



DISTRICT OF COLUMBIA HOUSING AUTHORITY CONTRACTS AND PROCUREMENT



REQUEST FOR PROPOSALS (RFP) 22-2026 Camera Security Systems Access Control and Preventive Maintenance

Contracting and Procurement
District of Columbia Housing Authority
300 7th Street, SW
11th Floor
Washington, D.C. 20024



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PART 1 – GENERAL INFORMATION

1.1 Introduction

The District of Columbia Housing Authority (“DCHA”) is dedicated to enhancing the quality of life in the District of Columbia by providing and effectively managing affordable housing, which is diverse, well maintained, and aesthetically pleasing for those whose circumstances prevent them from competing in the general marketplace. Besides operating over 7,937 units with public housing operating subsidy, DCHA also contracts over 13,000 private units through its Housing Choice Voucher Program (“HCVP”). DCHA has embarked on an ambitious program of development and redevelopment to create economically diverse communities and neighborhoods. DCHA is one of the most innovative housing authorities in the nation and is actively pursuing non-governmental sources of financing to promote HCVP homeownership assistance programs, project-based public housing subsidies, and implement more creative uses of its authority through the United States Department of Housing and Urban Development (HUD)’s Move to Work (MTW) Demonstration Program.

1.2 Background

The District of Columbia Housing Authority (DCHA), through its Office of Information Technology (ITD), is the purchaser of the services solicited under this Request for Proposals (RFP). The purpose of this solicitation is to obtain professional, qualified contractors to provide preventive maintenance and repair services for security camera systems and access control systems across DCHA-owned and operated properties. These systems are critical to DCHA’s mission of providing safe, secure, and livable housing and supporting public safety operations. The services ensure that video surveillance and access control infrastructure remains operational, reliable, and compliant with regulatory, audit, and evidentiary requirements. The systems are used daily by DCHA, the Office of Public Safety (OPS), Property Management, and external law enforcement partners to support incident response, investigations, and resident safety.

DCHA intends to award a contract consisting of: A Fixed Price component for preventive maintenance services, and A Time and Materials component for repairs. The contract supports DCHA’s broader initiatives to maintain housing infrastructure, enhance public safety, and ensure continuity of operations across its housing portfolio.

1.3 RFP Intent

The DCHA intends to use this Solicitation to contract with a qualified licensed and insured entity to provide the above noted services. Your response to the Scope of Services must be complete, as it will become part of any contractual agreement. We appreciate the investment of time and resources firms are making by participating in this process. All submitted proposals shall be evaluated for responsiveness to the requirements of the Request for Proposal (“RFP”). Those submissions not in accordance with the RFP shall be deemed non-responsive and eliminated from further evaluation.

1.4 Agency’s Reservation of Rights

The DCHA reserves the following right in association with the RFP process and upon contract award.

1. **Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, or to terminate the RFP process at any time, if deemed by the Agency, to be in its best interest.
2. **Right to Not Award.** Not to award a contract pursuant to this RFP.
3. **Right to Terminate.** Terminate a contract award pursuant to this RFP, at any time for the Agency’s convenience upon 10 days written notice to the successful offeror(s).
4. **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful offeror(s) shall provide the services called for in the RFP.
5. **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a



6. period of 90 days subsequent to the deadline for receiving proposals.
7. **Right to Negotiate.** Negotiate the fees proposed by the offeror(s).
8. **Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
9. **No Obligation to Compensate.** Have no obligation to compensate any offeror(s) for any costs incurred in responding to this RFP.
10. **Unauthorized Sub-Contracting Prohibited.** The successful offeror(s)/contractor(s) shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Agency. Any purported assignment of interest or delegation of duty, without the prior written consent of the Agency shall be void and may result in the cancellation of the contract with the Agency or may result in the full or partial forfeiture of funds paid on the contract, as determined by the Agency.
11. **Project Staffing Changes.** Managers, other supervisory staff, and accountants may be changed if those personnel leave the firm, are promoted, or are assigned to another area. These personnel may also be changed for other reasons. However, in either situation, the Agency retains the right to approve or reject replacements.

1.5 Schedule of Events

DCHA will endeavor to follow the schedule set forth below; however, the activities and timetable represented below are a guideline only and are subject to change at DCHA's sole discretion and without prior notice:

RFP Advertise Date:	Sunday, May 10, 2026
Issuance of RFP:	Wednesday, May 7, 2026
Virtual Q & A CLICK HERE FOR Q & A	Friday, May 15, 2026 12:00 PM
Site Visits: SEE EXHIBIT 6 FOR SCHEDULE	May 18 & 19, 2026 Starting @ 9:00 AM
Deadline for Submission of Inquires/Questions:	Friday, May 22, 2026 12:00 PM
Submission of Proposals:	Friday, June 5, 2026 12:00 PM
Evaluation Period:	June, 8-9, 2026
DCHA Board Committee Review:	TBD
Presentation of DCHA Board of Commissioners for Contract Approval:	TBD
Contract Award:	TBD

NOTE: DCHA reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, DCHA will communicate adjustments to any event in the Schedule of Events in the form of an addendum to this RFP. Addenda to this RFP will only be issued and posted on DCHA's website at https://ha.internationalprocurement.com/requests.html?company_id=506 and Housing Agency Marketplace (e-procurement) Vendor Portal. Addenda **will not** be mailed to potential Respondents. **It is the responsibility of the Respondent to monitor DCHA's website and electronic sourcing tool, Housing Agency Marketplace, for any addenda issued.** Each Respondent must acknowledge all addenda issued so as to ensure that addenda are considered in their proposal response by completing **Addenda Acknowledgement Form**. This Form must be submitted with the Respondent's response to this Request for Proposals. Failure to include the Form in the proposal response may subject your Firm to disqualification.

1.6 Proposal Audit

Please note that all proposals will be retained by DCHA for audit purposes. DCHA reserves the right to reject any and/or all proposals, or to waive any informality in the proposals. Submissions received after the deadline will not be considered. An Offeror submitting a late proposal will be notified. All material submitted in the proposal becomes the property of DCHA and will not be returned.

1.7 Contract Term

Contracts awarded from proposals received in response to this solicitation will have an initial term of one (1) year, with the option to extend, at the District of Columbia Housing Authority's (DCHA) sole discretion, for four



(4) additional one (1) year option terms, for a potential total maximum term of five (5) years. Additionally, DCHA may, at its sole discretion, elect to extend the contract on a month-to-month basis under the same terms and conditions, in order to ensure continuity of services.

1.8 Communications

In order to maintain a fair and impartial competitive process, DCHA and any outside consultants assisting DCHA with this solicitation, shall avoid private communication concerning this procurement with prospective Respondents during the entire procurement process. From the issue date of this RFP until the final award is announced, Respondents are not allowed to communicate about this RFP for any reason with any DCHA staff and/or outside consultants assisting DCHA with this solicitation except:

- (1) through the RFP Point of Contact named below;
- (2) as otherwise specified in this RFP; and / or
- (3) as provided by existing work agreement(s) (if any).

Prohibited communication includes all contact, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. DCHA reserves the right to reject the quote of any Respondent violating this provision.

- A. Inquires and /or questions must be submitted via the DCHA's E-Procurement Vendor Portal at the following link: https://ha.internationalprocurement.com/requests.html?company_id=506. DCHA will receive requests for additional information and/or clarification relative to this solicitation **no later than 12:00 Noon on or before May 22, 2026**.
- B. Responses to these questions will be addressed in writing via the DCHA's electronic procurement system. DCHA **will not** respond to questions and/or requests for information after the date stated above or received via e-mail or any other means.
- C. **It is the responsibility of the Respondent to monitor DCHA's website and the E-Procurement Vendor Portal for any addenda issued.** All Respondents are encouraged to frequently check DCHA's website/portal for additional information. requests for information or clarification pertaining to this solicitation must be addressed in writing.

