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www.broward.org/housing

ATTENTION

**Request for Letters of Interest (RLI)
Housing Finance Authority of Broward County (the HFA) Audit Services for Single-Family and Multi-Family Mortgage Revenue Bonds**

Dear Vendor:

Thank you for your interest in doing business with the Housing Finance Authority of Broward County. We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. In addition, all addenda are posted on the Housing Finance Authority of Broward County's website www.broward.org/hfa which can be accessed by selecting current solicitations. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation.

It is the intent of the Housing Finance Authority of Broward County to provide quality services. If you have any questions, contact Norman Howard directly at 954-357-4925 or email him at nhoward@broward.org.

Sincerely,

Ralph Stone
Executive Director
Housing Finance Authority of Broward County

Request for Letters Of Interest (RLI)

RLI Number: 20190930-AS3

RLI Name: Housing Finance Authority of Broward County Audit Services
Single-Family and Multi-Family Mortgage Revenue Bonds

The Housing Finance Authority of Broward County Florida ("the HFA") is soliciting proposals from Certified Public Accounting Firms (the "Firms") licensed in the State of Florida, interested in providing audit services in relation to the Multifamily and Single-Family Mortgage Revenue Bond Issues of the HFA.

The HFA was created as a public body corporate and politic in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes, as amended (the "Act"), following the adoption of an approved ordinance by the Board of County Commissioners. The HFA is authorized, in furtherance of the public purposes described in the Act, to alleviate the shortage of affordable residential housing facilities, and to provide capital for investment in such facilities, for the purpose of providing affordable housing or rentals to individuals and families of low, moderate, or middle income families.

I. SINGLE AND MULTI-FAMILY MORTGAGE REVENUE BONDS

- A. **Background:** The HFA issues bonds to finance mortgages for the purchase of single-family housing and issues bonds to finance Multi-family rental housing in Broward County, Florida. It is required that these bonds be audited to comply with program documents.

The Single-family bond program has no outstanding bonds to date.

The Multi-family Bonds of the HFA are as follows:

BOND ISSUE	APPROXIMATE BONDS OUTSTANDING
1996 Banyan Bay (A&B)	\$24,528,181.00
2000 Chaves Lakes	\$11,030,000.00
2002 Colonial (A&B)	\$8,200,000.00
2004 Cypress Grove (A&B)	\$37,500,000.00
2008 Driftwood	\$9,261,377.00

2002 Meridian (A&B)	\$8,255,000.00
2004 Pinnacle Village	\$6,500,000.00
1998 Prospect Park (A&B)	\$5,310,000.00
2000 Summerlake	\$5,057,967.59
2007 Woodsdale Oaks	\$7,331,491.00

Procurement Authority

Unchecked boxes do not apply to this solicitation.

- Pursuant to the Broward County Procurement Code, the Broward County Commission and the Housing Finance Authority of Broward County invite qualified firms to submit Request Letters of Interest for consideration to provide services on the following project.
- Pursuant to Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the Broward County Commission invites qualified firms to submit Request Letters of Interest for consideration to provide professional services on the following project.
 - Non-Continuing Contract:
 - Professional services needed for a construction project where the construction costs exceed \$ 250,000
 - Professional services needed for a planning or study activity where the fee for the professional services exceed \$ 25,000
 - Continuing Contract:
 - Professional services needed for projects in which construction costs do not exceed \$2 million
 - Professional services needed for study activities when the fee for such professional service does not exceed \$ 200,000
 - Professional services needed for work of a specified nature
 - Design-Build
- Pursuant to the Broward County Procurement Code, the Broward County Commission invites qualified firms to submit Request Letters of Interest for consideration to provide services on the following project. This project will be for a Managing General Contractor to provide Construction Manager at Risk services.

