



REQUEST FOR QUALIFICATIONS (RFQ)

NO. GA-011-2025-04

Website Design and Service

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1.0 INTRODUCTION

Decatur Housing was established in 1938 under the laws of the State of Georgia, and is a quasi-governmental agency, separate and distinct from the general city or county government.

The primary role of Decatur Housing is developing and managing quality affordable housing for low to moderate income families. Over the years, Decatur Housing has expanded its focus to include the revitalization of the Decatur community through the renewal and redevelopment of substandard housing, as well as improving facilities in the downtown area. Decatur Housing operates several programs to assist low to moderate income families with quality affordable housing alternatives.

- **Section 8 Project Based Rental Assistance (PBRA) Housing** – Families pay 30% of adjusted income towards rents and utilities in DHA’s 400 apartments located in the City of Decatur.
- **Section 8 Housing Choice Vouchers (HCV)** – Families pay 30% of adjusted income for rent and utilities in private rental housing located in the metro area. Section 8 HCV – 828 units and 280 portables.
- **Workforce Housing** – Decatur Housing and its related non-profit, develops, owns, and operates Owned Workforce Housing – 81 units.
- **Low Income Housing Tax Credit (LIHTC) Housing** – Decatur Housing has developed several LIHTC units as all the 400 PBRA units above are LIHTC units. In addition, Decatur Housing has 37 more LIHTC units that are not assisted under PBRA. Families pay a reduced rental level that is based on 50% or 60% of Area Median Income.
- **Homeownership** – Decatur Housing has developed and rehabilitated numerous homeownership and condominium units since 2000. Ownership – 146 units.

Decatur Housing has a professional management and maintenance team and administers an annual budget in excess of \$16 million, which includes capital outlays for comprehensive improvement. Funding sources include the U.S. Department of Housing and Urban Development (HUD), retail income, and limited other income. As one of the largest providers of affordable housing in Decatur, Decatur Housing has extensive experience in the management and development of residential rental property.

Decatur Housing is accepting qualifications from qualified, licensed, and insured individuals, entities, or teams to provide services related to website programming, maintenance, graphic design, and marketing materials.



2.0 RFQ INFORMATION AT A GLANCE

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CONTACT PERSON NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Ms. Karen Atchley</p> | <p>Karen Atchley Decatur Housing 511 W. Trinity Pl. Decatur, GA 30030</p> |
| <p>HOW TO OBTAIN THE RFQ DOCUMENTS</p> | <p>Access Decatur Housing’s website at: <u>https://www.decaturchousing.org/procurement</u></p> <ol style="list-style-type: none"> 1. Click on the applicable RFQ 2. Follow the listed directions 3. Be sure to download all applicable forms and documents <p>If you have any problems accessing the documents, please contact Karen Atchley at procurement@decaturcha.org or (404) 270-2108.</p> |
| <p>DEADLINE TO SUBMIT QUESTIONS</p> | <p>Monday, May 4, 2026</p> |
| <p>HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL</p> | <ol style="list-style-type: none"> 1. Email all proposals to procurement@decaturcha.org . (NOTE: Hard copies will not be accepted). Subject line to read: <u>“RFQ-Website Services – GA-011-2025-04”</u> 2. Files must include any forms that are to be executed/notarized 3. If the file exceeds 10mb please provide a zip file or a link to a file sharing location (i.e., Dropbox) |
| <p>PROPOSAL SUBMITTAL RETURN & DEADLINE</p> | <p>Proposals are due by 3:00 p.m. on Thursday, May 14th, 2026, via email to procurement@decaturcha.org</p> |
| <p>EVALUATION PROCESS AND INTERVIEWS</p> | <p>Monday, May 18th, 2026, thru Friday, May 22nd, 2026.</p> |
| <p>PROPOSAL AWARD</p> | <p>Thursday, June 5th, 2026</p> |



3.0 DECATUR HOUSING RESERVE THE RIGHTS TO:

3.1 Reject Waive or Terminate the RFQ

Reject any and or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by Decatur Housing to be in its best interest.

