

SHS Request for Proposals #03-2022

Proposal Meeting and Responses to Emailed Questions

NOTE: The last 2 pages of this posting are fillable versions of Exhibit A (Proposal Certification Form) and Exhibit C (Budget Template) which have been provided in response to feedback from emailed questions. They are offered solely as an option that can be used and these fillable versions are not required to be used for your submission of Exhibits A and C with your proposal – the non-fillable versions can still be used. **These pages, if used will count towards your page limit.**

Proposal Meeting – 03/30/22 at 4:00 PM

No prospective bidders attended the meeting and it was cancelled due to lack of attendance. No questions were asked or information shared.

Questions received via email

1. **The document keeps referring to Clackamas. The PSU Landing at FUMC is in Multnomah County. Does the document refer to all three counties in the metro area?** The program offers and RFP issued by the Housing Authority of Clackamas County are specific to Clackamas County and do not apply to all three counties in the Metro area.
2. **How do we get the attachments (Attachment F, etc) in a fillable format?** A fillable version of attachments A and F will be made available when the addendum with the questions and answers is posted this week. It will be posted on the HACC Bids and RFPS webpage here: <https://www.clackamas.us/housingauthority/bids.html>. The fillable versions of Exhibits A and C are now available in this document on Pages 2 and 3.
 - a. **Follow up to Question 2 - Does that mean that there will be an extension on the proposal due date which is Monday 4/11 as to allow for equity in the application process? Small and emerging organizations may not have dedicated grant writers who can pivot at a moments notice to submit applications with updates.** The deadline is not going to be extended.
3. **My other primary questions would have centered around the experience of the last service provider and why they chose not to renew, or why they were not renewed.** The current service provider's contract is expiring and cannot be renewed again, so a new procurement for the Veteran's Village is being conducted.

EXHIBIT A – Proposal Certification

Supportive Housing Services RFP

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFP.

Primary Contact Name: _____ Date: _____

Signature: _____ Title: _____

Email: _____ Telephone: _____

Oregon Business Registry Number: _____ SAM.gov Number: _____

Business Designation (check one):

- Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company
 Resident Quoter, as defined in ORS 279A.120 Non-Resident Quote. Resident State: _____

Exhibit C - Budget Template

Budget Template		
Line Item Category	Narrative/Description <small>Please provide a detailed description of each line item</small>	Funds Requested
Personnel		
Personnel Subtotal:		
Program Operations		
Program Operations Subtotal:		
Client Services		
Client Services Subtotal:		
Capacity Building		
Capacity Building Subtotal:		
Administration		
Indirect Administration		
Administration Subtotal:		
Total Funds Requested		