B. Scope of services and audit objectives:

1. The objective of the audit is to provide an opinion on the financial statements taken as a whole. The audit must meet the requirements of the HFA's Rules and Regulations.
2. The audit will be a financial audit as defined by the Government Auditing Standards issued by the Comptroller General of the United States.
3. The audit fieldwork should be completed by March 31th of each year, and the statements should be ready for publication by April 30th.
4. The audit of the financial statements of the Authority's Multifamily and Single Family bond issues must be conducted in accordance with Generally Accepted Auditing Standards and Generally Accepted Governmental Auditing Standards and rules of the Florida Auditor General for the form and conduct of all local government entity audits
5. The Auditor will be expected to perform sufficient audit tests and/or other procedures to express an opinion on the bond issues described above, and subsequently issued bonds.
6. Within thirty (30) days of the publication of the financial statements of the HFA's Bond Issues, the Auditor will submit a Letter of Comments and Recommendations for improvement of financial management and internal control

Submittal Instructions

Unchecked boxes do not apply to this solicitation.

- Only interested firms from the Sheltered Market may respond to this solicitation.
- This solicitation is open to the general marketplace.

Interested firms may supply requested information in the "Evaluation Criteria" section by typing right into the document using Microsoft Word. Firms may also prepare responses and any requested ancillary forms using other means but following the same order as presented herein.

Submit: Twelve (12) printed copies and one (1) CD in a separate disc envelope and labeled with company name and RLI number 20190930-AS3 containing the following files:

1. A single PDF file that contains your entire response with each page of the response in the order as presented in the RLI document, including any attachments.
2. Responses to the Evaluation Criteria questions are to be provided in the following formats:
 - a. Microsoft Word for any typed responses.
 - b. Microsoft Excel for any spreadsheets.

Send all requested materials to:

Housing Finance Authority of Broward County
110 N.E. 3rd Street, Suite 300
Fort Lauderdale, FL 33301
RE: RLI Number: 20190930-AS-3

The Housing Finance Authority of Broward County (HFA) must receive submittals no later than 5:00 pm on October 26, 2018. The HFA will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested firms respond to this solicitation, the Executive Director of the HFA may extend the deadline for submittal by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

For Additional Project Information Contact:

Project Manager: Norm Howard
Phone: (954) 357-4900 or 4925
Email: nhoward@broward.org

Selection Process

A Selection Committee (SC) comprised of the HFA Board members will be responsible for recommending the most qualified firms and ranking them for negotiation. The process for this procurement may proceed in the following manner:

Review Responses

The H F A staff will review the submittals for the Selection Committee. HFA staff will prepare an analysis report which includes a matrix of responses submitted by the firms. Staff will also identify any incomplete responses. The HFA Executive Director will review the information provided in the matrix and will make a recommendation to the Selection Committee as to each firm's responsiveness to the requirements of the RLI. The final determination of responsiveness rests solely on the decision of the Selection Committee.

Short Listing

The SC will meet to create a short list of the most qualified firms. The matrix and staff analysis report is a tool that the SC may use in its decision-making process. The HFA will not consider oral or written communications, prior to the conclusion of short-listing the firms, which may vary the terms of the submittals.

Cone of Silence

At the time of first scheduled meeting of the Selection Committee (which is typically the Short list meeting) in this RLI process, a Cone of Silence will be imposed. Section 1-266, Broward County Code of Ordinances as revised, provides that after Selection Committee appointment, potential vendors and their representatives are substantially restricted from communicating regarding this RLI with the County Administrator, Deputy and Assistants to the County Administrator and their respective support staff, or any person appointed to evaluate or recommend selection in this RLI process. For communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the Shortlist Meeting of the Selection Committee. After the application of the Cone of Silence, inquiries regarding this RLI should be directed to the Executive Director or Project Manager.

The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

Demonstrations

If this box is checked, then this project may lend itself to an additional step where short-listed firms demonstrate the nature of their offered solution. In those cases, staff, and sometimes members of the SC, may request a representative display or demonstration. If the SC decides that demonstrations are necessary, short-listed firms will receive a description of, and arrangements for, the desired demonstration.

