

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

**REQUEST FOR PROPOSALS #22-916-38**

4100 TOURO STREET  
NEW ORLEANS, LA 70122  
DATE: TUESDAY, JUNE 28, 2022  
PHONE: (504) 670-3249  
FAX: (504) 286-8224

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY CITY/STATE/ZIP CODE: \_\_\_\_\_

COMPANY PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY

PROPOSAL DUE BY: 2:00 P.M. on MONDAY, JULY 25, 2022

**SCOPE OF SERVICES:**

See attached.

**SPECIAL INSTRUCTIONS:**

1. All required submittal documents shall be submitted in accordance with the Instructions to Offerors, and Supplemental Instructions to Offerors contained herein.
2. Submit this document, and all other documents listed in the Index of Submittal Documents.
3. Refer to Supplemental Conditions.
4. Provide all certifications and licensing required for the provision of services.
5. Submit all questions in writing, at least 5 days before submission due date and time to: Dianne Wiltz-Hunley, Contract Administrator, at [dwiltz@hano.org](mailto:dwiltz@hano.org).

FEES VALID UNTIL: \_\_\_\_\_

PROPOSAL SUBMITTED AND AUTHORIZED BY: \_\_\_\_\_

ON \_\_\_\_\_ 20 \_\_\_\_\_

HANO reserves the right to execute a Contract/Purchase Order with the responsible individual(s), firms(s), or organization(s) who provide the greatest benefit to this agency, not necessarily the lowest price.

**THIS IS NOT AN ORDER REQUEST**

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**INDEX OF SUBMITTAL DOCUMENTS**

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

<b>INDEX OF SUBMITTAL DOCUMENTS</b>			
<b>DOCUMENT</b>	<b>REQUIRED SUBMITTAL</b>	<b>SIGNATURE REQUIRED</b>	<b>NOTARY/CORPORATE SEAL REQUIRED</b>
CONTRACTOR'S SUMMARY	√	√	√
HUD-5369-C, CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS (NON-CONSTRUCTION)	√	√	
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E-VERIFICATION AFFIDAVIT	√	√	√
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# 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:]

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REQUEST FOR PROPOSALS #22-916-38**

**SUPPLEMENTAL INSTRUCTIONS TO OFFERORS**

**1. Submission of Proposals**

Deliver four (4) complete sets (one original clearly marked or stamped "original", and three (3) copies) of the required submittals, in a sealed envelope or box clearly marked with the words "RFP Documents", to the Department of Procurement and Contracts at the following address:

Housing Authority of New Orleans  
4100 Touro Street  
New Orleans, Louisiana 70122  
Attn: Bejide Legania, Procurement Manager

**2. Interpretations/Questions**

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made in writing at least five (5) business days before proposal due date:

Housing Authority of New Orleans  
Department of Procurement and Contracts  
Attn: Dianne Wiltz-Hunley, Contract Administrator  
4100 Touro Street  
New Orleans, LA 70122  
(504) 286-8224 (fax); (504) 670-3249 (phone)

Questions may also be submitted via e-mail to [dwiltz@hano.org](mailto:dwiltz@hano.org)

**3. Addendum and Update Procedures for the RFP**

During the period of advertisement for this RFP, HANO may wish to amend, add to, or delete from, the contents of this RFP. In such situations, HANO will issue an addendum to the RFP setting forth the nature of the modification(s). All addenda will be posted on the HANO website at [www.hano.org](http://www.hano.org). Hard copies may be faxed or mailed upon request.

**4. Proposal Format**

All proposals shall be submitted in 8 1/2 x 11 inch format and bound. All pages shall be numbered. Larger size pages or inserts may be used provided they fold to 8 1/2 x11-inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal to facilitate HANO's internal duplication of the submittal. Proposals shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, addressing all issues identified in the Scope of Services. The front cover of the proposal shall bear the name and number of the RFP, date, respondent's name, address, email address and phone number. The cost proposal should be submitted in a separate sealed envelope.

## **5. Submittal Forms**

Provide, as a part of the proposal, all required certifications on forms included on the Index of Submittal Documents page, and included in Appendix B of this RFP. Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

## **6. Acceptance of Proposals**

Proposals must be signed, sealed and received at the specified address in completed form, no later than the proposal submission time and date. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the originator. HANO reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

HANO also reserves the right to reject the proposal of any respondent who has previously failed to perform properly or to complete on time, a contract of similar nature; who is not in a position to perform the contract; who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees; or who makes a misrepresentation in their response to this request or engages in unauthorized contact with HANO Staff, Board Members, Residents, or Consultants.

