

**REQUEST FOR PROPOSAL, OFFER AND ACCEPTANCE OF AWARD**

CONTRACT NO.	EFFECTIVE DATE	REQUEST FOR PROPOSAL NO.
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ISSUED BY:  
 NeighborWorks® America  
 999 North Capitol Street, N.E., Suite 900  
 Washington, D.C. 20002  
 Phone: 202-760-4000

**REQUEST FOR PROPOSAL**

FOR INFORMATION:

NAME	PHONE	EMAIL
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**ACKNOWLEDGMENT OF AMENDMENTS**

The offeror acknowledges receipt of amendments to the REQUEST FOR PROPOSAL for offerors and related documents numbered and dated: \_\_\_\_\_

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
SAMPLE			

**CONTRACTOR INFORMATION:**

NAME \_\_\_\_\_ DUNS NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ POC EMAIL \_\_\_\_\_

CONTRACTOR AUTHORIZED OFFICIAL (TYPE OR PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AWARD (To be completed by Procurement Officer)**

ACCEPTED AS TO ITEMS \_\_\_\_\_ AMOUNT \_\_\_\_\_

ACCOUNT/SUB-ACCOUNT \_\_\_\_\_ PAYMENT WILL BE MADE BY \_\_\_\_\_

NEIGHBORWORKS AUTHORIZED OFFICIAL	TITLE	SIGNATURE	DATE OF AWARD
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SAMPLE

**SECTION B: Schedule (supplies, services, prices, costs)**

Contract Line Item	Description	Unit	Number of Unit	Unit Price	Extended Price
0001	<b>Base Year – Support Services as specified in Section C. Period of Performance Date of Award – 12/31/2017</b> <b>MINIMUM ORDER AMOUNT PER TASK ORDER: <u>\$10.00</u></b> <b>MAXIMUM ORDER AMOUNT PER TASK ORDER: 10.00</b>	NTE	1	<b>\$10.00</b>	<b>\$10.00</b>
0002	<b>Option Year – Support Services as specified in Section C. Period of Performance 1/1/2018– 12/31/2019</b> <b>MINIMUM ORDER AMOUNT PER TASK ORDER: <u>\$5.00</u></b> <b>MAXIMUM ORDER AMOUNT PER TASK ORDER: \$10.00</b>	NTE	1	<b>\$10.00</b>	<b>\$10.00</b>
	<b>Total Contract Price</b>				<b>\$20.00</b>

**SECTION C: Scope of Services / Specifications**

Planning Services  
 Evaluation Services

**SECTION D: Packaging and Marking of Deliverables**

All deliverables specified in the contract and Task Orders Scope of Services shall be submitted electronically to First, Last Name at name@nw.org.

**SECTION E: Authority of NeighborWorks America Personnel**

- I. Point of Contact. The Point of Contact (POC) for this award is responsible for inspecting and approving invoices and – if required – accepting deliverables or services rendered. The POC does not have authority to take any action, either directly or indirectly, that would modify pricing, quantity, place of performance, delivery schedule, or any other terms and conditions of this award,

including taking effort which goes beyond the scope of this award. The POC for this award is: Sample Name, name@nw.org.

- II. Contracting Officer. The Contracting Officer (CO) administering this award is the only person authorized to approve modifications in any requirements of this Contract. Notwithstanding any provisions contained elsewhere in this Contract, authority to amend this Contract on behalf of NeighborWorks America belongs solely to the CO. If Contractor effects any modifications at the direction of any person other than the CO, the modification will be considered to have been made without authority and no adjustment will be made to the Contract or contract price as a result thereof. The CO for administration of this Contract is: Ilona Williams, Vice President, Procurement.

#### **SECTION F: Performance Period & Options to Extend**

- I. Authority to Exercise the Option to Extend the Performance Period. NeighborWorks America reserves to the right unilaterally to exercise the options outlined below without further competition.
- II. Performance Period. This contract period of performance inclusive of options shall not exceed 2 years, unless otherwise terminated in accordance with the terms and condition of this Contract, as indicated below:
  - A. Base Period: Date of Award through 12/31/2017.
  - B. Option Period One: 1/01/2018 through 12/31/2018.
- III. Exercising the Option to Extend the Performance Period.
  - A. NeighborWorks America may exercise its option to extend the term of this Contract by providing written notice to the Contractor by one (1) day before the expiration of the contract period (inclusive of exercised option periods) provided that NeighborWorks America also gives the Contractor a preliminary written notice of its intent to extend 30 days prior to previous period of performance end date. Issuance of that preliminary written notice does not commit NeighborWorks America to an extension.
  - B. If NeighborWorks America exercises this option, the extended contract shall be considered to include this option clause.
  - C. The total duration of this Contract, including the exercise of any options under this clause, shall not exceed 30 months.
- IV. Standard Option to Extend for up to six (6) months. NeighborWorks America may require continued performance of any services within the limits and at the rates specified in the Contract. The total extension of performance under this option provision shall not exceed six (6) months. The Contracting Officer may exercise the option by providing written notice to the Contractor no later than 30 days prior to contract end.