Pricing

Unchecked boxes do not apply to this solicitation.

Price may be considered in the final evaluation and ranking of the short-listed firms. If the SC will consider price, staff will provide each short-listed firm with a pricing submittal instrument and instructions for its preparation and delivery.

Price will not be a factor in evaluating or ranking the interested firms.

Presentations/Interviews/Ranking

Each of the short-listed firms will have an opportunity to make an oral presentation to the SC on the firm's approach to this RLI and the firm's ability to perform. The SC may provide a list of subject matter for the discussion. The firms will have equal time to present but the question-and-answer time may vary. The SC will rank the firms and report its recommendations to the appointing authority.

The HFA shall evaluate the proposals on the basis of qualifications, relevant experience. It is necessary for proposers to read the RLI document carefully and respond fully to the requirements of this RLI. **The HFA may or may not conduct oral interviews with all of the proposers.**

Combination Meeting Option: If there are five (5) or less proposals the short list meeting and presentation may be combined into one (1) meeting.

Posting of Solicitation and Proposed Contract Awards

The Broward County Housing Finance Authority (the HFA) website is the official location for the HFA's posting of all RLIs. The website is located at <http://www.broward.org/hfa>.

Vendor Protest

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

(a) Any protest concerning the bid or other solicitation specifications or requirements must be made and received by the HFA within seven (7) business days from the posting of the solicitation or addendum on the HFA's website. Such protest must be made in writing to the Executive Director of the HFA.

Failure to timely protest bid specifications or requirements is a waiver of the ability to protest the specifications or requirements.

(b) Any protest concerning a solicitation or proposed award above the award authority of the Executive Director, after the bid opening, shall be submitted in writing and received by the HFA

within five (5) business days from the posting of the recommendation of award on the HFA's website.

(c) Any actual or prospective bidder or offeror who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Executive Director, may protest to the Executive Director. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award on the HFA's website.

(d) For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a solicitation or proposed contract award shall be a waiver of the vendor's right to protest.

(e) Protests arising from the decisions and votes of a Selection Committee or Evaluation Committee shall be limited to protests based upon the alleged deviations from established Committee procedures set forth in the Broward County Procurement Code and existing written Guidelines. Any allegations of misconduct or misrepresentation on the part of a competing vendor shall not be considered a protest.

(f) As a condition of initiating any RLI protest, the protestor shall present the Executive Director a nonrefundable filing fee in accordance with the table below.

Estimated Contract Amount	Filing Fee
\$30,000 - \$250,000	\$ 500
\$250,001 - \$500,000	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

If no contract bid amount was submitted, the estimated contract amount shall be the HFA's estimated contract price for the project. The HFA may accept cash, money order, certified check, or cashier's check, payable to Housing Finance Authority of Broward County.

Rejection of Responses

The Selection Committee may recommend to the HFA Executive Director the rejection of all responses to this solicitation.

Projected Schedule

Open Date: Monday, October 29, 2018
Short list Date: Wednesday, December 19, 2018
Presentations: Wednesday, February 20, 2019

*****NOTICE TO PROPOSERS*****

Proposers should pay strict attention to the following requirements of this RLI. The information being requested in this section is going to be used by the Selection Committee during the selection/evaluation process and further consideration for contract award.

A. Definition of a Responsive Proposer:

In accordance with Broward County Procurement Code Section 21.8.b.66, a Responsive Proposer means a person who has submitted a bid which conforms in all material respects to a solicitation. A proposal from a Responsive Proposer must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the bid documents to be submitted at the time of bid opening.

RESPONSIVENESS CRITERIA

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive by the HFA Executive Director. The Selection Committee will determine whether the firm is responsive to the requirements specified herein. The HFA reserves the right to waive minor technicalities or irregularities as is in the best interest of the HFA in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

1. DOMESTIC PARTNERSHIP ACT

The Broward County Domestic Partnership Act (Section 16-1/2 – 157 of the Broward County Code of Ordinances, as amended) requires that, for projects where the initial contract term is more than \$100,000, that at the time of RLI submittal, the vendor shall certify that the vendor currently complies or will comply with the requirements of the Domestic Partnership Act by providing benefits to Domestic Partners of its employees on the same basis as it provides benefits to employee's spouses.