RFP Point of Contact

Deborah Y. Barnes, Procurement Specialist
Email: dybarnes@dchousing.org
District of Columbia Housing Authority
Contracts & Procurement Department
300 7th Street, SW 11th Floor
Washington, DC 20024

[END OF PART 1 – GENERAL INFORMATON]



2.1 Description of Services

The work shall consist of the Preventive Maintenance and Repair services of Camera security Systems & Access Control at various DCHA public housing developments throughout the contract term. Services include, but are not limited to:

- 2.1.1 Routine inspection, testing, and preventive maintenance of all system components.
- 2.1.2 Repair, replacement, and adjustment of cameras, access control devices, servers, network equipment, monitors, cabling, power supplies, and associated infrastructure.
- 2.1.3 Emergency and after-hours response services in accordance with defined Service Level Agreements (SLAs).
- 2.1.4 Coordination of all work activities with the DCHA Contracting Officer's Technical Representative (COTR).
- 2.1.5 Submission of required daily, weekly, monthly, and annual reports, including maintenance logs, SLA adherence, risk management, and inventory updates.
- 2.1.6 Maintenance of accurate system documentation, inventories, and as-built diagrams.
- 2.1.7 Compliance with all applicable codes, safety requirements, and DCHA policies.
- 2.1.8 Work will be performed at multiple DCHA public housing developments identified in the solicitation exhibits. Preventive maintenance services are to be performed during standard business hours, while emergency services must be available 24 hours a day, seven days a week.
- 2.1.9 The contractor is responsible for ensuring uninterrupted system functionality to the greatest extent practicable and for promptly addressing deficiencies that could impact resident safety, security operations, or compliance requirements.
- 2.1.10 The Contractor shall provide comprehensive Camera Security Systems and Access Control Preventive Maintenance and Repair Services for District of Columbia Housing Authority (DCHA) properties for the duration of the contract term. All services shall be performed in accordance with this solicitation, applicable codes and standards, manufacturer recommendations, and DCHA policies, under the direction and oversight of the designated Contracting Officer's Technical Representative (COTR).

2.2 General Requirements

- 2.2.1 The Contractor shall furnish all labor, supervision, materials, tools, equipment, and qualified personnel necessary to ensure the continuous, reliable, and safe operation of DCHA's security camera and access control systems.
- 2.2.2 The Contractor shall provide a detailed inventory report documenting the model, serial number, location, and operational status of all cameras, servers, and network within the first 30 days.
- 2.2.2 All repairs and replacements shall be performed using new, Original Equipment Manufacturer (OEM) parts and components. No 'gray market,' refurbished, or third-party substitute parts shall be permitted without prior written consent from the COTR.



- 2.2.3 Work shall be coordinated to minimize disruption to residents, property operations, and public safety activities.
- 2.2.4 All work performed under this contract shall be subject to review, approval, and acceptance by DCHA through the COTR.

2.3 Cybersecurity and Network Requirements

The Contractor shall comply with all DCHA Information Technology and cybersecurity policies. At a minimum:

- 2.3.1 All security camera and access control systems shall operate on **segmented networks (CCTV VLAN or equivalent)**.
- 2.3.2 No remote access to systems shall be permitted without **prior approval from DCHA ITD** and must be logged and auditable.
- 2.3.3 All devices shall adhere to **secure credential management practices**, including password policies and access controls.
- 2.3.4 Contractor shall immediately report any cybersecurity risks, vulnerabilities, or unauthorized access attempts.

2.4 Infrastructure and Environmental Standards

The Contractor shall identify and report any infrastructure deficiencies impacting system performance, including but not limited to:

- 2.4.1 Insufficient bandwidth or network capacity
- 2.4.2 Power or PoE limitations
- 2.4.3 Environmental issues such as excessive heat in network closets
- 2.4.4 Recommendations for remediation shall be documented and submitted to the COTR.

2.5 Standardization Requirements

The Contractor shall ensure all systems adhere to DCHA standard configurations, including:

- 2.5.1 Device naming conventions
- 2.5.2 Camera and recorder configurations
- 2.5.3 Network and IP schema alignment
- 2.5.4 Any deviations must be approved by the COTR.

2.6 Preventive Maintenance Services

The Contractor shall perform scheduled preventive maintenance services designed to maintain systems in full operating condition and to reduce the likelihood of system failures. Preventive maintenance services shall include, but are not limited to:



- 2.6.1 Inspection, testing, cleaning, calibration, and adjustment of all security camera and access control system components.
- 2.6.2 Development and submission of an Annual Preventive Maintenance Program and Monthly Preventive Maintenance Schedules for COTR review and approval.
- 2.6.3 Identification and documentation of deficiencies, risk and equipment nearing end of useful life.
- 2.6.4 Compliance with manufacturer-recommended service intervals and DCHA standards.
- 2.6.5 Preventive maintenance activities shall be performed during normal business hours of 8:15 AM – 4:45 PM unless otherwise authorized by the COTR.
- 2.6.6 Preventive maintenance inspections and system testing for all covered sites shall be conducted on a quarterly basis (four times per year), in addition to the monthly scheduled activities approved by the COTR.

2.7 Repair and Corrective Services

The Contractor shall provide scheduled and unscheduled repair services to correct system malfunctions, failures, or performance degradation. Repair services shall include:

- 2.7.1 Troubleshooting and diagnosis of system issues.
- 2.7.2 Repair or replacement of defective components, including cameras, access control devices, servers, network equipment, monitors, cabling, and power supplies.
- 2.7.3 Submission of cost proposals for repair exceeding established thresholds, subjects to COTR and Contracting Officer approval.
- 2.7.4 Execution of authorized repairs in accordance with approved scope of work.
- 2.7.5 No repair work outside of routine preventive maintenance shall be performed without prior authorization from the COTR and/or Contracting Officer.

2.8 Change Management and Approval Controls

- 2.8.1 No system modifications, including firmware updates, configuration changes, network adjustments, or hardware replacements, shall be performed without prior documented approval from the COTR.
- 2.8.2 All changes must be logged and included in service report.

2.9 Emergency and After-Hours Services

The Contractor shall provide **24-hour, 7-day emergency response services** in accordance with Service Level Agreements (SLAs) established in this solicitation. Emergency services shall include:

- 2.9.1 Immediate response to critical system failures impacting safety, security, or occupancy.
- 2.9.2 On-site response and restoration of system functionality within the required timeframes.
- 2.9.3 Continuous communication with the COTR during emergency events.
- 2.9.4 Emergency services shall be documented and reported in accordance with DCHA reporting requirements.



Table 1: Service Level Agreement Response Matrix
System Availability: Minimum 99% uptime across all managed systems

Incident Level	Definition	Response Time	Resolution/ Mitigation	Business Support Hours
Tier 1: Standard Issues (Non-Critical)	Routine maintenance or minor service requests	Next business day response	Within 5 Business Days	Monday - Friday 08:15 AM – 04:45 PM
Tier 2: High Priority Issues	Major functional failure (e.g., a camera down) with no immediate safety risk.	Within 4-8 Hours	Within 24 Hours	Monday - Friday 08:15 AM – 04:45 PM
Tier 3: Critical Issues	System failures impacting safety, security or occupancy	Within 2 Hours	Within 6 Hours	Saturday - Sunday 04:46 PM – 08:14 AM Saturday & Sunday all Day

2.10 Coordination, Oversight, and Communication

- 2.10.1 The Contractor shall coordinate all work activities with the DCHA Camera Security Systems & Access Control COTR and shall:
- 2.10.2 Provide advance notification of scheduled maintenance, testing, and system shutdowns.
- 2.10.3 Obtain approval from the COTR prior to executing system shutdowns or major repairs.
- 2.10.4 Participate in inspections, testing, and acceptance activities as required.
- 2.10.5 Maintain consistent communication regarding work status delays, and issues impacting performance.

