

Offer and Acceptance

Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties



Offer and Acceptance

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to provide furnish the material, service or construction in compliance with all Terms, Conditions, Best and Final Offer, Scope of Work, Amendments, et. al. in the Solicitation including any written exceptions in the offer accepted by the State.

Pima County

Company Name	Signature of Person Authorized to Sign Offer
130 West Congress Street	Richard Elías, Chairman
Address	Printed Name and Title
Tucson AZ 85701	520-724-6742
City State Zip	Contact Phone
www.pima.gov	Charles.casey@pima.gov
Web address	Contact Email Address

CERTIFICATION

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift,
4. loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement
5. shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
6. The Offeror is not debarred by, or otherwise prohibited from participating in any publically-funded contract awarded by any Federal, State or local jurisdiction.
7. The Offeror certifies compliance with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance.

ACCEPTANCE OF OFFER (FOR STATE OF ARIZONA)

The Offer is hereby accepted.

The Contractor is now bound to sell the services listed by the attached contract and based upon the solicitation, including all Terms, Conditions, Best and Final Offer, Scope of Work/Specifications, Amendments, et. al., and the Contractor's Offer as accepted by the State of Arizona.

This Contract shall henceforth be referred to as Contract No. _____ The effective date of the Contract is _____

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

Awarded this ____ day of _____ 20__

Procurement Officer

Certification Regarding Lobbying



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

APPLICANT'S ORGANIZATION

Pima County

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix:

* First Name: Richard

Middle Name:

* Last Name: Elías

Suffix:

* Title: Chairman

* SIGNATURE:

* DATE:

Participation in Boycott of Israel



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Participation in Boycott of Israel

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-3939.01, this form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

- "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
 - In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
- "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
- "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
- "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
 - together with other investors that are not subject to this section.
 - that are held in an index fund.
- "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
- "Public fund" means the state treasurer or a retirement system.
- "Restricted companies" means companies that boycott Israel.
- "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

My company does not participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

My company does participate in a boycott of Israel as defined by A.R.S. §35-393.01.

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Pima County

Company Name

130 West Congress Street

Address

Tucson, AZ 85701

City

State

Zip

Signature of Person Authorized to Sign

Richard Elías

Printed Name

Chairman

Title

**Certification Regarding: Debarment, Suspension,
Ineligibility and Voluntary Exclusion**

Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima
Counties



**Certification Regarding: Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549-Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Pima County

Name of Agency /Organization

Richard Elías, Chairman

Name and Title of Authorized Representative

Signature

Date

Certification Regarding: Debarment, Suspension, Ineligibility and Voluntary Exclusion

Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties



Instructions for Certification Debarment, Suspension, Ineligibility and Voluntary Exclusion

1. By signing and submitting this document, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies including suspension and/or debarment.

Designation of Confidential, Trade Secret and Proprietary Information



DEPARTMENT OF
ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Designation of Confidential, Trade Secret and Proprietary Information

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

All offerors must select one of the following:

- My response **does not** contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My response **does** contain trade secret information because it contains information that:
1. Is a formula, pattern, compilation, program, device, method, technique or process, **AND**
 2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; **AND**
 3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. The State reserves the right to make its own determination of Offeror's trade secret materials through a written determination in accordance with A.A.C. R2-7-103.

If the State agrees with the Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Pima County

Company Name		
130 West Congress Street		
Address		
Tucson	AZ	85701
City	State	Zip

Signature of Person Authorized to Sign
Richard Elias
Printed Name
Chairman
Title

Designation of Confidential, Trade Secret and Proprietary Information



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

R2-7-103. Confidential Information

- A. If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.
- B. Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.
- C. Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:
1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;
 2. The designated information is not confidential; or
 3. Additional information is required before a final confidentiality determination can be made.
- D. If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.
- E. An agency chief procurement officer may release information designated as confidential under subsection (A) if:
1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or
 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.

Certification of Insurability



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Certification of Insurability

By signing this document, the Offeror certifies the following:

1. The Offeror currently possesses the required insurance as stated in the Special Terms and Conditions; or the Offeror is able to obtain the required insurance **AND** shall obtain the required insurance should a contract be awarded to them.
2. The Offeror shall supply separate policy endorsements in addition to the Certificate of Insurance for each policy which requires a waiver of subrogation and/or an additional insured with the required language appearing in the policy schedule. The Offeror shall supply a policy endorsement for the Sexual Abuse and Molestation coverage (if required by contract) showing separate limits no less than \$500,000.
3. The Offeror is insured by or shall only seek insurance coverage by an insurance company who has an "AM Best" rating of not less than A- VII.
4. The Offeror shall provide a Certificate of Insurance and associated policy endorsement(s) within ten (10) days of award. The policy(ies) shall be in effect prior to the effective date of the contract.

Pima County

Name of Agency /Organization

Richard Elías, Chairman

Name and Title of Authorized Representative

Signature

Date

Deviations and Exceptions Form



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Deviations and Exceptions Form

Offerors shall indicate any and all exceptions taken to the provisions or specifications or scope of work in this solicitation document.

Exceptions (mark one):

No exceptions

Exceptions taken (describe –attach additional pages if needed)

***** Exceptions taken which the Department considers a material change or a large number of exceptions may impact Offeror's susceptibility for award**

The Undersigned hereby acknowledges there are ***no deviations/exceptions*** to this solicitation other than those noted:

Pima County

Name of Agency /Organization

Richard Elías, Chairman

Name and Title of Authorized Representative

Signature

Date

Offeror Checklist



Solicitation No.: ADES18-00008025

Description: Housing Support Services – Maricopa and Pima Counties

Offeror Checklist

If your organization intends to submit a proposal for both counties (Pima and Maricopa), then you are required to submit separate Documents for each county – meaning one for Maricopa county only and one for Pima county only.

	DOCUMENT	SUBMITTED	
1.	Sign and attach Solicitation Amendment(s) (if any are issued)	<input type="checkbox"/> YES <input type="checkbox"/> NA	<input type="checkbox"/> NO
2.	Acknowledge Solicitation Amendment(s) (If any are issued) in ProcureAZ (see the How to Respond to Bids (Solicitations) step-by-step guide on the ProcureAZ website)	<input type="checkbox"/> YES <input type="checkbox"/> NA	<input type="checkbox"/> NO
3.	Offer and Acceptance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Questionnaire	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Offeror's References	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Certification Regarding Lobbying	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Participation in Boycott of Israel	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Certification Regarding: Debarment, Suspension, Ineligibility and Voluntary Exclusion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Designation of Confidential, Trade Secret & Proprietary Information	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Certification of Insurability	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Deviations and Exceptions Form	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Facility Location and Staffing Chart	YES	NO
13.	Central Registry Form (submitted in accordance with Section 12, of the Special Instructions to Offerors)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Itemized Service Budget	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15.	Supporting material for performance information	<input type="checkbox"/> YES	<input type="checkbox"/> NO

It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing through the submittal of inquiries on the ProcureAZ Q&A tab, and examine its Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing the Offer after the Offer due date and time, nor shall it give rise to any Contract claim.