3.2 Not Award

Not award a contract pursuant to the RFQ.

3.3 Terminate

Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days' written notice to the successful proposer(s).

3.4 Determine Time and Location

Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in the RFQ.

3.5 Retain Proposals

Retain all proposals submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contract Officer.

3.6 Negotiate

Negotiate a fee structure with the selected firm.

3.7 Reject Any Proposal

Reject and do not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

3.8 Obligation to Compensate

Decatur Housing has no obligation to compensate any proposer for any costs incurred responding to this RFQ.

3.9 Prohibit

At any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading an electronic RFQ, each prospective proposer thereby agrees to abide by all terms and conditions listed within this document and further agrees they will inform the CO in five business days of the discovery of any item listed herein that they feel needs to be addressed. Failure to abide by this timeframe shall relieve DH, but not the prospective proposer, of any responsibility pertaining to such issue.



4.0 CURRENT WEBSITE

- Decatur Housing’s current website is located at <https://www.decaurhousing.org/> and is updated in house on an as-needed basis.
- It is outdated in appearance, structure, and in the presentation of content.
- The website reaches a widely varied audience and purpose, including, but not limited to:
 - **Existing Tenants**
 - Require information concerning Decatur Housing, crucial community updates, and Affordable Housing regulations.
 - Currently housed with other Housing Agencies in the U.S. inquiring about how they can transfer their vouchers to Decatur Housing.
 - **Landlords**
 - Require information concerning Decatur Housing and Affordable Housing regulations.
 - Searching for information on how to list their property for inclusion in the HCV or Section 8 program.
 - **General Public**
 - Looking for housing, including information on Wait List openings, and qualifications to become an applicant for either HCV or Section 8.
 - Information on multi-family properties (including pictures of the properties and directions).
 - Recruitment for open positions
 - Seeking information on the Decatur Housing Board of Commissioners, meeting schedules, and meeting agendas
 - Vendors seeking information on becoming an approved vendor along with open RFPs and RFQs.
 - Developers and Banks are searching for information on Decatur Housing affordable housing programs and developments.
 - Other Housing Agencies and local governments are searching for information on Decatur Housing’s annual plans and financial statements.



5.0 SCOPE OF WORK

Decatur Housing’s website is the most far-reaching communications tool and an effective conduit for disseminating information about its programs and services. It has a widely varied audience and purpose.

The following is the proposed scope of work with regards to the services Decatur Housing is requesting be produced as part of this project.

5.1 Website General Concept

- Comprehensive and modern design that clearly communicates the organization’s mission, vision, and long-term objectives in affordable housing and community development.
- Best practices in website security, data protection, and compliance to safeguard resident and organizational information.
- Centralized platform for stakeholders by providing clear, accessible information on programs, initiatives, and community services.
- Dedicated pages that highlight the organization’s subsidiaries:
 - Preserving Affordable Housing Inc – Real Estate Development
 - Decatur Housing Initiatives – Resident Experience Services
- User-focused design and navigation structure enhancing accessibility, engagement, and transparency for residents, partners, and the public including:
 - Meets the WCAG 2.1 Level AA standards at a minimum
 - Fair Housing Logo
- Integrate scalable features and tools that support future growth:
 - Online applications
 - Resident portals
 - Data-driven reporting
- Compatible for mobile phone and tablet viewing and usage



5.2 Website Architecture

The following is intended to be a sample of the type of information that may be included in the website, but not limited to:

- Content and functionality in order to meet the information needs of a wide range of constituents such as:
 - Existing tenants, landlords, general public interested in housing, employment seekers, vendors/contractors, real estate developers, financial institutions, investors, existing and potential business partners, mission driven and trade organizations, and other similar organizations amongst others.
- Lay out all website editorial content on the home page, first, second, and third level pages for which copy/photos will be provided electronically.
- Content Management System (CMS) setup (i.e., WordPress, Drupal, custom CMS)
- Integration with third-party tools (social media feeds, CRM, email marketing, payment gateways, etc.)
- Vendor shall register the Decatur Housing website with major search engines.
- Website will need to include downloadable forms, possible fillable forms, and other documents provided by Decatur Housing.
- An employee information center will need to include:
 - Office closures
 - Internal Event Calendar
 - Access to employee only portal, etc.
- Develop pages to host archives of important content such as:
 - News mentions
 - Vendor solicitations
 - Press release
 - Upcoming events, and other documents
- SEO-friendly structure (meta tags, sitemap, URL setup)
- Copywriting and content entry (if needed)
- Image/video optimization



5.3 Cybersecurity and Data Protection Requirements

- Due to the privacy of our tenant data, government required documentation, and interfacing with a 3rd party software for online applications, etc. the security levels of the website are crucial and should include, but are not limited to:
 - Hosting security standards (SOC 2, ISO 27001, etc. if applicable)
 - SSL certificate requirement
 - Multi-factor authentication for administration access
 - Regular security patching
 - Backup frequency and disaster recovery protocol
 - Data ownership clause (DH owns all data and source code)
 - Prohibition on offshore hosting without written approval

5.4 Ownership and Intellectual Property Clause

- Decatur Housing retains full ownership of:
 - All website design
 - Source files
 - CMS configuration
 - Graphic elements
 - Content
 - Vendor must provide full administrative access upon project completion
 - No proprietary lock-in without disclosure

5.5 Development

- Prepare a strategy, budget, and implementation plan for incorporating best practices
- Website layouts and graphic design.
- Vendor will present a minimum of three (3) design options for the website (home page, individual, first, second, and third level page layouts)
- Must accommodate brief audio and video-streamed messages.

5.6 Training

- Vendor should provide adequate training to at least four (4) authorized Decatur Housing staff members to perform all functions of the website.



5.7 Maintenance and Support

- Work with Decatur Housing to identify and make provisions for future enhancements, graphics, and navigation.
- Make programming changes, and website enhancements as requested by Decatur Housing during the course of the contract.
- Assist Decatur Housing in continued application design, development, and implementation on a time and materials basis.
- Provide a plan for ongoing review, enhancement, and maintenance of the Decatur Housing website for a period of two years.
- Maximum 48-hour response time for all maintenance requests.
- Maximum downtime threshold
- Security patch update timelines
- Content update turnaround time

5.8 Marketing Materials

Using provided branding guidelines as part of this proposal we would look to possible marketing materials for distribution to our tenants, potential investors, and other interested parties. Proposer(s) will need to design graphic art products including but not limited to:

- Annual reports
- Conference program guides
- Brochures
- Fact sheets
- Graphic items for use on the web and social media.



5.9 Cost

Vendor should provide a detailed cost description, clearly identifying:

- The final cost and break-out of the primary elements, including:
 - Concept design for the home page, first-level, second-level, and third-level page design.
 - Programming
 - Production
 - Per-hour cost for maintenance and support
- Hosting options and associated costs, including:
 - Vendor-hosted solutions
 - Third-party hosting alternatives, if applicable

5.10 Project Timeline and Milestones

A project timeline with critical milestones needs to be outlined in the bid submission. Included should be the milestone payment structure and acceptance criteria before final payment.