The COTR reserves the right to observe work in progress, request corrective actions and require rework of non-compliance services at no additional cost to DCHA.

2.11 Reporting and Documentation

The Contractor shall prepare and submit all required documentation and reports for COTR review and approval, including but not limited to:

Daily activity reports and work tickets.

- 2.11.1 Weekly, monthly, and annual status reports.
- 2.11.2 Preventive maintenance logs and schedules.
- 2.11.3 SLA adherence and performance reports.
- 2.11.4 System inventories, configuration records, and as-built documentation.
- 2.11.5 Periodic system assessments, condition reports, and risk analyses.
- 2.11.6 Submission and acceptance of required documentation shall be a condition of contract payment.



2.11.7 Summary of Service and Reporting Deliverables

Table 2: Summary of Service and Reporting Deliverables		
Frequency	Deliverable Item	RFP Reference
Daily	Activity Reports and Work Tickets	Section 2.11.1
Weekly	Status Reports	Section 2.11.1
Monthly	Status Reports	Section 2.11.1
Monthly	Preventive Maintenance Schedules	Section 2.6.2
Annually	Preventive Maintenance Program	Section 2.6.2
Annually	Status Reports	Section 2.11.1
As Needed	SLA Adherence and Performance Reports	Section 2.11.3
As Needed	System Inventories and Configuration Records	Section 2.11.4
As Needed	Risk Analyses and Condition Reports	Section 2.11.5

2.12 Performance Standards

- 2.12.1 All services shall be performed in accordance with applicable District of Columbia codes, safety regulations, and industry best practices. Failure to meet performance requirements, reporting obligations, or SLA thresholds may result in corrective actions, performance improvement plans, or other remedies as outlined in the contract.

2.13 Video Retention and Evidentiary Requirements

- 2.13.1 The Contractor shall ensure all systems are configured and maintained to provide a minimum 30-day continuous video retention period at a frame rate and resolution sufficient for law enforcement identification, unless otherwise directed in writing by DCHA.
- 2.13.2 The Contractor must ensure that all recorded footage is protected against unauthorized access, tampering, or premature deletion. In the event that evidentiary footage is requested, the Contractor shall follow DCHA's Chain of Custody protocols to ensure the legal admissibility of the data. All work performed shall preserve the evidentiary integrity, including proper handling of video data in support of legal, investigation, and law enforcement needs.
- 2.13.3 The Contractor shall provide DCHA with a list of all personnel authorized to access the Video Management System (VMS). All such personnel must sign a Confidentiality and Data Security Agreement prior to being granted system access.

2.14 Site Visits

- 2.14.1 Respondents responding to this RFP must attend site visit Property prior to submitting proposals to become familiar with the conditions that may affect the performance of the work.
- 2.14.2 The sites identified in Table 3 represent a strategic representative sample of the DCHA portfolio. These locations were specifically selected because their camera configurations, access control hardware, and network environments mimic the technical architecture found across the remaining properties. This sampling approach allows for a comprehensive technical assessment while ensuring project timelines are met without operational redundancy.



Table 3: Day 1 - Properties Identified for Vendor Site Visit *Walk Thru Starts at 9:00 AM at Greenleaf Gardens Substation		
Date	Site Name	Site Address
May 18, 2026	Greenleaf Gardens Substation	1019 Delaware St, SW
May 18, 2026	Greenleaf Family	203 N Street, SW
May 18, 2026	Hopkins Apartments 1	1000 12 St SE
May 18, 2026	Hopkins Apartment 2	1430 L St SE
May 18, 2026	Potomac Gardens Family	700 12th St SE
May 18, 2026	Potomac Gardens Sr.	1229 G St SE
May 18, 2026	Benning Terrace	4450 G St SE
Day 2 - Properties Identified for Vendor Site Visit *Walk Thru Starts at 9:00 AM at Langston Dwellings & Additions		
Date	Site Name	Site Address
May 19, 2026	Langston Dwellings & Additions	667 24th St NE
May 19, 2026	OPS Headquarters	2011 Walt Lincoln Way NE
May 19, 2026	Lincoln Heights	400 50th St NE
May 19, 2026	Claridge Towers	1221 M St NW
May 19, 2026	Horizon House	1150 12th St NW
May 19, 2026	Kelly Miller	238 W St NW
May 19, 2026	Ledroit Apartments	2125 4th St NW

2.15 System Architecture and Platform Standardization

2.15.1 DCHA has established standardized platforms for its security camera systems environment. The Contractor shall support and maintain the following:

- Primary Video Management System (VMS): Axis Camera Station Pro
- Secondary Platform: Verkada (Cloud-Management Systems)

2.15.2 The Contractor shall not introduce, deploy, or recommend alternate video management systems without prior written approval from the COTR.

2.15.3 All maintenance, repairs, and system configurations shall align with DCHA's established architecture, standards, and long-term consolidation strategy.

2.16 System Ownership and Control

2.16.1 All systems, devices, configurations, video data, and associated infrastructure deployed, maintained, or accessed under this contract shall remain the sole property of the District of Columbia Housing Authority (DCHA).

2.16.2 The Contractor shall not restrict, limit, or condition access to any system, data, or configuration at any time, including upon contract expiration, termination, or transition.

2.16.3 Upon request or contract conclusion, the Contractor shall provide full administrative access, system credentials, configurations, documentation, and data exports necessary to ensure uninterrupted continuity of operations.

[END OF PART 2 – SCOPE OF SERVICES]



PART 3 – PROPOSAL EVALUATION

3.1 Clean Hands Policy

Procurement actions shall be conducted only with responsible contractors who have the technical and financial competence to perform, who have fiscal responsibility in business dealings, and who have a satisfactory record of integrity. Before awarding a contract, DCHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance on DCHA and other jobs (including contacting previous clients of the contractor), and financial and technical resources. DCHA shall not award a new contract or conduct new business with a bidding contractor, vendor or applicant who (i) has past due financial obligations or indebtedness to DCHA pursuant to a contract or other transaction and has not fulfilled the obligation prior to submission of a bid, proposal or application for a contract, (ii) has an existing claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against DCHA, whether civil or criminal (including any appeal or review of any of the foregoing) or (iii) in DCHA's reasonable discretion, has taken action that may give rise to or threatened to assert a claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against DCHA, whether civil or criminal (including any appeal or review of any of the foregoing) or other dispute against DCHA. The Executive Director may waive the requirements of this paragraph for good cause as determined to be in the best interest of DCHA best interests.

3.2 Submittals

Proposals shall be submitted via DCHA E-Procurement electronic sourcing platform. DCHA **will not** accept any proposal in part or in whole through any other means. The following Required Representations and Certifications must be uploaded to the Prerequisites page as a part of a Respondent's proposal.

NOTE 1: Forms shall be completed, signed, and notarized where required or marked "Not Applicable" where appropriate.

NOTE 2: All forms are available in Adobe's PDF format for viewing and printing. To view and use the forms you must install [Adobe Acrobat Reader](#) on your computer. Acrobat 5.0 (minimum) is required for all fillable forms.

All Required Representations and Certifications and responses to Evaluation Questions are due by the RFP due date and time. **No responses will be accepted by e-mail or received after the due date and time has passed.**

3.3 Evaluation Process, Evaluation Factors and Award

The proposal evaluating process is designed to award the contract, not necessarily to the Respondent(s) of least cost, but rather to the Respondent(s) whose proposal represents the best overall value as determined by an evaluation of the best technical score (a combination of qualifications and experience) and price/costs. Evaluations are based upon the evaluation factors and weights specifically established within this RFP.