The Domestic Partnership Certification Form (Attachment D) should be completed, for all submittals over \$100,000, and returned with the RLI Submittal Response at the time of the opening deadline, but no later than five (5) business days from request of the Purchasing agent. Failure to meet this requirement shall render your submittal non-responsive.

2. LOBBYIST REGISTRATION – CERTIFICATION

A vendor who has retained a lobbyist(s) to lobby in connection with a competitive solicitation shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies, see Attachment F, that each lobbyist retained has timely filed the registration or amended registration required under Section 1-262, Broward County Code of Ordinances. If, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the County may, on the basis, exercise any contractual right to terminate the contract for convenience.

The Lobbyist Registration Certification Form (Attachment F) should be completed and returned at the time of the RLI opening deadline and included within the submittal document. If not included with the RLI submittal at the time of the RLI opening deadline, the Lobbyist

Certification Form must be completed and returned prior to contract award at a date and time certain established by the County.

3. JOINT VENTURE ENTERPRISES

Unchecked boxes do not apply to this solicitation.

Construction Licensing

A Joint Venture is required to provide evidence with its response that the Joint Venture, or at least one of the Joint Venture partners, holds the specified Construction License issued either by the State of Florida or Broward County. If not with its response, the Joint Venture is required to provide evidence prior to contract execution that the Joint Venture holds the specified Construction License issued either by the State of Florida or Broward County. Failure to provide any of this information to the County at the required time may be cause for the response to the solicitation to be deemed non-responsive.

B. Definition of Responsible Proposer:

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsible Proposer or Offer means an offer or who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

RESPONSIBILITY CRITERIA

Failure to provide the information required below, at the time of submittal opening may result in a determination of non-responsibility by the Selection Committee.

1. FINANCIAL INFORMATION

All firms are required to permit the HFA to inspect and examine their financial statements. Each firm shall be required to submit annual financial statements which shall consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent CPA firm for the number of years required by Item 4, of the Company Profile section of this RLI. In addition to the requirement contained in the preceding sentence, each firm may also submit, if available, annual reports, tax returns and SEC filings for the number of years required by Item 4 of the Company Profile section of this RLI. If a firm is privately held and asserts that any of its financial statements are confidential trade secret information, the firm shall make new financial statements which consist, at a minimum, of a balance sheet and income statement which has either been audited or reviewed by an outside, independent CPA firm, which it asserts are confidential, available in Broward County, Florida, for inspection and examination by the appropriate HFA staff prior to evaluation rating or no later than the time specified in writing by the Chair of the Selection Committee.

2. LITIGATION & OTHER CONTRACT DISPUTE INFORMATION

All firms are required to make the following disclosures to the HFA in their submittal to this RLI: Each firm shall list and describe all business-related lawsuits and litigation, claims, arbitrations, and administrative hearings; negligence; errors and omissions; and contract defaults, terminations, suspensions, or failure to perform brought by or against the firms, its predecessor organization (s), any of its wholly-owned subsidiaries, or its principals and

officers during the last five (5) years. The list shall include all case names; case; arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter has not become final.

3. *OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT PROGRAM

Pursuant to Section 1-81.3(f) of the Broward County Business Opportunity Act of 2012 (the Act) as amended, when a CBE reserve is established in connection with a County solicitation, CBEs and non-CBEs may respond to the solicitation. If a CBE with capacity to perform the work submits a responsive and responsible bid or proposal, the work will be awarded to the CBE that submits the lowest responsive and responsible bid or the highest-ranked responsive and responsible proposal. If no CBE firm with capacity to perform the work submits a responsive responsible bid or the highest-ranked responsive and responsible proposal, as applicable may be awarded to the contract with at least twenty-five percent (25%) CBE goal.