## **7. Time for Reviewing Proposals**

Proposals received prior to the due date and time will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no proposal received hereafter will be considered. Proposals will not be publicly opened. Proposals become the property of the HANO once submitted.

## **8. Withdrawal of Proposals**

Proposals may be withdrawn upon written request dispatched by the respondent in time for delivery during business hours prior to the time fixed for receipt; provided that written confirmation of withdrawal is from the authorized signature of the respondent, mailed and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its proposal confers no right of withdrawal or modification of its proposal after the due date and time.

## **9. Award of Contracts**

Contracts shall be awarded to the respondent submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of HANO. The awarded respondent will be notified at the earliest practical date. All Contract awards are subject to HUD funding availability and final approval from the Housing Authority of New Orleans' Board of Commissioners, and/or the U.S. Department of Housing and Urban Development. No awards will be made to companies or firms listed on the System for Award Management (SAM) Excluded Parties List of companies or firms ineligible to receive awards.

**10. Certification of Legal Entity**

Prior to execution of a contract the company/firm shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Louisiana law.

**11. Louisiana Secretary of State**

Prior to execution of a contract companies/firms must be registered to do business in the State of Louisiana and must be active and in good standing. To register, go to [www.sos.la.gov](http://www.sos.la.gov).

**12. Costs Borne by Respondent**

All costs related to the preparation of this RFP and any related activities are the responsibility of the respondent. HANO assumes no liability for any costs incurred by the respondent throughout the entire selection process.

**13. Best Available Data**

All information contained in this RFP is the best data available to HANO at the time the RFP was prepared. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished for the convenience of respondents and HANO assumes no liability for any errors or omissions.

**14. Contact with HANO Staff, Board Members, and Residents**

Offerors may not make any contact with HANO Staff, Board Members, Residents or Consultants. All communications with HANO shall be in writing as provided in HUD Form 5369-B, Instructions to Offerors for Non-Construction, Paragraph 4 and these Supplemental Instructions to Offerors.

**15. Respondent Responsibilities**

Each respondent is presumed by HANO to have thoroughly studied this RFP and become familiar with the package's contents, the location, nature, etc. of the site(s) covered by the RFP package. Failure to understand any aspect of this RFP or scope of services to be performed on the proposed site(s) is the responsibility of the respondent.

**16. Public Access to Procurement Information/Confidentiality**

All information submitted in response to a solicitation issued by the Housing Authority of New Orleans (HANO) shall remain confidential until after final approval by HANO's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). HANO's policy regarding public access is in strict accordance with the guidelines set forth in its Procurement Policy, Section 5.3.4, HUD Handbook 7460.8 REV 2, Section 1.6, Public Access to Procurement Information and Section 7.2 (J) Confidentiality. Furthermore, pursuant to Louisiana Revised Statute 40:526(8), HANO shall not disclose information submitted in confidence in response to this RFP, not otherwise required by law to be submitted, where such information should reasonably be considered confidential.



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**REQUEST FOR PROPOSALS #22-916-38**

**PART I – INTRODUCTION / BACKGROUND INFORMATION**

The Housing Authority of New Orleans (HANO) is hereby issuing this Request for Proposals in accordance with its small purchase procedures, whereby competition is received through an informal solicitation process.

The Housing Authority of New Orleans (HANO) seeks to engage a qualified agency to create an entrepreneurship training and certification program for approximately 20 HANO Public Housing and/or Section 8 Residents to develop Resident-Owned, Section 3 Businesses. The training program shall consist of two (2) eight- to twelve-week sessions, with a maximum of 10 participants per class, consisting of outreach, assessment and evaluation, credit counseling, financial literacy, entrepreneurship, specialized training, technical assistance, ongoing support and business coaching, and certification. The contract resulting from this Request for Proposals (RFP) shall be a requirements type contract.