Proposals shall not exceed thirty 30 pages, excluding the Price Proposal and supporting materials as detailed in Section 3.4 and 3.5 below. Proposals shall be submitted in two parts: Part I shall be titled, "Technical Proposal" and Part II shall be titled, "Price Proposal". Respondents shall submit one (1) electronic copy of both the Technical Proposal and Price Proposal in Microsoft Word or Adobe PDF Format, prepared in such format and detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether the Respondent can meet the requirements set forth in this RFP. Electronic Proposals may not be formatted to restrict DCHA access to view content after the date of submission. The Technical Proposal shall not contain any pricing information in Microsoft Word or Adobe PDF Format, prepared in such format and detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether the Respondent can meet the requirements set forth in this RFP. Electronic Proposals may not be



formatted to restrict DCHA access to view content after the date of submission. The Technical Proposal shall not contain any pricing information.

3.4 Proposal Format

Proposal responses must meet the following format requirements:

- a. Proposals must include each item in the order outlined below in Sections 3.5.
- b. Technical Proposals must be in an 8 ½ X 11 format, letter size paper, printed single-sided, bound length wise, minimum 10pt font size, minimum ¾" margins, and separated with tabs (indicators) to identify sections.
- c. Each sub-section must be separated by a coversheet with sub-section headings.
- d. Technical Proposals are limited to thirty (30) pages excluding the Title Page, Table of Contents, Section Coversheet/Dividers, Exhibits and supporting documentation. Proposals that exceed the page limitation will not be reviewed and determined non-responsive.
- e. **Electronic Proposals may not be formatted to restrict DCHA access to view content after the date of submission.**
- f. Proposals shall be paginated and organized as described below.

3.5 Proposal Content

PART I: Technical Proposal shall contain:

- 1) Table of Contents
- 2) Letter of Interest
- 3) Documentation to substantiate each listed Evaluation Criteria
 - a) Qualifications
 - b) Past Performance
 - c) Staffing Plan/Methodology
- 4) References
- 5) Certifications and Affidavits

PART II: Cost Proposal shall contain cost proposals only:

- 1) Complete Exhibit 1- Cost Proposal

Respondent(s) must provide all information outlined in the Evaluation Factors (as defined below) for the Respondent's proposal to be considered responsive. The quality of answers rather than length of responses to this RFP is important.

After evaluations, the Evaluation Committee will determine a competitive range. The competitive range includes the proposals that have a reasonable chance of being selected for the award considering all aspects of the RFP. DCHA will negotiate with the Respondent(s) who fall within the competitive range. If required, only those *Respondents within the competitive range may be selected for an oral presentation and/or interview.*

The presentation/interview process will be arranged to assist the evaluation committee in differentiating those Respondents within the competitive range. Points may be added or deducted from the Respondent's preliminary score as deemed necessary by the evaluation committee. DCHA reserves the right to negotiate the final scope of services, price, schedule and any and all aspects of this solicitation with all Respondents in the competitive range.

Once negotiations are complete, DCHA shall establish a date and time for the submission of the best and final offers. If a Respondent does not submit a notice of withdrawal of its offer, or a best and final offer, the Respondent's immediate previous offer shall be construed as its best and final offer. The best and final offers shall be evaluated in essentially the same manner as the initial offers unless otherwise specified. The contract shall be awarded to the responsible Respondent whose qualifications, price and other factors considered are



the most advantageous to DCHA.

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The establishment, application and interpretation of the above Evaluation Factors (Questions) shall be solely within the discretion of DCHA. DCHA reserves the right to determine the suitability of proposals on the basis of all of these factors.

EVALUATION FACTORS DESCRIPTIONS

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

3.6 Evaluation Factors and Award

The proposal evaluation process is designed to award the contract to the Respondent representing the best value to DCHA as demonstrated through submission of responses to the evaluation factors established expressly for this RFP.

Respondents must provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Respondent's information to the Evaluation Factors which will demonstrate the Respondent's capacity to perform the required services of this Request for Proposals.

Proposals will be evaluated based on the following Evaluation Criteria/Factors:

	WEIGHTED SCORING EVALUATION FACTORS	MAXIMUM POINTS
A.	Experience & Qualifications	30
B.	Past Performance	20
C.	Staffing Plan/Methodology	15
D.	References	15
E.	Cost Proposal	20
	MAXIMUM TOTAL POSSIBLE POINTS	100

The establishment, application and interpretation of the above Evaluation Factors shall be solely within the discretion of the District of Columbia Housing Authority (DCHA). DCHA reserves the right to determine the suitability of proposals on the basis of all of these factors.

3.7 Evaluation Factor Description

A. Experience and Qualifications (30 points)

Provide a detailed narrative that demonstrates a specialized approach to managing security surveillance and preventive maintenance within a high-density environment. The Respondent must outline their anticipated approach for each element of the Scope of Services to include effective coordination and communication.

Provide a detailed narrative that demonstrates the approach or how the Respondent will engage with DCHA staff. Outline its anticipated approach/engagement for each element of work identified in the Scope of Services. The outlined approach/engagement should be consistent with the objectives and requirements set forth in the RFP and should address how services will be immediately provided upon execution of a contract. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.



- (1) Provide a description of the Respondent's organization.
- (2) Provide the mission statement and vision of the Respondent organization.
- (3) List and briefly describe 3 projects within the past 10 years that exemplify the proven experience of the Respondent as a qualified vendor.
- (4) Provide documentation, testimonials, references (**see paragraph D below**) and other relevant evidence supporting the project experience described above.
- (5) Experience with large public housing authority capital programs, including planning, design, construction, and modernization across multiple properties and funding sources.
- (6) Proven expertise in HUD regulatory compliance, including experience navigating PIH Notices, design and construction standards, procurement rules, Davis-Bacon, Section 3, and MTW guidelines.
- (7) Strong project management and stakeholder coordination capabilities, with the ability to collaborate effectively across internal departments, external agencies, and resident communities.
- (8) Successful performance on similar engagements with public sector, HUD-funded, or affordable housing clients.
- (9) Demonstrated Experience with Manufacturer-Specific Platforms. Respondents must demonstrate direct experience supporting enterprise-scale deployments of Axis Camera Station and Verkada systems in environments of similar size, complexity, and operational criticality. Demonstrated experience should include system maintenance, upgrades, troubleshooting, and ensuring continuous system availability in public safety or government environments.

Minimum Qualifications

Offerors responding to this solicitation must meet the following minimum qualifications to be considered responsive and responsible:

- (1) Possession of a valid **license to provide services in the District of Columbia**, or proof of active business registration and license application within the District of Columbia.
- (2) A minimum of **three (3) years of documented experience** providing contracted preventive maintenance and repair services for security camera systems and access control systems.
- (3) Demonstrated experience performing similar work for housing authorities, government agencies, or comparable public-sector entities.
- (4) Use of **manufacturer-trained and fully qualified technicians** to perform all maintenance, inspection, and repair services.
- (5) Ability to provide adequate staffing, supervision, tools, equipment, and materials to support continuous service delivery.
- (6) Proof of insurance and financial capacity sufficient to meet contract requirements
- (7) Offerors must demonstrate active certification, authorization, or formal partnership with key manufacturers relevant to DCHA's environment, including Axis Communications and Verkada. Failure to demonstrate adequate manufacturer alignment may result in the proposal being deemed non-responsive.
- (8) The contractor shall demonstrate the ability to provide lifecycle management services, including:
 - Identification of end-of-life equipment
 - Annual replacement planning
 - Budget forecasting support
 - Offerors must submit documentation substantiating these qualifications as part of their proposal.

B. Past Performance (20 points)

The Respondent must demonstrate that it has the Experience and Qualifications.

In response to the **Past Performance** evaluation factor, please provide the following:



- (1) Respondents must have a minimum of 10 years of experience performing services of comparable size, scope, and complexity as described within this solicitation.
- (2) Respondents must have performed a minimum of 3 projects with either public housing agencies, government entities, municipalities and or private entities of similar size and scope.