#### **SECTION G: Contract Administration**

- I. Contract Type. NeighborWorks America contemplates award of an Indefinite Delivery Indefinite Quantity (IDIQ) Contract.

- II. Modifications to the Contract. The Contracting Officer (CO) administering this Contract is the only person authorized to approve modifications to any terms of this Contract. The Contractor shall not comply with any order or request altering the terms of this Contract unless it is issued in writing and signed by the CO, or is made pursuant to other specific authority described in this Contract. Modifications to the Contract will be deemed effected when countersigned by Contractor and returned to the CO administering this Contract. See also, Section E.II.
- III. Submission of Invoices. Contractor is expected to submit a final invoice to the Corporation within 30 days after completion of all the Services (including Deliverables) set forth in the Contract/Task Order. The Corporation may deduct 30% of the fee if the final invoice is not received within six (6) months of the completion of all Services and reserves the right to void payment of any invoices that are not submitted within one year of the execution date of such Contract/Task Order. All invoices must contain the Contract Number, Task Order Number, performance period, and xyz to name@nw.org.
- IV. Vendor Automated Clearing House (ACH) Payment Policy. NeighborWorks America pays its vendors via ACH Electronic Payment and requires all vendors to complete the Enrollment Form (Attachment A) and return it to the Finance Department via secured fax line (ACH form and details to be provided at contract award) along with a copy of a voided check upon execution of this contract.
- V. Administration of Indefinite Delivery Indefinite Quantity Contracts.
- A. This is an Indefinite Delivery Indefinite Quantity (“IDIQ”) Contract for the supplies or services specified in the Schedule and effective for the period stated in the Schedule. An IDIQ Contract provides for an undefined amount of supplies or services over a fixed period of time, and is used where NeighborWorks America cannot determine the precise amount of supplies or services it will require during the contract period. The minimum and maximum quantities specified in the Schedule are estimates only and are not purchased by this Contract.
- B. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause below. The Contractor shall furnish to NeighborWorks America, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the “maximum.” NeighborWorks America shall order and Contractor shall supply at least the quantity of supplies or services designated in the Schedule as the “minimum.” The guaranteed minimum over the life of this Contract is \$10.00.
- C. Except for any limitations on quantities in the Schedule, there is no limit on the number of orders that may be issued. NeighborWorks America may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- D. Any order issued during the effective period of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the order itself. This Contract shall govern the rights and obligations of the Contractor and NeighborWorks America with respect to that order to the same extent as if the order were completed during the Contract’s effective period; *provided*, that the Contractor shall not be required to make any deliveries under this Contract after *July 1, 2016*.
- E. Ordering Under Indefinite Delivery Indefinite Quantity Contract.
1. Any supplies and services to be furnished under this Contract shall be ordered by task orders issued by the CO administering this Contract. Such orders may be issued from Contract award through 12/31/2018.
  2. All task orders are subject to the terms and conditions of this Contract. In the event of conflict between a task order and this Contract, the Contract shall control.

3. If mailed, a task order is considered “issued” when NeighborWorks America deposits the order in the mail. Orders may be issued orally, by facsimile, or by email only if issued by the CO administering this Contract.

F. Task Orders with Option Periods.

1. The CO may issue task orders that include options in certain situations, such as when the services or goods being acquired are unique or highly specialized or the efforts to be performed are so integrally related that only a single Contractor can reasonably perform the work.
2. The base award and each option are separate orders.
3. The total period of performance for a task order with option periods shall not extend more than 12 months beyond the base period of performance.

**SECTION H. Special Contract Requirements**

I. Compliance with Laws & Equal Employment Opportunity. Both NeighborWorks America and Contractor shall comply with all applicable federal laws, state laws, local laws and ordinances, regulations, and codes in performance of its obligations under this Contract. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

II. Confidentiality and Information Security

A. Confidentiality & Non-Disclosure. In performance of this Contract, NeighborWorks America and Contractor may be granted conditional access to confidential or proprietary information belonging to the other, including documents, methodologies, technical knowledge, and sensitive information the loss, misuse, or unauthorized disclosure of which could adversely affect the other party’s interests (collectively, “Protected Information”).