Proposals will be received by the Housing Authority of New Orleans (HANO), in the Department of Procurement and Contracts until **2:00 p.m., local time on Monday, July 25, 2022.**

Deliver **4 complete sets** (one original clearly marked or stamped "original") and 3 copies of the required submittals, in a sealed envelope or box marked with the words "**RFP Documents**", to the Director of Procurement and Contracts at the following address:

Housing Authority of New Orleans  
Department of Procurement and Contracts  
4100 Touro Street  
New Orleans, Louisiana 70122  
Attn: Bejide Legania, Procurement Manager

Place the following information on the outside of the envelope in the upper, left-hand corner when submitting proposal:

Company Name  
Company Address  
RFP Name  
Proposal Due Date and Time

All responses submitted are subject to these Instructions and Supplemental Instructions to Offerors, General and Supplemental Conditions, and all other requirements contained herein, all of which are made a part of this Request for Proposals by reference.

The Housing Authority of New Orleans reserves the right to reject any or all proposals for just cause and to waive any informalities in the submission process if it be in the public interest to do so.

**HOUSING AUTHORITY OF NEW ORLEANS  
Evette Hester  
Executive Director**

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**PART II - SCOPE OF SERVICES**

The Housing Authority of New Orleans (HANO) is seeking the engagement of a qualified and experienced agency to develop training and certification in Resident-Owned Section 3 Business Entrepreneurship for approximately 20 HANO Public Housing and Section 8 Residents. The training strategies shall include: outreach, assessment and evaluation, credit counseling, financial literacy, entrepreneurship and specialized training, technical assistance, as well as ongoing support and business coaching. The duration of the program shall be for one (1) year with two (2) one-year options to extend. A 30-day option to extend the contract and/or extensions shall be included for any delays as determined by HANO, or by the contractor with the approval of HANO. The Program shall consist of two (2) eight- to twelve-week sessions having a maximum number of ten resident participants per class.

The proposed services shall provide HANO residents who are interested in starting a business or strengthening an existing business, with the following:

**INTAKE AND ASSESSMENT**

Participants must complete an application form, provide necessary documentation of eligibility, and go through an assessment process. The intake and assessment process is the first level of screening for the program. The assessment form and interview are designed to further assess entrepreneurial readiness and capability. The goal is to provide some level of service to every person completing the intake process.

**CREDIT COUNSELING**

Participants are required to attend at least one credit counseling session. At this session, credit reports will be evaluated and an Action Plan will be developed to establish, repair or otherwise improve the participant's credit. The participant's progress in carrying out their Credit Action Plans is monitored throughout the program.

**PERSONAL EFFECTIVENESS TRAINING**

Personal Effectiveness training will consist of addressing issues that impact the participant's ability to function effectively in the business environment. The curriculum should include topics such as:

- Self-esteem and Confidence Building
- Goal Setting
- Time Management
- Business Etiquette
- Professional Image
- Customer Service

**FINANCIAL EDUCATION TRAINING**

Financial Education Training will be required of all program participants. The training shall consist of the Money Smart curriculum developed by the DFIC as the foundation, with added necessary modules to make training more relevant and effective. The curriculum shall in the following general topics:

- Attitudes about money
- Budgeting and savings
- Basic investment principles
- Basic banking
- Credit reporting

- Credit repair
- Consumer rights
- Debt management
- Personal taxes
- Risk management

As part of this training, participants are expected to prepare a personal budget including, if necessary, a debt repayment schedule. An Excel template is also used in the budgeting process. Technical assistance is provided to participants if necessary.

#### ENTREPRENEURSHIP TRAINING

This course introduces participants to the marketing, financial, and operational concepts that form the foundation of sound business practices. The curriculum includes the following topics:

- Understanding the importance of planning
- Adopting principles of success
- Delivering products and services that focus on and add customer value
- Researching the industry, competition, and customers
- Identifying target markets
- Developing price structures
- Positioning in the market
- Developing a marketing strategy
- Differentiating between fixed and variable costs
- Performing breakeven analysis
- Preparing cash flow projections
- Developing startup capital requirements
- Creating a business entity
- Getting permits and licenses
- Understanding business taxes and payment protocols
- Determining basic operational issues
- Completing a business plan

During the course, participants test their business ideas for feasibility and are assisted in the completion of a business plan. An Excel template is used for assisting participants with the completion of their cash flow projections.