RIGHT OF APPEAL

Pursuant to Section 21.83 of the Broward County Procurement Code, any vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Code. The appeal must be in writing and sent to the HFA Executive Director with in ten (10) calendar days of the determination by the Selection Committee to be deemed timely. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a person having standing to protest and must comply with all other requirements of this section. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the HFA or County concerning the subject matter of the appeal.

Evaluation Criteria

With regard to these criteria, the HFA reserves the right to obtain additional information from interested firms.

Profile and Qualifications	<i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i>
1. Provide a brief history of the Firm, including the year organized, ownership, affiliated companies and relationships, and the number of total employees.	
2. Describe your experience in providing the services or engaging in activities as they relate to the services requested in this RLI.	
3. Describe the Firm's presence in Florida, and describe the Firm's ability to be accessible to	

<p>HFA staff, availability for bond closings, meetings, consultations, etc.</p>	
<p>4. Describe the Firm's ability to provide the services requested in this RLI immediately upon award of the Contract.</p>	
<p>5. Provide a statement of any other Qualifications or services, which the Firm considers to be significant, innovative or otherwise relevant to the HFA.</p>	
<p>6. Will the selection of your firm or any employee of your firm result in any current or potential conflict of interest? If so, your firm's response must specify the party with which the conflict exists or might arise, the nature of the conflict and whether your firm would step aside or resign from the engagement or representation creating the conflict.</p>	
<p>7. Does anyone on your team have, or over the past five (5) years, have had a business or employment relationship or a compensation agreement of any kind with any member of the Board of County Commissioners, any County Department Director or any other staff of Broward County Government or any member of the Housing Finance Authority Board? If yes, please state the name of the individual, with whom the relationship was with, and the nature of the relationship</p>	
<p>8. Provide a list of state or local housing agencies for which the Firm provided audit services for multifamily and/or single-family mortgage revenue bond issues and provides services similar to those requested of the RLI. Indicate what the current relationship is to each agency as well as the account representative assigned to the agency.</p> <p>Provide a list of three references from the agencies listed above, in any, or from other agency which the firm provided similar services, including agency name, address, contact name, phone number and e-mail address for each reference. Provide information regarding any accounts from which the Firm was terminated in the last three years including the reason for the termination.</p>	

<p>9. Supply legal firm name, headquarters address, local office addresses, state of incorporation, and key firm contact names with their phone numbers and e-mail addresses.</p>	
<p>10. All firms are required to permit the Housing Finance Authority to inspect and examine their financial statements in order to demonstrate their financial capabilities. Each firm shall submit their most recent two (2) years of financial statements for review. If a firm is privately held and asserts that its financial statements are confidential trade secret information, the firm shall still make its financial statements which it asserts are confidential, available in Broward County, Florida, for inspection and examination by the appropriate staff prior to evaluation rating. The financial statements are not required to be audited financial statements. An element of responsibility for purposes of disclosing the financial statements required by this RLI is that the firm act in good faith in making its disclosure. Therefore, with respect to the number of years of financial statements required by this RLI, the firm must fully disclose the information for all years available; provided, however, that if the firm has been in business for less than the required number of years, then the firm must disclose for all years of the required period that the firm has been in business, including any partial year-to-date financial statements. The HFA may consider the unavailability of the most recent year's financial statements in its evaluation.</p>	
<p>11. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the interested firm, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>12. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last five (5) years brought by or against the firm, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper</p>	

<p>performance of an obligation of a contract or a legal duty related to a contract. The list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>13. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>14. Has the interested firm, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.</p>	
<p>15. Has your company ever failed to complete any work awarded to you? If so, where and why?</p>	
<p>16. Has your company ever been terminated from a contract? If so, when and why?</p>	
<p>17. Insurance Requirements: Attached is a sample Certificate of Insurance. It reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal but it is necessary to submit certificates indicating that the firm currently carries the insurance or to submit a letter from the carrier indicating upgrade availability.</p>	
<p>18. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with Broward County for a period of 36 months from the date of being placed on the convicted vendor list. Submit a statement fully describing any violations of this statute by members of the interested firm or its joint venturers.</p>	
<p>19. No Contingency Fees: By responding to this solicitation, each firm warrants that it has not</p>	