C. Staffing Plan/Methodology (15 points)

In response to the **Staffing Plan/Methodology** evaluation factor, please provide the following:

- (1) Narrative of Capability to provide scope of services;
- (2) Professional Overview;
- (3) Key Personnel Qualifications, Certifications & Industry Affiliations;
- (4) Provide documentation to substantiate experience to include the resume(s) of all persons who would work on matters if awarded the contract.
- (5) Platform-Specific Certifications and Manufacturer Expertise
The Respondent must demonstrate platform-specific expertise aligned with DCHA's existing security camera and access control environment. At a minimum, the Respondent shall provide documentation of the following:

Axis Communications Requirements:

- Must be an *Axis Authorized Partner* or demonstrate equivalent certification/authorization.
- Demonstrated experience with **Axis Camera Station (ACS and/or ACS Pro)** including installation, configuration, administration, troubleshooting, and maintenance.

Verkada Requirements:

- Must be a *Verkada Authorized Partner* or formally partnered with an authorized Verkada provider.
- Possession of **Verkada Certified Engineer (VCE)** certification is strongly preferred.
- Demonstrated experience with Verkada Command platform, cloud-managed video systems, and hybrid deployments.

Legacy / Multi-Vendor Systems:

- Demonstrated experience supporting legacy or third-party video management systems such as **Dedicated Micros, Milestone, or equivalent platforms**, where applicable.

Technician Qualifications:

- All personnel performing work under this contract must be **manufacturer-trained and qualified** on the systems they are assigned to service.

D. References (15 points)

This factor will be evaluated based on evidence of the following up to a maximum of five points per reference as follows.

In response to the **References** evaluation factor, please provide the following:

- (1) Quality of Work
- (2) Consistency with Performance

A **minimum of one** of the three references must be from a public housing authority, municipality, county, or other governmental agency. **References must be typed and completed on "Exhibit 3"** (please do not write in information as your penmanship may not be legible and may cause delay in confirming and/or moving forward your proposal for evaluation).



References shall be contacted to verify project award, performance and quality of work. DCHA may not be included as references.

E. Cost Proposal (20 points)

This factor will be evaluated using a set ratio formula to evaluate the price category and evaluated by utilizing the ratio of the lowest cost provider times the number of points available for this category.

In response to the **Cost Proposal** evaluation factor, please provide the following:

- (1) Price Proposal submitted on and in the format of Pricing Exhibit(s)- 5 Points
- (2) Price Reasonableness in relation to DCHA Independent Cost Estimate, Scope of Service and Market Rate - 15 Points

$$\text{Lowest Price Proposal} \div \text{Current Price Proposal} \times \text{Maximum Points Available} = \text{Price Score}$$

MAXIMUM TOTAL POSSIBLE POINTS..... 100 POINTS

3.8 Responsibility Determination

The responsibility determination includes consideration of a Respondent's record of integrity and business ethics, compliance with public policy, past performance with DCHA (if any) and other entities, financial capacity, and eligibility to perform government work (e.g., debarment/suspension from any Federal, State, or local government). DCHA reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal and utilize the information gathered in the final evaluation of those firms in competitive range.

a) Financial Capacity Determination

DCHA shall make an assessment of the Respondent's financial capacity, that is, whether in the sole opinion of DCHA, the Respondent is capable of undertaking and completing the RFP scope of services delineated within this RFP in a satisfactory manner. DCHA will award a contract only to the responsible Respondent who, in DCHA's sole opinion, has the financial ability to successfully perform under the terms of this RFP. DCHA's determination will include an assessment of the Respondent's financial resources/ability to perform the scope of services in accordance with the RFP requirements. Respondents who make the competitive range may be asked to submit financial information. Failure by the Respondent to provide such information within the allotted time will render the Respondent ineligible for award.

b) Technical Capacity Determination

DCHA will conduct a survey relating to the Respondent's record of performance on past and present projects that are similar to the scope of services identified in this RFP, which may include services/projects not identified by the Respondent. DCHA reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients and analysis of industry reports. DCHA will make a finding of the Respondent's Technical Resources/Ability to perform the RFP scope of work based upon the results of the survey.

A Respondent will be determined responsible if DCHA determines that the results of the Technical Resources/Ability survey reflect that the Respondent is capable of undertaking and completing the RFP scope of services in a satisfactory manner.



DCHA reserves the right to award this contract to one Respondent, to make multiple awards and to award without discussions. DCHA may reject any or all offers if such action is in DCHA's interest, award contract other than to the lowest Respondent, waive informalities and minor irregularities in offers received, and award all or part of the requirements stated.

Proposals that are considered nonresponsive will not receive consideration. DCHA reserves the right at any time during the evaluation process to reconsider any proposal submitted. It also reserves the right to meet with any Respondent at any time to gather additional information. Furthermore, DCHA reserves the right to delete, add or modify any aspect of this procurement through competitive negotiations up until the final contract signing.

3.9 Point Awarded Range

Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 3.7):

Points Awarded Range				
Classification*	Rating	%	10	100**
Acceptable	Excellent	95%/+	10	95-100
Acceptable	Very Good	90%/+	9	90-94
Potentially Acceptable	Good	80%/+	8	80-89
Potentially Acceptable	Average	70%/+	7	70-79
Unacceptable	Poor	<70%	0-6	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.				
**Total available points to be awarded, including cost points, minus preference points.				

a) Potential "Competitive Range" or "Best and Finals" Negotiations.

The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, 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 Agency in as timely a manner as possible, but in any case, within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

b) Determination of Top-ranked Proposer.

Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

- i. **Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).



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

3.10 DC Council Approval Mandate

In accordance with DC Council mandate, any contract(s) awarded by DCHA and meet the requirements listed below require DC Council Approval. The Council has two approval workflows. (1) Passive- contract is approved within 10 days of submittal; and (2) Active- contract may take up to 45 days after submittal. The proposed contract under this resolution is subject to DC Council approval based on the aggregate total and multi-year award requested above.

- I. Multi-year contracts;
- II. Aggregate total is equal to or greater than \$1,000,000.00;
- III. Or both 1 and 2.

[END OF PART 3 – PROPOSAL EVALUATION]



PART 4 – GENERAL CONDITIONS

4.1 Licenses, Permits and Certifications

Before a contract pursuant to this RFP is executed, the apparent successful Respondent(s) must hold all necessary, applicable professional licenses required by the District of Columbia and all other regulatory agencies necessary to complete the Services. The Respondent shall obtain, at the Service Provider's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. DCHA may require any or all Respondents to submit evidence of proper licensure.

4.2 DCHA Section 3 Policy

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u) requires that DCHA ensure that employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very-low-income persons.

I. Benchmarks and goals:

- a. Labor-hour target. DCHA adopts HUD's national safe-harbor benchmarks published at 85 FR 61524 and referenced in 24 CFR 75.23. At least 25 percent of total labor hours must be worked by Section 3 Workers, and 5 percent of total labor hours (counted within the 25 percent) must be worked by Targeted Section 3 Workers.
- b. Business Concern spend. Direct at least 10 percent of total contract value to certified Section 3 Business Concerns for construction or rehabilitation work and 3 percent for professional-services work.

II. Proposal submission:

- a. Schedule A – Contract Compliance Affidavit, or;
- b. Schedule B – Section 3 Business Utilization Plan with a concise Section 3 Action Plan that lists projected job titles, labor-hour commitments, planned Section 3 subcontracts or purchase orders, and any training slots.

III. Illustrative opportunities:

Administrative support, payroll processing, bookkeeping, landscaping, painting, carpentry, catering, research assistance, and similar scopes qualify when Section 3 talent or firms can perform them.

IV. Reporting cadence:

The selected contractor files a Monthly Labor-Hour Report by the fifth business day of each month and a Quarterly Section 3 Performance Report that tracks Action-Plan progress. DCHA may request additional data at any time.

V. Enforcement:

Failure to meet reporting deadlines, labor-hour benchmarks, or business-concern goals may trigger a Corrective Action Plan, payment withholding, termination for default, or referral to HUD for suspension or debarment.