#### SPECIALIZED TRAINING

Specialized Training will be offered in small group settings to assist participants in the following areas:

- Quickbooks Accounting Software Training
- Quickbooks for Contractors Accounting Software Training
- Computer Training (Basic and Advanced)
- Understanding Employment Taxes
- Project Management
- Estimating
- Proposal Preparation
- The Basics of the Food Service Industry
- Child Care Provider Certification
- Strategic Planning

#### One-On-One Counseling

Provide one-on-one counseling to all participants. Counseling sessions should meet the specific needs of participants:

- Personal finance
- Business plan assistance
- Cash Flow Projection preparation assistance

- Assistance with certifications and filings with the Secretary of State
- Acquisition of tax ID Numbers
- Designing of record keeping systems
- Post startup bookkeeping and accounting assistance
- Loan packaging

### **PART III - SUBMISSION REQUIREMENTS**

#### **3.1 Staffing, Qualifications and Certifications**

Provide information regarding staff qualifications and certifications that demonstrate the respondent's qualifications to teach the required services resulting in certification of participants in their field of study. Include an organizational chart that illustrates the overall staffing approach for completing the required services. Include in the chart key personnel and facilitator(s) to be assigned under this contract. Provide HANO with a single point of contact regarding all matters related to this contract.

Provide resumes of key personnel and facilitators who will perform the services required by the contract. Identify specific roles in the provision of services. Resumes should include relevant experience as it relates to their proposed role in the project.

#### **3.2 Knowledge and Relevant Experience**

Identify similar and/or related services/contracts that have been completed by your firm to date or are currently active. Include services your firm provided that may be dissimilar, but is believed to have some relevant aspects, along with an explanation of why and how the particular aspects are relevant.

For each project identified provide:

- Project description
- The client for whom the services were performed
- The services performed by the respondent on the project
- The dollar value of the contract
- The duration of the contract including start and completion dates, or projected completion date if still active
- A reference contact for the contract with the contact's name, email address, and phone number

#### **3.3 Approach and Response to Scope of Services**

Provide a detailed narrative that demonstrates your approach to develop and facilitate the training program as described in this RFP. Include proposed processes for ensuring effective coordination, as well as procedures for collecting, reporting and disseminating training progress and results to HANO. Describe possible constraints that may arise during the provision of services and outline proposed solutions.

#### **3.4 References**

Provide the names, addresses, and telephone numbers of at least three (3) references that may be contacted who have used the services of your firm.

#### **3.5 Cost Proposal**

**The cost proposal should be submitted in a separate sealed envelope. Complete the Fee Proposal Form attached. The proposed cost should include all costs (labor, materials, equipment,**

travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested in this RFP.

### **3.6 Required Certifications**

Execute and/or notarize where required, and submit with proposal package the following forms, which are contained in Attachment B:

- HUD Form 5369C Certifications, Representations and Other Statements of Offerors
- Contractor's Summary
- Certification of Contractor Non-Exclusion
- Non-Collusive Affidavit
- Acknowledgement of Addenda
- E Verification Affidavit
- Cost Proposal Form

## **PART IV - EVALUATION PROCESS/CONTRACT AWARD**

### **Proposal Evaluation/Contract Award**

Proposals received in response to this solicitation may be evaluated using a two-stage evaluation process. Stage I of the evaluation process will be used to determine the respondents that will comprise the short list, from which final selection for contract award will ultimately be made. Stage II of the evaluation process will be reserved for the short listed respondents only, and will be the basis for ultimate contract award. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

During Stage I of the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee. The committee will score each proposal. Cost proposals will be evaluated separately by the Contracting Officer and/or his designee(s). Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range and included on the short list.

Respondents included on the short list must have technical and cost proposals that are considered acceptable or potentially acceptable, have a reasonable chance of contract award, and satisfactorily complete a due diligence review (verification of contractor responsibility). Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by HANO will result in exclusion from the short list.

Stage II of the evaluation process may entail negotiations, interviews and/or presentations with the respondents on the short list. Respondents not included on the short list will not proceed to Stage II of the evaluation process. The purpose of the negotiations/interviews is to promote the understanding of HANO's requirements with respect to this RFP, promote the understanding of the respondents' proposals, and to arrive at agreeable contract terms. Upon completion of the negotiations/interviews, HANO will establish a common date and time for submission of best and final offers. Best and final offers will be evaluated in accordance with the same procedures outlined above for Stage I evaluation. The initial proposal submitted by Respondents who do not submit a best and final offer shall be construed as their best and final offer.