<p>and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For Breach or violation of this provision, the HFA shall have the right to reject the firm's response or terminate any agreement awarded without liability at its discretion, or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.</p> <p>Submit an attesting statement warranting that the Responder has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>20. Drug Free Workplace:</p> <ol style="list-style-type: none"> 1. Do you have a drug free workplace policy? 2. If so, please provide a copy of your drug free workplace policy in your proposal. 3. Does your drug free workplace policy comply with Section 287.087 of the Florida Statutes? 4. If your drug free workplace policy complies with Section 287.087 of the Florida Statutes, please complete the Drug Free Workplace Policy Certification Form. Attachment A 5. If your drug free workplace policy does not comply with Section 287.087 of the Florida Statutes, does it comply with the drug free workplace requirements pursuant to Section 21.31.a.2 of the Broward County Procurement Code? 6. If so, please complete the attached Drug Free Workplace Policy Certification Form. 7. If your drug free workplace policy does not comply with Section 21.31.a.2 of the Broward County Procurement Code, are you willing to comply with the requirements Section 21.31.a.2 of the Broward County Procurement Code? 8. If so, please complete the attached Drug Free Workplace Policy Certification Form. (Attachment A) <p>Failure to provide a notarized Certification Form in your proposal indicating your compliance or willingness to comply with Broward County's Drug Free Workplace requirements as stated in Section 21.31.a.2 of the Broward County Procurement Code may result in your firm being ineligible to be awarded a contract pursuant to Broward County's Drug Free Workplace</p>	<ol style="list-style-type: none"> 1. <input type="checkbox"/> YES <input type="checkbox"/> NO 3. <input type="checkbox"/> YES <input type="checkbox"/> NO 4. <input type="checkbox"/> YES <input type="checkbox"/> NO 5. <input type="checkbox"/> YES <input type="checkbox"/> NO 7. <input type="checkbox"/> YES <input type="checkbox"/> NO

<p>Ordinance and Procurement Code.</p>	
<p>21. Non-Collusion Statement: By responding to this solicitation, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose on the “Non-Collusion Statement Form” (Attachment B) to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135(1) (c), Florida Statutes (1989), who is an officer or director of, or had a material interest in, the vendor’s business, who is in a position to influence this procurement.</p> <p>Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor. Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.</p>	
<p>Profile and Experience of Individuals</p>	<p><i>Provide answers below. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>1. Provide the name, title, office location, phone number, e-mail address, and brief resumes for the professionals who will be assigned to the HFA account. Include their level of responsibility and availability. Describe the professional background of these individuals, particularly their relevant state and local housing finance experience. Please designate the percentage of work for which each team member will be responsible.</p>	
<p>Evaluation Criteria – Tiebreaker Criteria</p>	<p><i>Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. Furthermore, to receive credit for a tiebreaker criterion, each entity forming the joint venture must meet the tiebreaker criteria. When an entire response cannot be entered, a summary,</i></p>