- **PHASE I** – Design Presentation
- **PHASE II** – Development Phase
- **PHASE III** – Testing
 - After the design of the website pages are selected, and initial pages are populated, there will be two (2) additional rounds of revisions before the website goes live, vendor should include these revisions in the total quoted cost.
- **PHASE IV** – Go-live

5.11 Transition Plan

- In the event there is a vendor change in the future please provide a transition plan to follow.
- Require full content migration support
- Transfer of domain control
- Transfer of hosting credentials
- Cooperation for 30 days post-termination



6.0 PROPOSAL SUBMITTAL

6.1 Bid Submission Format

So that Decatur Housing can properly evaluate the bids received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted below

- **TAB 1 – Form of Proposal (“ATTACHMENT A”)**
 - This one-page form must be fully completed, executed where provided, and submitted under this tab as part of the proposal submittal.
- **TAB 2 – Profile of Firm Form (“ATTACHMENT B”)**
 - This two-page form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
- **TAB 3 – Statement of Qualifications**
 - In this section, briefly state the qualifications of the firm. Decatur Housing requests that the description be as short as possible.
 - Identify the individual(s) who will manage (individually, or collectively) this project on a day-to-day basis.
- **TAB 4 – Managerial Capacity / Financial Viability**
 - The Proposer must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services.
 - Such information shall include the Proposer’s qualification to provide the services, and a description of the firm’s background.



- **TAB 5 – Client Information / References**
 - The Proposer shall submit a listing of former or current clients, including those from an Affordable Housing Agency, for whom the Proposer has performed a similar service to those being proposed.
 - This listing shall, at a minimum, include:
 - The Client’s Name
 - The Client's Point of Contact
 - The Client's email address
 - The Client's telephone number
 - Description of Provided Services
 - Date of Provided Services
 - Size, Cost and Principal Elements
- **TAB 6 – Form of Non-Collusive Affidavit (“ATTACHMENT C”)**
 - This form must be completed in full, executed, and submitted under this tab as part of the proposal submittal.

6.2 Submission of Proposal

- All proposals must be submitted electronically by the deadline outlined in Section 2.0 – RFQ Information at a Glance.

NOTE: Proposals received after the deadline will not be accepted.

6.3 Submission Conditions

- Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to Decatur Housing by the proposer, such may invalidate the proposal.
- By downloading these documents, each prospective proposer that does so thereby agreeing to confirm all notices that DHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.



6.4 Submission Responsibilities

- It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by Decatur Housing, including the RFQ document, the documents listed in this RFQ, any addenda, and required attachments submitted by the proposer.
- By completing, signing, and submitting the required documents, the proposer affirms their agreement to comply with all conditions and requirements set forth therein. Any attempt by a proposer to exclude or alter Decatur Housing’s requirements – without prior written authorization from the Contracting Officer – may result in the proposal being deemed non-response and not considered for award.

6.5 Contact with Decatur Housing

- It is the responsibility of the proposer to address all communication and correspondence pertaining to the RFQ process to the designated Contracting Officer, Karen Atchley. Proposers must not make inquiry or communicate with any other Decatur Housing staff member or official (including members of the Decatur Housing Board of Commissioners) pertaining to this RFQ. Failure to abide by these requirements may be cause for Decatur Housing not to consider a proposal submitted by any proposer who has not abided by this directive.



7.0 PROPOSAL SUBMITTAL EVALUATIONS

7.1 Evaluation Factors

- The following factors will be utilized by Decatur Housing to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

| FACTOR NO. | FACTOR MAX POINT VALUE | FACTOR TYPE | FACTOR DESCRIPTION |
|-------------------|-------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 30 points | Subjective (Technical) | DEMONSTRATED KNOWLEDGE – Evidence of products that are forward thinking, offer the latest technology, promote the mission of the client, and address the audience needs. |
| 2 | 25 points | Subjective (Technical) | CAPABILITY TO PROVIDE PROFESSIONAL SERVICES in a timely manner. Demonstrated record that the prospective Firm has delivered high quality website consulting services. |
| 3 | 20 points | Subjective (Technical) | PAST PERFORMANCE – Demonstrated experience with regards to website design, web Hosting, working with Housing Agencies, and ADA Compliance. |
| 4 | 15 points | Subjective (Technical) | ABILITY TO PERFORM THE WORK – Evidence of the proposer’s ability to perform the work as indicated by profiles of the principals’ and staff’s professional and technical competence and experience. |
| 5 | 5 points | Subjective (Technical) | OVERALL QUALITY AND PROFESSIONAL APPEARANCE – The overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators. This includes execution of all required documents. |
| 6 | 5 points | Objective | PRICING The price proposal as it relates to the scope of work for requested services and adjustment per year is shown to be fair and reasonable |
| 100 points | | << Total Points Possible | |