VI. Attachments:

Attachment L – Section 3 Contractor Compliance Agreement and Attachment M – Section 3 Action Plan (fillable) are part of this solicitation and must be completed before award.



4.3 Certification Regarding Debarment

The Respondent certifies by submission of its offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. All Respondents are required to submit a Disclosure Statement if this is not the case.

4.4 Respondents' Status

Respondents and their agents will be held to be an independent contractor and will not be an employee of DCHA.

4.5 Funding Limitations

This procurement may be funded, in whole or in part, by grant funds provided by the U. S. Department of Housing and Urban Development. DCHA will not be bound to any contract if funding has been disallowed by HUD.

4.6 Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful Respondent to immediately notify DCHA in writing specifying the regulation which requires an alteration. DCHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to DCHA.

4.7 Insurance

Contractors will be required to obtain and maintain the following insurance coverage during the entire contract period:

A. Minimum Limits and Coverage

- I. Worker's Compensation and Employer's Liability with the following minimum limits and coverage:
 - a. Workers Compensation- Statutory Limit in accordance with the laws of the District of Columbia
 - b. Employer's Liability:
 - \$1,000,000 bodily injury for each accident
 - \$1,000,000 bodily injury by disease for each employee
 - \$1,000,000 bodily injury disease aggregate
- II. Commercial General Liability with the following minimum limits and coverage:
 - a. \$1,000,000 combined single limit for each occurrence for bodily injury/property damage
 - b. Aggregate: \$2,000,000
 - c. Products and Completed Operations: \$2,000,000
 - d. Personal/Advertising Injury: \$2,000,000
 - e. DCHA must be listed as an additional insured



III. Automobile Liability with the following minimum limit and coverage:

- a. \$1,000,000 combined single limit each accident
- b. Coverage shall be for any auto (including owned, hired, and non-owned autos)
- c. DCHA must be listed as an additional insured

IV. Professional Liability / Errors & Omissions (if required)

- a. Professional Liability / Errors & Omissions insurance in the amount of not less than \$1,000,000 per claim, unless otherwise required by DCHA
- b. Aggregate: \$2,000,000
- c. Cyber Liability: \$ 2,000,000

V. Umbrella or Excess Liability: \$5,000,000

VI. Employee Dishonesty: \$250,000

The Contractor shall provide certificates of insurance to DCHA prior to execution of the contract and at the beginning of each option term.

B. Additional Requirements

DCHA reserves the right to require the Contractor to provide certified copies of such policy or policies. Each such policy will not be canceled or materially changed or altered without first giving 30 days' written notice thereof to DCHA's Director, Contracts & Procurement, 10th Floor, Washington, D.C. 20024, sent by certified mail, return receipt requested.

Certificate(s) of Insurance shall be provided to DCHA, evidencing that all coverage, limits and endorsements required herein are maintained and in full force. DCHA shall be listed on the Certificate as an additional insured as noted in the above coverage requirements.

The insurance carrier shall be licensed to transact business in the District of Columbia and shall carry a current A.M. Best's rating of no less than B- VI.

Contractor agrees, and hereby authorizes its insurer, to notify DCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of 20% of available coverage.

The premium cost of all insurance purchased by the Contractor for protection against risks assumed by virtue of the contract shall be borne by the Contractor and is not reimbursable by DCHA.



DCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, DCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance or insurers failing to meet the criteria stated herein.

4.8 Indemnification

DCHA is defined in this section to include DCHA Commissioners, employees, agents **and/or** assigns. Contractor agrees to indemnify DCHA and hold it harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney fees arising out of or related to (a) a breach of the contract by Contractor or (b) the performance of the Services, whether by Contractor, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Contractor's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Contractor or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. The Contractor shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of DCHA.

DCHA cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Contractor or any other person or entity whatsoever, for any purpose whatsoever.

4.9 Method of Compensation

Monthly Payment of Services:

DCHA shall pay for services on a monthly basis (Net 30).

a) All payment requests must be addressed as follows and forwarded to:

District of Columbia Housing Authority
300 7th Street, SW
10th Floor- Accounts Payable
Washington, D.C. 20024
Email: DCHApayments@dchousing.org

b) Proper invoices shall contain the following information:

- i. Contract Number
- ii. Purchase Order Number
- iii. Identification of matters/services performed consistent with the contract requirement and supporting documentation.

c) Failure to provide all documentation as outlined in item "b" above may delay payment of invoices.

d) DCHA's Office of Financial Management and DCHA's Accounts Payable Division processes checks for payment every Thursday. When that date falls on a weekend or observed holiday, checks will be processed on the next business day.

4.10 Ceiling Price

The DCHA shall not be obligated to pay the Contractor any amount in excess of the ceiling price (also referred to as the contract total price), and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised



ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule(s) has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

4.11 Compliance with Laws

a) DCHA is legally obligated, as applicable, to require these provisions in its contract.

Contractor and its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations and orders applicable to the work described herein, including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, Contractor shall further comply with the applicable Annual Contributions Contract ("ACC") related to such development. To the extent such work is related to a mixed finance development, Contractor shall comply with the provisions of 24 CFR § 941. 208..

b) Energy Efficiency

Contractor will comply with all standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the Services are performed.

c) Clean Air and Clean Water

For contracts in excess of \$100,000, Contractor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 USC 1857 (h)), section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations 40 CFR part 15.

d) Equal Employment Opportunity

Contractor, during the performance of the contract, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall comply with applicable federal and state non-discrimination and equal opportunity laws, rules, regulations and executive orders.

e) Anti-Lobbying

Contractor will not use federally- appropriated funds that have been paid or will be paid, by or on behalf of Contractor, for the purpose of influencing or attempting to influence any 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 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, or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

- 1) Contractor agrees to disclose any conflict as soon as such conflict becomes known or should have become known.



- 2) Contractor agrees to include the language of this subsection in the award documents for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients and subcontractors shall acknowledge and disclose accordingly.

4.12 Termination for Convenience and Default

- a) DCHA may terminate the contract, in whole or in part, for DCHA's convenience by delivering to Contractor a written notice of termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, Contractor shall: (i) immediately discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver to DCHA all information, reports, papers, and other materials accumulated or generated in performing the Services, whether completed or in process.
- b) Either Party may terminate the contract upon the material breach of the contract by the other Party, which breach is not cured within 30 calendar days following written notice thereof; provided, however, that if such breach is not susceptible to cure the non-breaching Party may terminate the contract immediately upon written notice thereof to the breaching Party. For avoidance of doubt, any materially false, deceptive, incorrect or incomplete statement, representation or certification by Contractor in connection with the contract or in the RFP process shall constitute a material breach that is not susceptible to cure by Contractor. Upon the termination of the contract by DCHA pursuant to this subsection, Contractor shall: (i) immediately discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver to DCHA all information, reports, papers, and other materials accumulated or generated in performing the Services, whether completed or in process.
- c) If the termination is for the convenience of DCHA, then DCHA shall be liable only for payment for Services rendered before the effective date of the termination. In arriving at the amount due Contractor for a termination for convenience, in no event shall the payment to Contractor exceed the aggregate price set forth in the contract and there shall be deducted:
 - (i) all progress payments to Contractor under the terminated portion of the contract, and
 - (ii) any claim which DCHA has against the Contractor under the contract.
- d) If the termination is due to breach by Contractor, DCHA may (i) require Contractor to deliver to it, in the manner and to the extent directed by DCHA, any work as described in subparagraph (b) above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable for any additional cost incurred by DCHA; and (iii) withhold any payments to Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to DCHA by Contractor.
- e) If, after termination for breach by Contractor, it is determined that Contractor had not in fact breached the contract, the termination shall be deemed to have been affected for the convenience of DCHA, and Contractor shall be entitled to payment as described in subparagraph (c) above.
- f) Contractor agrees that upon termination of the contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of the Services to DCHA or another contractor. Contractor shall provide full disclosure to DCHA and the third-party contractor about the equipment, software, or services required to perform the Services for DCHA.