	<p><i>followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p align="center">Location in Broward County</p> <ol style="list-style-type: none"> 1. Is your firm located in Broward County? 2. Does your firm have a valid current Broward County Local Business Tax Receipt? 3. Has your firm (a) been in existence for at least six (6) months prior to the proposal opening (b) providing services on a day to day basis (c) at a business address physically located within the limits of Broward County (d) in an area zoned for such business and (e) the services provided from this location are substantial component of the offered in the firm’s proposal? If so, please provide the interested firm’s business address in Broward County, telephone number(s), email address, evidence of the Broward County Local Business Tax Receipt and complete the attached Local Vendor Certification Form (Attachment C). <p>Failure to provide a valid Broward County Local Business Tax Receipt and a notarized Certification Form in your proposal shall prevent your firm from receiving credit under Broward County’s tiebreaker criteria of Section 21.31.d of the Broward County Procurement Code and, if applicable, shall prevent your firm from receiving any preference(s) allowed under Broward County’s Local Preference Ordinance.</p>	
<p align="center">Domestic Partnership Act</p> <p>The requirements of the Broward County Domestic Partnership Act (Section 16-1/2 – 157 of the Broward County Code of Ordinances, as amended) do not apply to solicitations resulting in a contract for goods or services valued at \$100,000 or less. However, firms providing domestic partnership benefits may receive credit in a tie breaker circumstance pursuant to Section 21.31.d of the Broward County Procurement Code. Therefore, please note the following: The attached Domestic Partnership Certification Form (Attachment D) must be completed and returned with the RLI Submittal Response at the time of the opening deadline.</p> <ol style="list-style-type: none"> 1. Do you have a domestic partnership benefit program? 2. If so, please provide a copy of your domestic partnership benefit program in your proposal and complete Attachment D “Domestic Partnership 	<p>1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>Benefit Certification Form.”</p> <p>3. Does your domestic partnership benefit program provide benefits which are the same or substantially equivalent to those benefits offered to other employees in compliance with the Broward County Domestic Partnership Act of 2011, Broward County Ordinance # 2011-26, as amended?</p>	<p>3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p style="text-align: center;">Volume of Work Over Five (5) Years</p> <p>Vendor that has the lowest dollar volume of work previously awarded by the County over a five (5) year period from the date of the submittal will receive the tie break preference. The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.</p> <p>If applicable complete Attachment E (Report only amounts awarded as <u>Prime Vendor</u>)</p> <p>To be considered for the Tie Break preference, this completed Attachment E must be included with the RLI Submittal Response at the time of the opening deadline.</p>	<p>\$</p>


INSURANCE REQUIREMENTS

Project: RLI for Audit Services for Single-Family and Multi-Family Mortgage Revenue Bonds
Agency: Housing Finance Authority

TYPE OF INSURANCE	ADDD INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	☑	☑	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	☑	☑	Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	☐	☐			
<input checked="" type="checkbox"/> WORKER'S COMPENSATION <i>Note: U.S. Longshoremens & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water.</i>	N/A	☑	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$100,000	
<input type="checkbox"/> CYBER LIABILITY	☐	☐	If claims-made form:		
			Extended Reporting Period of:		
			*Maximum Deductible:		
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	N/A	☑	If claims-made form:	\$2,000,000	
			Extended Reporting Period of:	3 years	
			*Maximum Deductible:	\$100,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:

 Broward County
 115 South Andrews Avenue
 Fort Lauderdale, Florida 33301


Digitally signed by
 ROSEMARY A. FOUNELL
 DN: cn=Rosemary A. Founell,
 o=Housing Finance Authority,
 ou=Housing Finance Authority,
 email=rosemary.founell@hfa.com,
 c=FL

Risk Management Division

ATTACHMENT A

Drug Free Workplace Policy Certification

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT:

1. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY AS IDENTIFIED IN THE COMPANY POLICY ATTACHED TO THIS CERTIFICATION.

AND/OR

2. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH SECTION 287.087 OF THE FLORIDA STATUTES.

AND/OR

3. _____ THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH THE BROWARD COUNTY DRUG FREE WORKPLACE ORDINANCE # 1992-08, AS AMENDED, AND OUTLINED AS FOLLOWS:

(a) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing a continuing drug-free awareness program to inform its employees about:

- (i) The dangers of drug abuse in the workplace;
- (ii) The offeror's policy of maintaining a drug-free workplace;
- (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (a);

(d) Notifying all employees, in writing, of the statement required by subparagraph (a), that as a condition of employment on a covered contract, the employee shall:

- (i) Abide by the terms of the statement; and
- (ii) Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five (5) days after such conviction.