7.2 Evaluation Method

- **Initial Evaluation for Responsiveness**

- Each proposal received will first be evaluated for responsiveness (i.e., meets minimum of the requirements). Decatur Housing reserves the right to reject any proposals deemed not minimally responsive. The proposer will be notified in writing.

- **Evaluation Packet**

- An evaluation packet will be prepared for each evaluator, typically including but not required the following documents:
 - Instructions to Evaluators
 - Proposal Tabulation Form
 - Written Narrative from each Proposer
 - Recap of each Proposer's responsiveness
 - Copy of all pertinent RFQ documents

- **Evaluation Committee**

- Decatur Housing anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFQ.
- **PLEASE NOTE:** no proposer should be informed at any time during or after the RFQ process as to the identity of any evaluation committee members. If, by chance, a proposer does become aware of the identify of such person(s), they **SHALL NOT** make any attempt to contact or discuss with such person anything related to this RFQ. The designated Contract Officer is the only person at Decatur Housing that proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.



- **Evaluation**
 - It is anticipated that the Contracting Officer will evaluate and award points pertaining to Evaluation No. 5 (the “Objective” factor); and that the appointed evaluation committee independent of the Contracting Officer or any other person at Decatur Housing, will evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors 1-4 (the “Subjective” factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Contracting Officer.
- **Potential “Best and Finals” Negotiation**
 - Per the Decatur Housing Procurement Policy, Decatur Housing reserves the right to conduct a “Best and Finals” negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Contracting Officer in as timely a manner as possible, but in no case within longer than five (5) business days after the beginning of such negotiations with the firms deemed in the competitive range.
- **Determination of Top-Ranked Proposer**
 - The “Subjective” points awarded by the evaluation committee shall be combined with the “Objective” points awarded by the Contracting Officer to determine the final rankings, which shall be forwarded by the Contracting Officer to the CEO/Executive Director for approval. If the evaluation was performed to the satisfaction of the CEO/Executive Director, the final rankings may be forwarded to the DHA’s Board of Commissioners at a scheduled meeting for approval, if required. Contract negotiations may, at Decatur Housing’s option, be conducted prior to or after the Board of Commissioners approval.
 - *Minimum Evaluation Results* – To be considered to receive an award a proposer must receive a total calculated average of 70 points of the 100 total possible points.



- *Ties* – In the case of a tie in points awarded, the award shall be decided by drawing lots or other random means of selection as highlighted in *Section 6.12.C* of the *HUD Procurement Handbook 7460.8 REV 2*.

- **Notice of Evaluation Results**

- If an award is completed, all proposers will receive by mail a “Notice of Results of Evaluation.” Such notice shall inform all proposers of:
 - Which proposer received the award
 - Where each proposer placed in the process as a result of the evaluation of the proposals received
 - Information for a proposer to request a debriefing and/or protest

- **Restrictions**

- All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Decatur Housing Evaluation Committee.
- Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Decatur Housing Evaluation Committee



8.0 SELECTION AND QUALIFICATION

8.1 Qualification Procedure

The purpose of this RFQ is to identify and qualify firms to provide professional services to Decatur Housing (DH) as future projects, tasks, or assignments arise. Selection under this RFQ signifies that DH has determined a firm to be responsive, responsible, and capable of meeting its professional service needs. Selection does not constitute a contract award.