HANO reserves the right to make contract award without negotiations, and to make no award or decline to enter into negotiations should it believe that no respondent to this RFP will be capable of

delivering the necessary level of services within an acceptable price range and/or time period. Should HANO exercise its right to make contract award without negotiations, contract award will be based on initial proposals received. Contract award may be subject to approval by HANO's Board of Commissioners and possibly the United States Department of Housing and Urban Development (HUD).

**Evaluation Criteria**

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Staffing, Qualifications and Certifications	30 Points
Knowledge and Relevant Experience	30 Points
Approach and Response to Scope of Services	30 Points
Cost Proposal	10 Points
<hr/>	
Total Possible Points	100 Points

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**ATTACHMENT A**

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

**REQUEST FOR PROPOSALS #22-916-38**

**SUPPLEMENTAL CONDITIONS**

**CONTRACT TYPE/AMOUNT**

This contract shall be a requirements type contract, whereby a consultant shall provide an entrepreneurship training and certification program for HANO's public housing and Section 8 residents to develop resident-owned Section 3 businesses, at fixed hourly rates. HANO reserves the right to assign work under the contract resulting from this RFP, in accordance with its needs, to the contracted firm HANO determines will provide the most benefit to the agency.

**CONTRACT PERIOD**

The Contract resulting from this RFP shall be for an initial period of one (1) year with the option to extend for two (2) additional one-year periods. A 30-day option to extend the contract and/or extensions shall be included for any delays as determined by HANO, or by the contractor with the approval of HANO. Contract extensions will not be automatic but shall require approval by HANO, and subject to HUD funding availability.

**INVOICING**

Invoices shall be submitted monthly to the Department of Finance. With a copy to HANO's Client Services Department. The invoice shall provide an invoice number, service date, purchase order number, a description of services provided and the name/title of employee(s) who rendered the services. Invoices shall be submitted on the consultant's own invoice form.

**PAYMENTS**

Consultant shall submit invoices to the Finance Department on or before the days listed below. All invoices are due on the 1<sup>st</sup> or 15<sup>th</sup> of the month. Invoice payments are as follows:

- *Invoices received on the 16<sup>th</sup> of the current month thru the 1<sup>st</sup> day of the next month will be paid on the 1<sup>st</sup> of the following month.*
- **Example: An invoice received on August 27<sup>th</sup> will be processed commencing September 1<sup>st</sup> and paid on October 1<sup>st</sup>.**
- *Invoices received on the 2<sup>nd</sup> of the current month thru the 15<sup>th</sup> of the current month will be paid on the 15<sup>th</sup> of the following month.*
- **Example: An invoice received on August 4<sup>th</sup> will be processed commencing August 15<sup>th</sup> and paid on September 15<sup>th</sup>.**



## **INSURANCE**

Prior to commencement of the contract resulting from this RFP, the selected respondent shall procure and maintain at all times and at respondent's own expense Professional Liability insurance covering acts, errors, or omissions and shall be maintained with limits of not less than \$1,000,000.00 per occurrence and \$1,000,000 general aggregate. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of services under the contract. The insurance carriers used by the respondent must be authorized to do business in the State of Louisiana and the insurance provided will cover all operations under the contract, whether performed by the Respondent or by subcontractors.

## **TERMINATION FOR CONVENIENCE AND DEFAULT**

(a) HANO may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default): HANO shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to HANO all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process. (b) If the termination is for the convenience of HANO, HANO shall be liable only for payment for services rendered before the effective date of the termination. (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), HANO may (i) require the Contractor to deliver to it, in the manner and to the extent directed by HANO, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with these changes; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by HANO; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to HANO by the Contractor. (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of HANO, and the HANO shall be entitled to payment as described in paragraph (b) above. (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

## **ORGANIZATIONAL CONFLICTS OF INTEREST**

(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 this contract and a contractor's organizational, financial, contractual or other interests are such that: (i) Award of the contract may result in an unfair competitive advantage; or (ii) The Contractor's objectivity in performing the contract work may be impaired. (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the 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 Contracting Officer, the HA may terminate the contract for default. (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

## **PUBLIC ACCESS TO PROCUREMENT INFORMATION/CONFIDENTIALITY**

All information submitted in response to a solicitation issued by the Housing Authority of New Orleans (HANO) shall remain confidential until after final approval by HANO's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). HANO's policy regarding public access is in strict accordance with the guidelines set forth in its Procurement Policy, Section 5.3.4, HUD Handbook 7460.8 REV 2, Section 1.6, Public Access to Procurement Information and Section 7.2 (J) Confidentiality. Furthermore, pursuant to Louisiana Revised Statute 40:526(8), HANO shall not disclose information submitted to HANO in confidence in response to this RFP, and not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

## **INDEMNIFICATION**

The successful Respondent will be required to protect, defend, indemnify, keep, save, and hold HANO, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively, "claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Respondent, its officers, officials, agents, employees, and subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Respondent will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false or fraudulent.