1. Both NeighborWorks America and Contractor shall take reasonable care to safeguard Protected Information from unauthorized use, modification, or disclosure. At a minimum, such reasonable care shall include:
  - a. Restricting use of Protected Information to performance of this Contract;
  - b. Limiting access to Protected Information to those employees and agents who have a need to know such information for performance of this Contract;
  - c. Not divulging Protected Information to any person without prior written consent of the other party; and
  - d. Not using Protected Information for any commercial or other purpose than required for performance of this Contract.
2. Protected Information is and shall remain the property of the disclosing party, except where it is “Work Product” as defined by this Contract. Upon expiration or termination of this Contract, or upon the request of the disclosing party, all copies of Protected Information of the disclosing party shall be destroyed or returned to the disclosing party, at the disclosing party’s discretion.
3. Protected Information does not include information that has become part of the public domain through no violation of these Contract terms, was developed independently by the other party, or was provided lawfully and independently to the receiving party by a third party not obligated to confidentiality or otherwise prohibited from transmitting such information.

B. Data Security. In order to protect the resources and sensitive data of NeighborWorks America, Contractor shall adhere to certain administrative and technical controls in performance of this Contract. These controls include the following minimum security

requirements:

1. Contractor shall satisfy all security requirements and specifications for hardware maintenance, software maintenance, and developer personnel stated in the Scope of Work.
  2. In the event of an actual or potential risk to information resources, Contractor shall contact NeighborWorks America Information Technology & Security Management.
  3. Where required for Contract performance, NeighborWorks America shall grant Contractor access to its network or information technology systems, as outlined in the Scope of Work. Such access shall be the most restrictive capabilities and privileges needed to perform the Contract. Access shall be limited to a specific timeframe, after which such access will be reviewed for termination. Contractor agrees to access only those applications, systems, and data authorized for performance of this Contract. Contractor agrees to notify NeighborWorks America when various access types are no longer required.
  4. If Contract performance requires that Contractor access sensitive information technology resources or data of NeighborWorks America, Contractor shall – at its own expense – undergo a minimum background investigation performed either by one of an approved list of vendors or by a firm approved by NeighborWorks America. Where contract performance requires access to particularly sensitive systems or information, NeighborWorks America may require that Contractor undergo a more intensive background investigation.
  5. Where appropriate, NeighborWorks America may also require that Contractor receive orientation on proper use of NeighborWorks America technology resources, install periodic security updates, and sign a written acknowledgement that it has read and understood NeighborWorks America’s security requirements.
  6. Contractor shall comply with all applicable state and federal laws regarding data security and use of technology resources.
- C. Personally Identifiable Information. NeighborWorks America’s Information Classification & Control Policy applies to all third parties that have access to the information assets owned, created, collected, managed, stored, and disseminated by NeighborWorks America, including Personally Identifiable Information (“PII”). When handling PII, Contractor shall strictly comply with that policy’s increased handling and protection requirements of confidential information.
1. PII is information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. PII includes personal identification numbers like social security numbers, passport numbers, and driver’s license numbers; tax forms; financial account or credit card numbers; mortgage information; loan numbers; full name, maiden name, mother’s maiden name, or alias; address information, street address or email address (*when linked with other personally identifiable information*); personal characteristics, including photographic image; information identifying personally owned property, such as vehicle registration number, title number, or related information; information about an individual that is linked or linkable to one of the above (*date of birth, place of birth, race, etc*); employment, human resources, medical, and educational information.
  2. NeighborWorks America mandates the following controls for PII in the following formats:
    - a. Physical Information - must be labeled “Confidential” at the bottom of each page, stored securely when not in use, and discarded via shredding and secure bins.
    - b. Electronic Information - must be labeled “Confidential” at the bottom of each page, accessed only with proper authorization from NeighborWorks America, and stored securely according to the requirements specified by NeighborWorks America.

- c. Information Distribution - must be done using a sealed envelope inside an internal mail envelope when internal; done using a plain sealed envelope delivered by hand, by courier, or by registered mail when external; and done by a secure method authorized by NeighborWorks America when electronic.
- d. Information Reproduction - must be done only with proper authorization from NeighborWorks America.

D. Scope and Enforcement.

- 1. The terms and conditions related to Information Security herein shall apply both during the Contract period and at all times thereafter.
- 2. Breach of the terms and conditions related to Information Security may cause the other party irreparable harm, so that the remedies available at law would not make the injured party whole. Accordingly, the injured party shall be entitled, without the requirement of posting a bond or other security, to equitable relief, including injunctive relief and specific performance. Such relief shall be in addition to, and not in lieu of, the other remedies available to injured party under this Contract or under law.