Qualified firms may, at the discretion of the CEO/Executive Director, be invited to participate in future procurement actions, including task order requests or other competitive solicitations.

8.2 Conditions of Qualification

The following provisions are mandatory conditions for any firm seeking qualification under this RFQ.

- Agreement to Abide
 - By completing, executing, and submitting the “Form of Proposal – Attachment A,” the proposer affirms their agreement to abide by all requirements of this RFQ. DH has no obligation to negotiate terms or conditions already set forth in this RFQ after submission.
- Personnel Qualifications
 - DH reserves the right to review and approve the personnel identified by the proposer and may require changes in staffing assignments if determined to be in the best interest of DH.
- Sub-Consulting Restrictions
 - Proposers may not assign or delegate responsibilities for services under any subsequent engagement without the prior written consent of the CEO/Executive Director or their designee. Unauthorized subcontracting or delegation may disqualify the firm from future consideration.

8.3 Period of Qualification

Firms determined to be qualified under this RFQ shall remain in DH’s pool of pre-qualified providers for a period of up to five years, unless otherwise determined by DH. DH may, at its discretion, re-open the qualification process or issue new RFQs at any time.



8.4 Insurance and Licensing Requirements

Prior to the execution of any future contract for services, firms selected from the qualified pool must provide proof of the following, as applicable:

- Workers' Compensation Insurance
 - Current coverage is required by law.
- General Liability Insurance
 - Minimum \$1,000,000 per occurrence, \$1,000,000 aggregate.
- Professional Liability Insurance
 - Minimum \$1,000,000 coverage for errors and omissions.
- Automobile Insurance
 - Minimum \$1,000,000 coverage
- Licensure
 - State of Georgia licenses or certifications as required for the services proposed.
 - NOTE: Firms should not submit insurance certificates or licenses with their RFQ response. These will be collected prior to the execution of any contract resulting from future project assignments.

8.5 Fees for Future Work

Fees for specific projects or tasks will be negotiated at the time of assignment with the selected qualified firm. Failure to reach agreement on fees may result in DH engaging another firm from the qualified pool.

8.6 Standards of Service

All services provided under any future engagement must conform to applicable local, state, and federal laws, regulations, and codes.



9.0 LIST OF ATTACHMENTS

- Attachment A Form of Proposal Form
- Attachment B Profile of Firm Form
- Attachment C Non-Collusive Affidavit Form



ATTACHMENT “A” – Form of Proposal

INSTRUCTIONS

Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete the form by marking “X” in the first column to confirm that the referenced completed information has been included with the proposal submittal.

NOTE: This form will be placed under “Section 1” of your proposal submission.

| ITEM IS INCLUDED “X” | SECTION NUMBER | FORM NAME OR DESCRIPTION OF INFORMATION TO BE SUBMITTED | ATTACHMENT IDENTIFIER |
|-----------------------------|-----------------------|----------------------------------------------------------------|------------------------------|
| | 1 | Form of Proposal | This form |
| | 2 | Profile of Firm | Attachment B |
| | 3 | Statement of Qualifications | N/A |
| | 4 | Managerial Capacity/Financial Viability | N/A |
| | 5 | Client Information/References | N/A |
| | 6 | Form of Non-Collusive Affidavit | Attachment C |

Proposer’s Statement

The undersigned proposer hereby states that by completing and submitting this form and all other documents within this proposal submittal, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if Decatur Housing discovers that any information entered herein to be false, that shall entitle Decatur Housing not to consider or make award or to cancel any award with the undersigned party.

Further, by completing and submitting the proposal submittal, and by entering and submitting, the undersigned proposer thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by Decatur Housing via the proposal submittal original, and by executing all forms provided.

Pursuant to all RFQ Documents, this Form of Proposal, and all attachments, and pursuant to all completed documents submitted, the undersigned proposes to supply Decatur Housing with the services described herein for the fees entered within the areas provided pertaining to this RFQ.