HANO will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Respondent of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFP will survive the expiration or termination of that contract.

## **RIGHTS, USE, AND OWNERSHIP OF ASSESSMENT MATERIALS**

Assessment materials generated as a result of performing the Scope of Services contained in this contract shall be confidential and proprietary, and shall be for the exclusive use and ownership of The Housing Authority of New Orleans. Such materials shall include, but not be limited to data, cost estimates, and reports generated that contain descriptive and/or identifying information regarding individual properties owned by HANO and/or HANO's portfolio of properties. Such materials shall not be shared, signed, sold or disclosed to parties other than those named on the contract without the express written permission of The Housing Authority of New Orleans' Contracting Officer. Any violations of this provision shall be considered a breach of, and grounds for immediate termination in accordance with the General Contract Conditions, HUD Form 5370-C, Paragraph 4, Termination for Convenience and Default.

## **ETHICS POLICY**

The selected Respondent shall abide by the applicable provisions of the Housing Authority of New Orleans' Ethics Policy and State of Louisiana Ethics Code.

## **THIRD PARTY CLAIMS ON SOFTWARE**

HANO shall be held harmless from any third party legal claims involving the use by HANO of any software product or technique provided by the selected Respondent.

## **RULES, REGULATIONS, AND LICENSING REQUIREMENTS**

The successful respondent shall possess all of the required State and Local licenses and certifications required to perform work of the type required by this contract in the City of New Orleans. In addition, the respondent shall comply with all laws, ordinances and regulations applicable to the services contemplated herein. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the delivery of services.

## **CONTRACTUAL OBLIGATIONS**

If the proposed services include the use of products or services of another company, such services shall be disclosed and HANO will hold the selected Respondent responsible for the proposed services.

## **CERTIFICATION OF LEGAL ENTITY**

Prior to execution of the Contract Agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Louisiana law.

## **CERTIFICATIONS**

In submitting the proposal, the Respondent is indicating a willingness to comply with all terms and conditions of the RFP, including but not limited to those set forth in HUD Form 5370-C, General Contract Conditions, Non-Construction, and these Supplemental Conditions.

## **PERSONNEL**

In submitting their proposals, Respondents are representing that the personnel described in their proposals shall be available to perform the services described for the duration of the contract period, barring illness, accident or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a qualified replacement. Such representation shall be valid for a minimum of 120 calendar days after the proposal due date and time. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Respondent under its sole direction, and not employees or agents of HANO

## **RESPONDENT STATUS**

The successful respondent will be held to be an independent Consultant, and will not be an employee of HANO.

## **ASSIGNMENT**

The successful respondent shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this RFP, or any of its rights, title or interest therein, or its power to execute such contract to any person, company, or corporation without prior written consent and approval of HANO.

## **ADVERTISING**

In submitting a proposal, the successful respondent agrees not to use the results from it as a part of any commercial advertising. HANO does not permit law firms to advertise or promote the fact of their relationship with HANO in the course of marketing efforts, unless HANO specifically agrees otherwise.

## **MEDIA RELATIONS**

The Contractor shall not make public comment on HANO matters without express written approval from HANO's Director of Communications. All media inquiries shall be referred to the Administrative Receiver and to the Director of Communications.

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**ATTACHMENT B**

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

**REQUEST FOR PROPOSALS #22-916-38**

**CONTRACTOR'S SUMMARY**

**If this Bid is submitted by a joint venture, each business shall provide the information requested below.**

**Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that the statements set forth in this bid are true and correct.**

\_\_\_\_\_  
(Firm Name)

By: \_\_\_\_\_  
(Respondent's Signature)

\_\_\_\_\_  
(Printed or Typed Name of Signatory)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(If a Corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted.)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Taxpayer I.D. No.: \_\_\_\_\_

(Affix Corporate Seal)

If a Corporate Seal is not affixed, this document must be notarized. If neither is done, this entire bid will be deemed non-responsive and rejected.