III. Conflicts of Interest.

A. General.

- 1. Duty to Disclose. Contractor agrees to make an immediate and full disclosure in writing to the CO at NeighborWorks America of facts surrounding any real or perceived conflicts of interest – including any changes to the facts that were previously disclosed by the Contractor prior to award of this Contract. For example, such disclosure may be a description of action taken by Contractor to avoid or mitigate any resulting conflict of interest.
- 2. Waiver. Requests for waiver under this section shall be directed in writing to the CO and shall include a full description of the requested waiver and reasons in support thereof. If it is determined to be in the best interests of NeighborWorks America, the CO may grant such a waiver in writing.
- 3. Remedies. In the event of breach of any of the restrictions or misrepresentation of facts required to be disclosed concerning this Contract (including existence of an actual or potential conflict of interest at the time of award or after award), NeighborWorks America may terminate the Contract for default, disqualify Contractor from subsequent related contract work, and pursue other such remedies as may be permitted by law or this Contract.
- 4. Subcontracts. The financial, contractual, organizational and other interests of contractor personnel performing work under this Contract shall be deemed to be the interests of the Contractor for the purposes of determining the existence of a conflict of interest subject to this clause. Contractor shall include a clause, substantially similar to this section, including this paragraph, in all subcontracts and agreements related to performance of work under this Contract. Prior to award under this Contract of any subcontracts, Contractor shall determine whether interests disclosed by a subcontractor pose an actual or significant potential organizational conflict of interest. Where such a conflict of interest is identified, Contractor shall take actions to avoid, neutralize, or mitigate the organizational conflict to the satisfaction of the Contractor. If the conflict cannot be avoided or neutralized, the Contractor must obtain approval in writing from the Contracting Officer prior to entering into the subcontract.

B. Personal Conflicts of Interest.



1. Personal conflicts of interest exist where the financial interest, personal activity, or relationship of a Contractor or a NeighborWorks America employee could impair their ability to act impartially and in the best interest of NeighborWorks America when awarding or performing this Contract. (A *de minimis* interest is not within the scope of this policy.)
2. Contractor agrees to disclose to the CO in writing if it has a relationship with an employee, officer, Board member, or agent of NeighborWorks America that constitutes a personal conflict of interest. Such a conflict of interest would arise where the employee, officer, Board member, or agent is a member of his/her immediate family, is his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible benefit from a firm considered for a contract.
3. Contractor shall avoid action which might result in or create the appearance of a NeighborWorks America employee, officer, Board member, or agent using NeighborWorks America's offices for private gain; giving preferential treatment to any organization or person; or losing independence or impartiality. Contractor agrees to notify CO in writing should an actual or apparent conflict of interest arise during the performance period of this contract.

C. Organizational Conflicts of Interest.

1. Organizational conflicts of interest exist where the Contractor's relationship with a parent company, affiliate, subsidiary, or successor makes it unable to be impartial – or to appear to be impartial – in performing work under Contract for NeighborWorks America.
2. In order to prevent situations where a Contractor may be biased because of its interests related to contract work performed for NeighborWorks America and to prevent any party from gaining unfair competitive advantage over other parties by performing contract work, NeighborWorks America will impose the following restrictions on performance by the Contractor, its parent, affiliates, subsidiaries, and successors in interest:
  - a. To the extent Contractor prepares (in whole or in part) the specifications or Scope of Services to be used in a competitive acquisition, Contractor shall not be allowed also to participate in that Contract by providing those goods or services either as a prime contractor or subcontractor.
  - b. Contractor will not be awarded a contract to evaluate its own offer(s) for products or services or those of a competitor, without proper safeguards in place that ensure objectivity and protect the interests of NeighborWorks America. Contractor agrees to the terms and conditions set forth in the Scope of Services that are meant to ensure objectivity and protect the interests of NeighborWorks America.
  - c. Contractor will not be eligible to perform contracts (either as prime contractor or subcontractor) which stem directly from contracts where Contractor has provided advisory and assistance services, unless it is directed to do so in writing by the CO. Examples of advisory and assistance services are: providing outside perspectives on critical issues, advising on industry developments, providing expert opinion or special knowledge, developing alternative solutions to complex issues, improving organizational operations, and ensuring more efficient or effective operation of managerial or hardware systems.
3. Contractor shall be ineligible to participate in any capacity in NeighborWorks America

contracts, subcontracts, or proposals (solicited and unsolicited) which stem directly from Contractor's performance of work under this Contract. This restriction shall apply to *(insert the company name(s) upon award of the contract)*. This clause shall remain in effect for *(CO will insert timeframe, typically one year after completion of Contract)* after the completion of this Contract.