4.13 Disputes



- a) The Parties agree to attempt to resolve all disputes and misunderstandings that may arise under or relating to the contract by agreement of the Parties or through amicable negotiations.
- b) All claims by Contractor shall be made in writing and submitted to DCHA. DCHA shall, with reasonable promptness, but in no more than 30 calendar days, render a decision concerning any claim hereunder. Unless Contractor, within 20 calendar days after receipt of DCHA's decision, shall notify DCHA in writing that it takes exception to such decision, the decision shall be final and conclusive. The Contractor shall proceed diligently with performance of the contract, pending decision from DCHA concerning any claim hereunder.
- c) If Contractor does not agree with the decision of DCHA, Contractor may pursue other legal means to resolve such claim. The venue of any action brought under the contract shall be in the Superior Court of the District of Columbia.

4.14 Examination and Retention of Contractor's Records

- a) Contractor shall maintain, during the performance of the contract, and for a period of at least three years following the date of final payment under the contract, all of Contractor's books, documents, papers and other records, including electronic records, involving transactions related to the contract for the purpose of making audit, examination, excerpts, and transcriptions. DCHA, the United States Department of Housing and Urban Development ("HUD"), or Comptroller General of the United States, or any of their duly authorized representatives, shall, until three years after final payment under the contract, have access to and the right to examine all such books, documents, papers and other records, including electronic records.
- b) The Contractor agrees to include in first-tier subcontracts under the contract a clause substantially the same as subsection (a) above. "Subcontract," as used in this section, excludes contracts not exceeding \$10,000.
- c) Notwithstanding anything to the contrary set forth in this section, the periods of access and examination in subsection (a) above shall continue until final disposition of any appeals, litigation, claims or exceptions related thereto that were commenced prior to the expiration of such three-year period.

4.15 Ownership Rights in Works

All data, materials, documentation, computer programs, inventions (whether or not patentable) and works of authorship created or developed in whole or in part by Contractor during the contract period in connection with the performance of the Services hereunder (collectively, "Works") shall be considered work made for hire by Contractor and owned by DCHA. Works shall not be reproduced or used by Contractor without the express written consent of DCHA. The Contractor shall execute all documents and take all actions necessary to vest ownership of the Works in DCHA.

4.16 Intellectual Property

The Contractor agrees it will not use the name or any intellectual property of DCHA, including but not limited to, DCHA copyrights, trademarks or logo in any manner, including commercial advertising or use as a business reference, without the prior written consent of DCHA.

4.17 Confidential Information

DCHA may provide Contractor with information owned by or relating to DCHA and its business, including, without limitation, its operations, business plans, personnel, or financial matters, all of which is hereby designated as confidential and proprietary by DCHA ("Confidential Information"). Contractor agrees to only use DCHA's Confidential Information to the extent necessary to perform the Services as contemplated herein.



During the Contract Period and for two years following the expiration or earlier termination thereof, Contractor shall keep confidential and shall not publish or otherwise disclose, or permit its employees, subcontractors and assigns to publish or otherwise disclose, any of DCHA's Confidential Information without DCHA's prior written approval; provided that to the extent such Confidential Information constitutes a trade secret under applicable law, such covenants shall continue for so long as such Confidential Information so constitutes a trade secret. At a minimum, Contractor shall carry out its obligations hereunder using the degree of care that it uses in protecting its own confidential and proprietary information of similar importance. All Confidential Information is and shall remain DCHA's property and Contractor shall return such Confidential Information, and all embodiments thereof, to DCHA upon expiration or termination of the contract or upon the earlier request of DCHA. The Contractor agrees that all of its employees and subcontractors will, upon DCHA's request, sign a confidentiality statement, in a form approved by DCHA in its reasonable discretion, in which such employees and subcontractors agree to be bound by the restrictions set forth in this section. The following types of information shall not be subject to the requirements of this section: (a) information which is or becomes known to the public through no act or omission of Contractor; (b) information which Contractor can demonstrate was in its possession prior to the execution of the contract (and was provided by a source other than DCHA); (c) information which Contractor developed independently from any relationship with DCHA; and (d) information which Contractor acquired from a third party which did not violate any obligation of confidentiality or trust by disclosing such information.

4.18 Conflicts of Interest

DCHA is contractually obligated to ensure compliance with this provision. Contractor agrees to notify DCHA if any of the following persons enter into an agreement with Contractor while such persons are in the roles listed below or within one year after termination of such roles and further certifies that Contractor is not:

- a) A member or officer of DCHA's Board of Commissioners or an *immediate family member of an officer of DCHA's Board of Commissioners. This prohibition does not include any present or former resident commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, DCHA, or a business entity.
- b) Any DCHA employee who formulates policy or who influences decisions with respect to DCHA's projects, or any member of the employee's *immediate family, or the employee's partner.
- c) Any public official, member of the local governing body, or State or local legislator (including members of the District of Columbia City Council, Columbia County Board of Commissioners, District of Columbia legislator), or any member of such individuals' *immediate family, who exercises functions or responsibilities with respect to DCHA's projects.
- d) A member of or delegate to the Congress of the United States of America or a resident commissioner (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam).

* "*Immediate family member*" means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g., half-brother or stepchild).

Contractor agrees to notify DCHA in writing if it has, during the course of the contract, any organizational conflict of interest, which is defined as a situation in which the nature of work under the contract and a Contractor's organizational, financial, contractual or other interests are such that award of the contract may result in an unfair competitive advantage or Contractor's objectivity in performing the Services may be impaired.



The terms of this section shall be included in all subcontracts entered into by Contractor in connection with the contract.

At all times while Contractor is conducting business with DCHA, it is required to disclose in writing, any direct or indirect conflicts of interest and any organizational conflicts of interest as soon as such conflict becomes known or should have become known. If Contractor has a conflict of interest, it must provide a full and complete disclosure, in writing, to DCHA's Senior Vice President, Acquisition & Management Services. The Disclosure Statement must be presented on Contractor's letterhead, notarized and signed by the individual making the disclosure.

4.19 Prohibition against Gifts/Favors/Anything of Monetary Value

No DCHA employee can accept or solicit for themselves or for others, anything of value from Contractor or any person, corporation, or other entity doing business with or attempting to do business with DCHA. The term "anything of value" includes, but is not limited to, gifts, money, property, meals, favors, personal benefit, entertainment, loans, or promises. Contractor shall report any violation of this prohibition immediately to the Sr. VP Procurement and Contracting Office of Administrative Services District of Columbia Housing Authority, Floor 10, 300 7th Street SW, Washington, DC 20024.

4.20 Assignment

The Contractor may not assign the contract or any part thereof or assign any of the monies to be paid thereunder, or assign or delegate any of its rights, duties or obligations under the contract to any other party, whether by operation of law or otherwise, without the prior written consent of DCHA. In the event the Contractor subcontracts the performance of any of the Services to a third party approved by DCHA in accordance with this section, Contractor and each subcontractor shall enter into a subcontracting agreement in such form as approved by DCHA in its sole discretion, which form shall include, without limitation, all required provisions set forth in the contract. Any purported assignment in violation of this section shall be null and void. In its sole discretion, DCHA reserves the right to refuse approval of any assignment. During the contract term, Contractor is obligated to notify DCHA if the name or corporate structure changes, including any merger, acquisition, sale, restructuring or other transaction that renders the legal entity name or federal employer identification number different. The Contractor agrees to provide sufficient documentation to DCHA to document such change in the legal entity name or federal employer identification number.

4.21 Non-Exclusive Rights

The resulting contract is not exclusive. DCHA reserves the right to select other contractors to provide services similar to the Services described in the contract during the contract period.

4.22 Contract Modification

DCHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary, and to make other changes and modifications consistent with DCHA's policies and applicable local, State and Federal laws.