(e) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (d) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(f) Within 30 calendar days after receiving notice under subparagraph (d) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:

- (i) Taking appropriate personnel action against such employee, up to and including termination; or
- (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (a) through (f).

OR

4. _____ THE VENDOR DOES NOT CURRENTLY HAVE A DRUG FREE WORKPLACE POLICY BUT IS WILLING TO COMPLY WITH THE REQUIREMENTS AS SPECIFIED IN NO. 3

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by

_____ as _____ of
(Name of person who's signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced
(Name of Corporation/Company)

_____ as identification, and who did/did not take an oath.
(Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

ATTACHMENT B

Non-Collusion Statement:

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or Executive Director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the County shall interpret this to mean that the vendor has indicated that no such relationships exist.

ATTACHMENT C

Local Vendor Certification

Tiebreaker Criteria (or Local Preference if Applicable)

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT:

1. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD COUNTY AND HAS A VALID BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT WHICH IS ATTACHED TO THIS CERTIFICATION

AND

2. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD COUNTY AND:

- (a) Has been in existence for at least six (6) months prior to the proposal opening;
- (b) Provides services on a day to day basis at a business address physically located within the limits of Broward County and in an area zoned for such business; and
- (c) The services provided from this location are a substantial component of the services offered in the vendor's proposal.

AND/OR

3. _____ THE VENDOR IS A LOCAL VENDOR IN BROWARD OR MIAMI-DADE COUNTY AND HAS A VALID CORRESPONDING COUNTY LOCAL BUSINESS TAX RECEIPT WHICH IS ATTACHED TO THIS CERTIFICATION AND:

- (a) Has been in existence for at least ONE YEAR prior to the proposal opening;
- (b) Provides services on a day to day basis at a business address physically located within the limits of Broward or Miami-Dade County and in an area zoned for such business; and
- (c) The services provided from this location are a substantial component of the services offered in the vendor's proposal.

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

by _____ as _____ of
(Name of person who's signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced
(Name of Corporation/Company)

_____ as identification, and who did/did not take an oath.
(Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

ATTACHMENT D

Domestic Partnership Certification

NOTE: In order to qualify for the Tie Break, this Form must be completed and returned with the RLI submittal at the time of the opening.

The Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, (Section 16-1/2 -157 of the Broward County Code of Ordinances, as amended); and certifies the following: **(Please check only one below).**

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses

- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award

- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(Please check only one below).**
 - The Vendor's price bid for the initial contract term is \$100,000 or less.
 - The Vendor employs less than five (5) employees.
 - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
 - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
 - The Vendor does not provide benefits to employees' spouses.
 - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent.)
 - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation. (State the law, statute or regulation and attach explanation of its applicability.)

I, _____ of _____
(Name) (Title) (Vendor)

hereby attests that I have the authority to sign this notarized certification and certify that the above-referenced information is true, complete and correct.

Signature

Print Name

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20__

STATE OF _____ COUNTY OF _____

Notary Public My commission expires: _____ (SEAL)

(Print, type or stamp commissioned name of Notary Public)

Personally Known _____ or Produced Identification _____ Type of Identification Produced: _____

ATTACHMENT E

Volume of Work Over Five (5) Years
Tie Breaker Criteria Broward County Projects

The work shall include any amount awarded to any parent or subsidiary of the vendor, any predecessor organization and any company acquired by the vendor over the past five (5) years. If the vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. **(Report only amounts awarded as a Prime Vendor) IF no work has been performed, show a Grand Total of \$0**

Item No.	Project Title	Solicitation Contract Number Bid – Quote – RLI - RFP	Broward County Department or Division	Date Awarded	Awarded Dollar Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				Grand Total	

ATTACHMENT F

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration required under the Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.

- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyist retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Name of Lobbyist: _____

Lobbyist's Firm: _____

Phone: _____

Email: _____

Authorized Signature/Name: _____

Date: _____

Title: _____

Vendor Name: _____