- IV. Contract Termination. Time is of the essence to this Contract. In certain circumstances, NeighborWorks America may terminate this Contract without being liable to the Contractor, except that NeighborWorks America shall pay the Contractor the reasonable value of satisfactory services or products delivered up to the date of termination.
- A. NeighborWorks America may terminate the Contract in whole or in part, effective immediately, by written notice to Contractor if:
1. Contractor fails to begin or complete performance within the time period(s) specified in the Schedule;
  2. Contractor breaches any term, condition, or provision of this Contract and fails to cure such breach within ten (10) days from the date it is notified by NeighborWorks America of the breach;
  3. Contractor engages in fraud, willful misconduct, gross negligence, or misappropriation of funds or other property in the performance of its obligations under this Contract; or
  4. Contractor becomes insolvent – including its making a general assignment for the benefit of creditors, having a receiver appointed, or being subject to any proceeding under bankruptcy or insolvency law whether domestic or foreign, voluntary or otherwise.
- B. In addition to the foregoing, either party shall have the right to terminate the Contract without penalty by providing thirty (30) days written notice to the other party.
- V. Indemnification.
- A. The Contractor will indemnify, defend, and hold harmless NeighborWorks America, its officers, directors, employees, successors, and permitted assigns from any losses, damages, claims, suits, judgments, liabilities and expenses (including attorneys' fees and court costs) incurred as a result of any act or omission by the Contractor, its employees, representatives, or contractors, which constitutes:
1. Failure to perform its obligations under this Contract;
  2. Violation of a law, ordinance or regulation;
  3. Negligence, willful misconduct, or otherwise tortious actions; or
  4. Claim(s) brought by an employee or contractor of the Contractor against NeighborWorks America under a workers' compensation or similar employment law.
- B. At the request of NeighborWorks America, the Contractor shall defend NeighborWorks America against any such claims, demands, judgments, and liabilities. The foregoing indemnification shall apply regardless of whether the Contractor or NeighborWorks America defends the claim. Should a death, injury, property damage, or loss be caused by the concurrent acts or omissions of both NeighborWorks America and Contractor, then indemnification shall be proportionate to Contractor's liability.
- C. Intellectual Property. Contractor represents and warrants that its performance of this Contract does not infringe upon any United States patent, copyright or other intellectual property right of a third party. If a claim is made against NeighborWorks America asserting that Contractor's performance infringed on the intellectual property rights of a third party, Contractor shall, at its option: defend NeighborWorks America against such claim, acquire for NeighborWorks America the right to continue using the product in question without

further infringement, or modify/replace the product with another product for which there exists no infringement claim.

1. Limitations. Contractor shall have no obligation to NeighborWorks America under this provision in situations where the infringement claim arises from Contractor's services or product being used in combination with software not licensed by Contractor, or Contractor's services or product being used in a manner inconsistent with this Contract.
2. Notice. If NeighborWorks America believes it is entitled to indemnification under this provision, it shall provide Contractor with written notice within fifteen (15) days of such discovery. Such notice shall state the nature of the claim with reasonable specificity.

VI. Independent Contractor Status. This Contract is not intended to create an agency relationship, partnership, joint venture, or formal business organization of any kind. At all times the parties hereto shall remain independent contractors, each responsible for its own employees. Neither party shall have any express or implied authority to create any obligations on behalf of the other or to bind the other to any Contract, agreement, or undertaking with any third party. Services delivered under this Contract shall be performed by the Contractor as an independent contractor and not as an agent or employee of NeighborWorks America. All personnel furnished by the Contractor, including its contractors, shall be subject to the exclusive control and supervision of the Contractor and shall be considered solely the employees, agents, or contractors of the Contractor; and not employees, agents, or contractors of NeighborWorks America. The Contractor shall be responsible for compliance with all laws, rules, and regulations, including those related to employment of labor, hours of labor, state and municipal taxes chargeable or assessed with respect to its employees, including without limitation social security, unemployment, federal and state withholding and other taxes, and shall file in a timely manner all forms required in connection with such payments. Contractor agrees to defend, indemnify and hold harmless NeighborWorks America, its officers, directors, employees, representatives, successors, and permitted assigns from any loss, damage, penalty, fine or liability sustained because of the Contractor's non-compliance with this provision. Contractor further agrees to cooperate with NeighborWorks America in any investigation or proceeding by a regulatory or taxing agency challenging the Contractor's status as an independent contractor.

