance on any advice, decision, or opinion of the Attorney General. In the event HCHA receives a written request for information pursuant to the PIA that affects VENDOR's rights, title to, or interest in any information or data or a part thereof, furnished to HCHA by VENDOR under this Agreement, then HCHA will promptly notify VENDOR of such request. VENDOR may, at its own option and expense, prepare comments and submit information directly to the Attorney General stating why the requested information is exempt from disclosure pursuant to the requirements of the PIA. VENDOR is solely responsible for submitting the memorandum brief and information to the Attorney General within the time period prescribed by the PIA.

VENDOR is solely responsible for seeking any declaratory or injunctive relief regarding the disclosure of information that it deems confidential or privileged;

D. VENDOR's email addresses that are provided to HCHA, including any affiliate of HCHA, are subject to disclosure. This consent is intended to comply with the requirements of the PIA and shall survive termination of this Agreement. This consent shall apply to email addresses provided by VENDOR and agents acting on behalf of VENDOR and shall apply to any email address provided in any form for any reason whether related to this Agreement or otherwise;

E. VENDOR shall maintain all records concerning the program or project financed under this Agreement, which HCHA reasonably requires for five (5) years from the termination of this Agreement unless a longer period is required under 2 C.F.R. §§ 200.300-.309, or other applicable regulations.

5. GOVERNING FORMS. In the event of any conflict between the terms and provisions of this Agreement, RFP 20-05, and/or VENDOR's Proposal, this Agreement shall govern. In the event of any conflict of interpretation of any part of this Agreement, RFP 20-05, and/or VENDOR's Proposal, HCHA's interpretation shall govern.

6. AMENDMENTS TO BE IN WRITING. This Agreement may not be altered, changed, or amended except by a written agreement signed by all parties.

7. GOVERNING LAW. Laws and regulations applicable to this Agreement include but are not limited to the Texas Housing Authorities Law (Chapter 392 of the Texas Local Government Code), the requirements of Section 3 of the Housing and Urban Development Act of 1968 relating to the training and employment of individuals and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated, the requirements of Executive Orders 11625, 12432 and 12138 to implement Minority Business Enterprises (MBE) and Women's Business Enterprise (WBE) participation goals in Federal Agency Programs, and, to the extent applicable, the standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387) and violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Texas without regard to conflicts of laws principles. Venue for any action under this Agreement rests exclusively in the Federal and State Courts located in Harris County, Texas.

8. INVOICES AND PAYMENTS. VENDOR shall submit its original itemized invoices and Taxpayer Identification Number to HCHA. HCHA shall pay VENDOR the maximum rate permitted by Chapter 2251 of the Texas Government Code on any past due payment not received within 30 days after the payment due date. In accordance with § 2251.043, in a formal administrative or judicial action to collect an invoice payment or interest due under this chapter, the opposing Party, which may be HCHA or VENDOR, shall pay the reasonable attorney fees of the prevailing Party.



9. POTENTIAL CONFLICTS OF INTEREST. VENDOR and all VENDOR personnel performing services under this Agreement shall read and be familiar with HCHA's Ethics Policy and shall refrain from any conduct that will, or may, result in the violation of the Ethics Policy by any of HCHA's Commissioners or employees. If at any time an actual or apparent conflict of interest arises related to the work contemplated under this Agreement, including any violation of the Ethics Policy, the Consultant shall immediately disclose such conflict in writing to HCHA. This paragraph shall survive the termination of this Agreement.

10. TERM. The term of this Agreement begins on the Effective Date and ends at 11:59 PM on the same calendar date two (2) years from the Effective Date but may be renewed for up to one (1) additional two (2) year terms at the sole option of HCHA. Either Party, however, in its sole discretion, may terminate this Agreement sooner with, or without, cause by providing thirty (30) days' written notice to the other.

11. The following exhibits/documents are expressly made a part of this Agreement:  
Exhibit A: Conflict of Interest Questionnaire (CIQ) Exhibit B: M/WBE Participation Form  
Exhibit C: Bidder's Proposed M/WBE Participation Form Exhibit D: Sample Format for  
Record-Keeping / Estimated Project Workforce Breakdown Exhibit E: Form of Non-Collusive  
Affidavit Form Exhibit F: Instructions to Offerors for Non-Construction (Form HUD-5369-B)  
Exhibit G: Certifications and Representations of Offerors for Non-Construction Contracts (Form  
HUD 5369-C) Exhibit H: General Conditions for Non-Construction Contracts (Form HUD  
5370-C) Exhibit I: Certification of Payments to Influence Federal Transactions (Form HUD  
50071) Exhibit J: Section 3 Policy Exhibit K: Ethics Policy Exhibit L: PIH Notice 2017-04  
(HA) Limitations on Payments to Influence Federal Transactions for PIH Programs and PHA  
Anti-Lobbying Certification and Disclosure Requirements Exhibit M: Declaration (Required  
Submission) Exhibit N: RFP 20-05 Exhibit O: VENDOR's Proposal Exhibit P: Scope of Services  
VENDOR shall complete all required forms prior to the commencement of any work.

12. VENDOR shall receive payments and notices in writing at the following address:  
VENDOR \_\_\_\_\_ ATTN: \_\_\_\_\_

13. HCHA shall receive notices in writing at the following address:  
Harris County Housing Authority P.O. Box 53028 Houston, Texas 77052 ATTN: Horace  
Allison, CEO

AGREED to on the Effective Date shown above by:

CHOSEN VENDOR

By: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Date: \_\_\_\_\_

HARRIS COUNTY HOUSING AUTHORITY

By: \_\_\_\_\_  
HORACE ALLISON, CEO  
Date: \_\_\_\_\_