4.23 Governing Law

The contract will be governed by and construed in accordance with the laws of the District of Columbia, without giving effect to principles of conflict of laws.

4.24 Required DCHA Vendor Registration

In order to do business with DCHA, the Offeror must be a registered vendor prior to submitting a response. Please



refer to the following Internet URL for more information about Vendor Registration and register on-line at the following:

Housing Agency Marketplace:

https://ha.internationalprocurement.com/requests.html?company_id=506

DCHA Website:

<https://www.dchousing.org/wordpress/business-2/>

If the Offeror has already registered with DCHA, the Offerors (Vendor) profile must be up to date. Offeror is responsible for contacting their local city and county authorities (usually the Clerk of the Superior Court's Office) and the District of Columbia (Secretary of State's office – to ensure that Offeror has complied with all laws and is authorized and/or licensed to do business in the District of Columbia. All applicable fees associated therewith are the responsibility of Offeror now or hereafter in effect during the contract. Offeror and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to carry out the services performed under the contract.

[END OF PART 4 – GENERAL CONDITIONS]



PART 5 – FORM OF CONTRACT

5.1 Sample Agreement

This Agreement must be reviewed by Proposers for acceptance during the RFP process, and any changes or questions must be addressed during the question-and-answer period outlined in the RFP. The DCHA will not accept any changes to the agreement after the question period is closed. Proposals submitted with exceptions to scope and agreement terms will **not** be moved forward in the evaluation process.

5.2 Exceptions to Contract

Respondents' proposed exceptions to the Form of Contract must be identified and submitted with the Respondents' proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements and required HUD terms and conditions.

Prior to award, and if necessary, the apparent winning Respondent will be required to enter into discussions with DCHA to resolve any contractual differences before an award is made. These discussions will be finalized and all exceptions resolved within the timeframe specified by DCHA after notification of potential award. Failure to resolve contractual differences, including failure to return signed documents within time frames specified by DCHA, will lead to rejection of the Respondent's proposal.

5.3 Contract Terms and Conditions

The contract that DCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the Proposal submitted by the successful Respondent and any subsequent revisions to the Respondent's Proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by DCHA, except that no objection or amendment by a Respondent to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless DCHA has explicitly accepted the Service Provider's objection or amendment in writing.

5.4 Exceptions

Exceptions or objections to the proposed contract terms must be identified and submitted with the respondents' proposal. DCHA will not accept the proposed exceptions or objections that conflict with or attempt to preempt mandatory requirements.

5.5 Right to Negotiate

Prior to the award, and if necessary, the apparent willing respondent may be required to enter into discussions with DCHA to resolve any contractual differences before an award is made. These discussions will be finalized and all exceptions resolved within the timeframe specified by DCHA after notification of the potential award. Failure to resolve contractual differences will lead to the rejection of the respondent's proposal.

5.6 Right to Reject

DCHA reserves the right to reject offers or end discussions with respondents that are not forthcoming with exceptions in the proposal submission, generalized exceptions are not acceptable (e.g., respondent is amenable to reaching, negotiated terms with DCHA).

[END OF PART 5 – FORM OF CONTRACT]



PART 6 – RIGHT TO PROTEST

6.1 Protest

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations. It is the policy of DCHA to encourage the informal resolution of contractual issues. Initially, the Contracting Officer will respond to contract award determinations informally, with a request for a solicitation debrief. DCHA will respond within five (5) calendar days.

Any party involved in a dispute with DCHA related to any procurement decision that has unfavorably affected the aggrieved party is entitled to a resolution of the dispute in a timely manner and in accordance with applicable local or Federal law. The Protester, as defined below, in all instances, must pursue a remedy through the established administrative procedures of DCHA prior to pursuing a protest with the Federal agency, defined below. Guidelines and procedures that must be followed are presented herein.

6.2 Definitions

Contracting Officer. The person within DCHA or DCHA duly authorized by the governing body thereof to administer contracts for and in the name of DCHA as applicable.

Executive Director. The Executive Director of DCHA.

Federal Agency. Unless otherwise defined, the United States Department of Housing and Urban Development (HUD).

Protester. Any Offeror to a solicitation made by DCHA who has submitted a bid, quotation, or proposal that contains all the material requirements of the solicitation and has received an unfavorable decision concerning the results thereof; and has a valid basis to challenge the award decision, or any Offeror who files a complaint based on the content of the solicitation, prior to the proposal due date based on specific facts giving rise to any such complaint.

6.3 Procedures

- 1) Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days of contract award by the Contracting Officer on behalf of DCHA, or the protest will not be considered, unless a different time period has been established, if applicable. In such cases, the time-period set forth in the solicitation and/or contract prevails. The complaint must be in writing, and at a minimum must identify the name, address, and phone number of the Protestor; Solicitation number and project title; a detailed statement of the basis for the protest; supporting evidence or documents to substantiate any arguments; form of relief requested.
- 2) The Contracting Officer may suspend the procurement pending resolution of the protest, if warranted by the facts presented.
- 3) The Contracting Officer shall issue a written decision to the Protestor within ninety (90) days of its receipt by certified mail with return receipt requested. The written decision shall state a description of the claim; a reference to the pertinent clause; a statement of the factual areas of agreement or disagreement; a statement of the Contracting Officer's decision with supporting rationale; and a statement referencing appeal rights.
- 4) The Contracting Officer's Final Decision may be appealed to the DCHA Executive Director through the Office of the General Counsel. Such a request must be in writing and made within ten (10) calendar days of receipt of the Contracting Officer's decision.



- 5) The DCHA Executive Director's decision may be appealed to a court of competent jurisdiction. The appeal must be filed within thirty (30) days of receipt of the decision rendered by the DCHA Executive Director, or other time period required by the selected court of competent jurisdiction, as applicable.
- 6) The DCHA Board or Commissioners has no jurisdiction over Bid Protests.
- 7) All protests, except those directed to a court of competent jurisdiction, shall be addressed to the administrative offices of DCHA. The address of the administrative offices of DCHA is as follows:

**District of Columbia Housing Authority
300 7th Street, SW
10th Floor Office of Administrative Services
Washington, D.C. 20024
Attn: Contracting Officer**

[END OF PART 6 – RIGHT TO PROTEST]



PART 7 – EXHIBITS, APPENDICES & ATTACHMENTS

7.1	EXHIBITS	
	Exhibit 1-	DCHA Camera Security Systems & Access Control Building Inventory and Preventive Maintenance Requirements
	Exhibit 2-	DCHA Camera Security Systems & Access Control Unit Price Schedule
	Exhibit 3-	Reference Form
	Exhibit 4 -	SAMPLE Contract Services Agreement
	Exhibit 5-	DC Council Approval Mandate Checklist
	Exhibit 6-	Site Visit Schedule
7.3	ATTACHMENTS	
	Attachment A-	Certificate of Eligibility
	Attachment B-	Conflict of Interest Certification
	Attachment C-	Contract Compliance Requirements
	Attachment D-	Non-Collusive Affidavit
	Attachment E-	Payments to Subcontractors and Suppliers Certificate
	Attachment F-	Profile of Firm Form
	Attachment G-	Statements of Bidders Qualifications
	Attachment H-	Wage Determination
	Attachment I-	HUD 5369-A Representations, Certifications and Other Statement of Bidders
	Attachment J-	HUD 5370-C General Conditions for Non-Construction Contracts Section I
	Attachment K-	HUD 50071 Certification of Payments to Influence Federal Transactions
	Attachment L	DCHA Section 3 Contractor Compliance Agreement
	Attachment M	Section 3 Action Plan

Offerors may not waive, alter, reserve, or delay DCHA receipt of any of the above Certifications or Affidavits. The above Certifications and Affidavits are due at the time of proposal submission; proposals submitted with incomplete or missing certifications may be determined unresponsive and removed from consideration for review and evaluation.

[END OF PART 7 – EXHIBITS, APPENDICES & ATTACHMENTS]