VII. Insurance.

- A. Contractor shall be required to maintain insurance coverage that is customary and appropriate for the work being performed, so that coverage is in full force and effect through the term of the engagement. Upon request, Contractor shall – at its own expense – procure and maintain insurance policies in full force and effect throughout the term of the engagement.
1. Worker's compensation insurance coverage for employees, including any agents or subcontractors used, in coverages and amounts no less than that required by the state in which the Contractor has its headquarters.
  2. Employer's liability insurance coverage (including state disability benefits coverage, where required) with a limit of at least \$100,000 per occurrence.
  3. The following are suggested minimum coverages for Comprehensive or Commercial General Liability Insurance:
    - a. For Contracts under \$5,000: Comprehensive or commercial general liability insurance coverage is not required.
    - b. For Contracts between \$5,000 and \$100,000: Comprehensive or commercial general liability insurance coverage (including public liability) which insures the Insured Parties against any and all claims of personal injury and property damage occurring or arising in connection with performance of this Contract. The minimum limits of liability coverage under such policy shall be no less than \$500,000 per occurrence of personal injury, bodily injury, or property damage, and at least \$1,000,000 in the aggregate of such occurrences.
    - c. For Contracts over \$100,000: Comprehensive or commercial general liability insurance coverage (including public liability) which insures the

Insured Parties against any and all claims of personal injury and property damage occurring or arising in connection with performance of this Contract. The minimum limits of liability coverage under such policy shall be \$1,000,000 per occurrence of personal injury, bodily injury, or property damage, and at least \$2,000,000 in the aggregate of such occurrences.

4. Professional liability errors and omission insurance with limits of not less than \$1,000,000 per occurrence, where Contractor is from a highly specialized profession (including law firms, architects, engineers, accountants, and insurance brokers).
  5. Automobile liability insurance with a limit of not less than \$1,000,000 combined and covering all owned, non-owned, and hired vehicles, where Contract performance involves Contractor's use of a motor vehicle.
- B. Neither Contractor nor NeighborWorks America shall be deemed to be relieved of any responsibility by the fact that it carries insurance, nor shall the liability of either party be limited to the amount of insurance carried

VIII. Key Personnel.

A. Contractor shall assign the following key personnel to perform this Contract:

*Sample Harris, Principal*

*Sample Jones, Director*

B. No substitution of key personnel shall occur except by the following process:

1. Timing. During the initial ninety (90) days of performance, Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within seven (7) calendar days after the occurrence of any of these events and provide Substitution Information below. After the initial ninety (90) day period, Contractor shall submit Substitution Information to the Contracting Officer at least fifteen (15) days prior to making any permanent substitutions.
2. Substitution Information. If Contractor proposes to substitute key personnel, it must provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer (collectively, "Substitution Information"). Proposed substitutions shall have comparable qualifications to those of the key personnel being replaced. The Contracting Officer will notify the Contractor within fifteen (15) calendar days after receipt of all required information of the decision on substitutions. The Contract will be modified to reflect any approved modifications of key personnel.

IX. Ownership of Work Product. Contractor acknowledges that any and all products created and delivered to NeighborWorks America under this Contract are works for hire. All documents, reports, analyses, drawings, designs, blueprints, photographs, sketches, software and other materials (the "Work Product") prepared by or for the Contractor in the course of the Contractor's Services shall belong to NeighborWorks America, and Contractor grants to NeighborWorks America all right, title, and interest – including copyright and trademark – in the Work Product. Work Product does not include proprietary methodologies or materials created by the Contractor prior to this engagement.

X. Record Retention and Access. Contractor must adhere to the following requirements regarding record retention and access.

- A. All records pertinent to performance of this Contract – including financial records and supporting documents – shall be retained for a period of three years from the date the final invoice is submitted. Copies of original records may be substituted for the original records.
  - B. If any litigation, claim, or audit is started before the expiration of the three year record retention period, records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
  - C. NeighborWorks America shall request that Contractor transfer certain records to its custody when it determines those records possess long term retention value. When those records have been transferred or maintained by NeighborWorks America, Contractor is relieved of its obligation to further retain records.
  - D. Right to Audit. NeighborWorks America and its authorized representatives shall have the right to make site visits, to audit, to examine, and to make copies of or extracts from financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to performance of this Contract.
- XI. Subcontracting, Successors, and Assigns. Contractor shall not subcontract any portion of this Contract without prior written approval of NeighborWorks America. Contractor must maintain oversight to ensure that any such approved subcontractor(s) perform in accordance with the terms, conditions, and specifications of their Contract(s) and Task Order(s). This Contract and all provisions herein shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns. Nothing herein shall be construed to create any rights enforceable by any other person or third party. This Contract may not be assigned by any party without the prior written consent of the other party, which consent shall not be unreasonably withheld. Any assignment in violation of this provision shall be deemed null and void.
- XII. Warranty. The Contractor expressly warrants and represents to NeighborWorks America that it will conduct itself with the highest degree of integrity and honesty, that all goods provided or services performed will be done in a professional manner consistent with the highest industry standards, in conformance with the specifications contained in this Contract. Services that do not conform to any of these warranties will, at the discretion of NeighborWorks America, promptly be replaced or corrected by the Contractor at no cost to NeighborWorks America, until the Services are fully compliant with all warranties herein. This remedy shall be in addition to, and not in lieu of, any other remedies available to NeighborWorks America under this Contract.