Subscribed and sworn to  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_

(Notary Public)  
(Seal)

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

Date Contractor Signed: \_\_\_\_\_

**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: 2577-0160 (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)

- Black Americans       Asian Pacific Americans
- Hispanic Americans     Asian Indian Americans
- Native Americans       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

(ii) 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:



**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS  
REQUEST FOR PROPOSALS #22-916-38**

**NON-COLLUSIVE AFFIDAVIT**

(Prime Bidder)

State of \_\_\_\_\_

City/County of \_\_\_\_\_

\_\_\_\_\_ Being duly sworn, deposes and says:  
(Name)

That he/she is \_\_\_\_\_  
(A partner or officer of the firm of, etc.)

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 bidder or person, to put in a sham bid or to refrain from bidding, and has not in 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 any other bidder, or to fix any overhead profit or cost element of said bid price, or that any other bidder, or to secure any advantage against the Housing Authority of New Orleans or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Signature of

\_\_\_\_\_  
Bidder, if the bidder is an individual

\_\_\_\_\_  
Partner, if the bidder is a partnership

\_\_\_\_\_  
Officer, if the bidder is a corporation

Subscribed and Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

**REQUEST FOR PROPOSALS #22-916-38**

**CERTIFICATION OF CONTRACTOR NON-EXCLUSION**

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery
- (b) Corrupt Influencing
- (c) Extortion
- (d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- (a) Theft
- (b) Identity theft
- (c) Theft of a business record
- (d) False accounting
- (e) Issuing worthless checks
- (f) Bank fraud
- (g) Forgery
- (h) Contractors; misapplication of payments
- (i) Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 – Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, HANO shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
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RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
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**REQUEST FOR PROPOSALS #22-916-38**

**ACKNOWLEDGEMENT OF ADDENDA**

Offeror has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Respondent's Signature and Title)

\_\_\_\_\_  
(Printed or Typed Name of Signatory)

\_\_\_\_\_  
(Date)

HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
REQUEST FOR PROPOSALS

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RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING  
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REQUEST FOR PROPOSALS #22-916-38

E-VERIFICATION AFFIDAVIT

(Employer)

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ Being duly sworn, attests and says that:  
(Authorized Signatory)

\_\_\_\_\_ a private organization,  
(Name of Private Company/Employer)

duly registered in the aforementioned state, and contracted to perform work within the State of Louisiana, herein attests that I/we (the employer) are in compliance with the United States Department of Homeland Security's "E-Verify" program, which is mandated pursuant to La RS 38:2212.10. I further attest that I/we are registered in a status verification system to verify that all new employees in my/our (the employer) employ are legal citizens of the United States, or are legal aliens. Further, I/we shall continue to utilize a status verification system to confirm the legal status of all new employees assigned to this project during the term of this contract. In further compliance with the Immigration Reform and Immigrant Responsibility Act of 1996 administrated by the U.S. Department of Homeland Security, I/we shall require all subcontractors to submit to me/us (the employer) a sworn affidavit verifying its compliance with the Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a).

Signature of

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Printed Name/Title of Authorized Signatory)

Sworn to and Subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**HOUSING AUTHORITY OF NEW ORLEANS**  
**PROCUREMENT AND CONTRACTS DEPARTMENT**  
**REQUEST FOR PROPOSALS**  
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**RESIDENT- OWNED SECTION 3 BUSINESS ENTREPRENEUR TRAINING**  
**AND CERTIFICATION FOR PUBLIC HOUSING AND SECTION 8 RESIDENTS**

REQUEST FOR PROPOSALS #22-916-38

**COST PROPOSAL FORM**

Description of Service	No. of Participants	Cost Per Participant	Total Cost
The selected consultant shall provide entrepreneurial training and certification programs for up to twenty (20) participants consisting of two (2) eight-week to twelve-week sessions (maximum of 10 participants per class) for a period of one (1) year. The program shall be designed to assist HANO's Public Housing residents and Section 8 residents in developing resident-owned, Section 3 businesses. The program shall be designed for business start-ups, and for strengthening existing businesses.	Up to 20	\$	\$
<b>TOTAL COST</b>			<b>\$</b>

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date