Signature

Printed Name

Company

Date



ATTACHMENT “B” – Profile of Firm Form

NOTE: This form will be placed under “Section 2” of your proposal submittal

NAME OF FIRM: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

1) Company Information:

Please attach a brief biography/resume of the company including the following information:

- Year Firm was established
- Year Firm was established [Jurisdiction]
- Former Name and Year Established (if applicable)
- Name of Parent Company and date acquired (if applicable)

2) Principals/Partners

- List the name, title, and percentage of ownership for the Principals/Partners of the Firm in the table below
- Please submit a brief professional resume for each Principal/Partner

| NAME | TITLE | % OF OWNERSHIP |
|-------------|--------------|-----------------------|
| | | |
| | | |
| | | |

3) Project Manager/Supervisory Personnel

- List below the individual(s) or supervisory personnel that will work on the project.
- Please submit a brief professional resume for each, not to duplicate any of the individuals name above in Step No. 2.

| NAME | TITLE |
|-------------|--------------|
| | |
| | |
| | |



ATTACHMENT “B” – Profile of Firm Form (cont.)

4) Proposer Diversity Statement

- You must select all the following that apply to the ownership of this firm and enter where provided the correct percentage of ownership for each category: 3.

Caucasian American (Male) _____%

Public Held Corporation _____%

Government Agency _____%

Non-Profit Organization _____%

**Resident (RBE), Minority (MBE),
or Woman-Owned (WBE) Business Enterprise** _____%

Resident-Owned _____%

African American _____%

Native American _____%

Hispanic American _____%

Asian/Pacific American _____%

Hasidic Jew _____%

Asian/Indian American _____%

Woman-Owned _____%

Woman-Owned (Caucasian) _____%

Disabled Veteran _____%

Other (Specify):
_____ %

WMBE Certification Number _____

Certified by (Agency): _____

NOTE: A Certification Number Not Required to Propose, enter if available



ATTACHMENT “B” – Profile of Firm Form (cont.)

5) **Federal Tax ID Number:** _____

6) **Business License Number:** _____

7) **State of _____ License Type and Number:** _____

8) **Worker’s Compensation Insurance Carrier:** _____

a. **Policy Number:** _____

b. **Expiration Date:** _____

9) **General Liability Insurance Carrier:** _____

a. **Policy Number:** _____

b. **Expiration Date:** _____

10) **Professional Liability Insurance Carrier:** _____

a. **Policy Number:** _____

b. **Expiration Date:** _____

11) Debarred Statement:

Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Georgia, or any local government agency within or outside the State of Georgia?

YES or **NO**

12) Disclosure Statement:

Do this firm or any principals thereof have any current, past, personal, or professional relationship with any Commissioner or Officer of Decatur Housing?

YES or **NO**



ATTACHMENT “B” – Profile of Firm Form (cont.)

13) Verification Statement:

The undersigned proposer hereby states that by completing and submitting this form they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and agrees that if Decatur Housing discovers that any information entered herein is false, that shall entitle Decatur Housing to not consider nor make award or to cancel any award with the undersigned party.

Printed Name of Owner/Representative

Signature of Owner/Representative

Date

Name of Firm/Company



ATTACHMENT “C” – Non-Collusive Affidavit

STATE OF: _____

COUNTY OF: _____

_____, being duly sworn, deposes and says that they are the
Proposer Name

Is the owner/officer of the firm of _____, the party making the
Name of Firm

foregoing proposal, that such proposal is genuine and not collusive or a sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposal price of affiant or of any other proposal, or to fix any overhead, profit or cost element of said proposal price, or of that of any other proposal, or to secure any advantage against or any person interested in the proposed Contract; and that all statements in said proposal are true.

Signature of Proposer, If Proposer is an Individual

Signature of Officer, If Proposer is a corporation

Company Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____, 202_

NOTARY PUBLIC

My Commission Expires: _____