## SECTION I: Miscellaneous

- I. Governing Law, Venue, Jurisdiction. This Contract shall be construed under and governed by the laws of the District of Columbia, without regard to conflict of laws provisions. Contractor hereby consents to jurisdiction of any state or federal court in the District of Columbia, waives personal service of process upon it, and consents that such service of process be made by registered mail and service so made shall be deemed to be completed upon actual receipt thereof. Both Contractor and NeighborWorks America hereby waive the right to trial by jury and consent to the granting of legal or equitable relief deemed appropriate by the court.
- II. Disclosure Required by Law. All Contracts and related documents (including those created, held, or stored by the Contractor) are a matter of public record subject to disclosure in accordance with the requirements of the Freedom of Information Act and its analogues.
- III. Entire Agreement. This Contract, including its exhibits and attachments, constitutes the complete understanding of the parties relating to this award. As such, this Contract supersedes all prior negotiations and discussions. Failure by either party to enforce a provision of this Contract shall

not constitute a waiver of that provision or any other provision of this Contract. Furthermore, the invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision of this Contract. Headings contained in this Contract are intended solely for convenience and shall not affect the rights of the parties to this Contract. This Contract may be executed in counterparts, all of which shall be considered one and the same Contract and each of which shall be deemed an original. If executed and transmitted by electronic copy, the scanned or facsimiled signature page shall be deemed an original signature page.

IV. Contractor Organization Type: [*Contractor should identify company status below*]

- Sole Proprietor
- C Corporation
- S Corporation
- Partnership
- Limited Liability Company

**SECTION J: List of Attachments**

Attachment A: NeighborWorks America ACH Form

**SECTION K: CONTRACTOR'S REPRESENTATIONS & WARRANTIES CERTIFICATION**

**RECITALS:**

**WHEREAS** Contractor has been awarded a Contract under RFP #16-NW-12345 (“Contract”) with NeighborWorks America; and

**WHEREAS** Contractor is required to make certain representations and warranties regarding (i) its eligibility to perform the awarded work, and (ii) the obligations it must impose on any party it contracts with or engages to fulfill Contractor’s obligations under this Contract.

**NOW, THEREFORE, the Contractor hereto certifies as follows:**

1. All terms used herein shall have the same meaning as in the Contract. In the event of any conflict in meaning or use between terms as used in the Contract and this Certification, the Contract meaning shall control.
2. All sub-contractors or other entities engaged to perform the work of this Contract will be approved in writing by NeighborWorks America, will satisfy all of the requirements and certifications listed herein, and will sign a certification (to be retained by Contractor) documenting its compliance with these requirements. Contractor will maintain oversight to ensure that its sub-contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
3. Contractor represents and warrants the following:
  - A. That it understands the terms of this Contract can be modified only when such instructions are issued in a writing signed by the Contracting Officer.
  - B. That it will notify the Contracting Officer within five (5) business days if — at any point during the Contract performance period — it becomes the subject of a debarment or suspension action by a federal agency, or is otherwise deemed ineligible to perform work in federal procurement.

- C. That it will notify the Contracting Officer within five (5) business days if it becomes aware of credible evidence of a Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations, or a violation of the civil False Claims Act.
  - D. That it will scan for personal and organizational conflicts of interest prior to executing this Contract, monitor for conflicts – real or perceived – that may emerge during the performance period, and make an immediate and full report to the Contracting Officer of any such conflicts.
  - E. That it will not discriminate against employees or applicants for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.
  - F. That it will pay taxes on earnings under this Contract, as required by law, and will not become delinquent on tax debt owed the U.S. Internal Revenue Service.
  - G. That it will maintain insurance coverage no less than is customary and appropriate for the work and risk involved in this Contract.
  - H. That it will comply with all federal, state, and local laws in performance of its obligations under this Contract.
  - I. That it (*check one*) is \_\_\_\_\_ / **is not** \_\_\_\_\_ a former employee of NeighborWorks America.
  - J. That it will adhere to the NeighborWorks Contractor Code of Business Ethics and Conduct available on NW.org.
4. This Certification may be modified only by written instrument signed by both Contractor and NeighborWorks America. Failure by Contractor to enforce or adhere to a provision of this Certification shall not constitute a waiver of that or any other provision of this Certification. The invalidity or unenforceability of any provision of this Certification shall not affect the validity or enforceability of any other provision of this Certification.

**CERTIFIED, as of the date stated below: [Contractor Must Complete and Sign Below]**

\_\_\_\_\_  
Contractor Name (type or print)

\_\_\_\_\_  
Contractor Authorized Official: Name and Title (type or print)

\_\_\_\_\_  
Contractor Authorized Official (signature)

\_\_\_\_\_  
Date

**SECTION L: PROPOSAL REQUIREMENTS**

Questions related to the RFP should be submitted via email to [procurement@nw.org](mailto:procurement@nw.org) by **Friday, January 8, 2016 no later than 5:00 pm ET**. The subject line shall include: **Questions 16-NW-12345 (Consultant Services)**. Answers to the all questions will be posted to the NeighborWorks America website on Friday, January 8, 2016.

All proposals shall be submitted electronically to [procurement@nw.org](mailto:procurement@nw.org). The subject line shall include: **Proposal 16-NW-12345 (Consultant Services)**. **The deadline for submission of proposals is Friday, January 15, 2016 no later than 5:00PM ET.**

Responses to this RFP should not exceed 10 pages and shall include.

### 1. Cover Letter

The cover shall contain a point of contact name, address, telephone and email. The cover letter should briefly describe:

- Contractor qualifications
- Any exceptions you are proposing to the scope of work, required deliverables or RFP terms and conditions.

### 2. Technical Proposal

Detailed description of your experience and expertise to meet or exceed the requirements of the scope of services to include:

- Two or more years of proven Grant Reviewer experience (reviewed at least 3 applications) and understanding of Foreclosure Counseling, and NFMC program
- Two or more years of experience with non-profit organizations and/or foreclosure-related counseling programs
- Written communication experience.

### 3. Past Performance

Provide contact information for three (3) professional references.

### 4. Price Proposal

The price proposal shall include fixed rates for performing all tasks contained in the scope of services. **Price proposals shall be submitted in a separate attachment and not included in the Technical Proposal, Cover Letter, and Past Performance components.**

## SECTION M: EVALUATION CRITERIA

- I. Best Value. NeighborWorks America will make an award to the Contractor(s) whose proposal(s) represents the best value for NeighborWorks America, considering both cost and non-cost factors.
- II. Establishment of a Competitive Range. NeighborWorks America may upon its discretion establish a competitive range of qualified proposals for award consideration. NeighborWorks America will not conduct discussions and/or negotiations with firms not in the competitive range and those firms will not be considered for award.
- III. Evaluation of Options. Except when it is determined not to be in NeighborWorks America's best interests, NeighborWorks America will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate NeighborWorks America to exercise the option(s).

All proposals will be evaluated using the following criteria:

- **Experience and Expertise:** The proposals meet or exceeds the RFP scope of services.
- **Past Performance:** References demonstrate that the contractor has successfully completed projects of similar size, scope, and complexity as the RFP requirements.
- **Price**





NEIGHBORWORKS AMERICA  
NON PAYROLL DIRECT DEPOSIT (ACH) ENROLLMENT FORM

PAYEE/COMPANY INFORMATION:

1. Name: \_\_\_\_\_
2. SSN or Taxpayer ID Number: \_\_\_\_\_
3. Street: \_\_\_\_\_
4. City & State: Q K NJ C \_\_\_\_\_
5. Zip Code: \_\_\_\_\_
6. Telephone: \_\_\_\_\_
7. Fax Number: \_\_\_\_\_
8. Contact Name: \_\_\_\_\_
9. Contact Signature & Date: \_\_\_\_\_
10. E-Mail Address: \_\_\_\_\_

SAMPLE

FINANCIAL INSTITUTION INFORMATION

1. Name: \_\_\_\_\_
2. Telephone Number: \_\_\_\_\_
3. Street: \_\_\_\_\_
4. City, State, Zip: \_\_\_\_\_
5. Nine Digit Routing Transit Number (ABA): \_\_\_\_\_
6. Account Type (Checking or Savings): \_\_\_\_\_
7. Account Number: \_\_\_\_\_

**Please include a copy of your W-9 Form, a voided check or a letter from your financial institution confirming account and routing numbers. Send to Finance Department by secure fax at 1-800-000-0000.**