

## RESOLUTION NO. 2024 – JHA – 19

### TO AUTHORIZE THE AGENCY TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR EXECUTIVE SEARCH AND RECRUITMENT SERVICES AS TO THE POSITION OF PRESIDENT AND CEO

**WHEREAS**, the Jacksonville Housing Authority accepted the resignation of President and CEO Dwayne Alexander, effective February 2, 2024, and appointed the Chief Operating Officer as Acting President and CEO pursuant to Resolution No. 2024 – JHA – 15; and

**WHEREAS**, at its February 16, 2024 Human Resources Committee Meeting, the Jacksonville Housing Authority Board of Commissioners created a Transition and Search Committee, which agreed to utilize the services of an Executive Search firm to fill the President and CEO vacancy and directed staff to initiate a competitive bid process; and

**WHEREAS**, staff has prepared the attached Request for Proposals for Executive Services and Recruitment Services for Qualified Candidates to solicit competitive proposals for the approval of the Jacksonville Housing Authority Board of Commissioners for its approval as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE HOUSING AUTHORITY THAT**, the Jacksonville Housing Authority Board of Commissioners hereby authorizes Jacksonville Housing Authority to issue the attached Request for Proposals (RFP) No. 2024-104 for Executive Search and Recruitment Services for the Jacksonville Housing Authority Board of Commissioners, subject to any technical, non-material revisions to the RFP that may be made at the discretion of the Chair of the Human Resources Committee.

**ADOPTED:**

*Heather Horovitz*

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**Heather Horovitz, Board Chair**

5/15/2024

\_\_\_\_\_  
**Date**



\_\_\_\_\_  
**Approved by Office of General Counsel**

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Resolution No. 2024 – JHA – 19  
Authorize Issuance of CEO Search RFP

# **EXHIBIT A**

**RFP No. 2024-104**



JACKSONVILLE HOUSING AUTHORITY

RFP NO. 2024-104

EXECUTIVE SEARCH FIRM SERVICES

**Release Date: Thursday, May 16, 2024**

**RFP Due Date: Thursday, June 6, 2024 at 1:00 p.m. E.S.T.**



**REQUEST FOR PROPOSALS**

**RFP NO. 2024-104 Executive Search Firm**

Jacksonville Housing Authority (JHA) is currently accepting **sealed proposals**.

**Sealed Proposals** shall consist of one (1) **USB Flash Drive**; and one (1) **Original bound** copy of the proposal, containing all materials as listed in the RFP.

**JHA reserves the right to reject any or all proposals. MBE/WBE firms are encouraged to submit proposals.**

All questions for the RFP must be submitted in writing and e-mailed to JHA, at [procurement@jaxha.org](mailto:procurement@jaxha.org) no later than **1:00 p.m. EST on Tuesday, May 28, 2024.**

**PRE-PROPOSAL MEETING:**

**Thursday, May 23, 2024 at 1:00 p.m. EST**

**Dial-in Number: 605-313-5620**

**Meeting ID 4013119**

**RFP DUE DATE/TIME: Thursday, June 6, 2024 at 1:00 p.m. EST**

**JHA Procurement Office**

**1300 N. Broad Street**

**Jacksonville, FL 32202**

**Solicitation documents are available through our eProcurement portal that is location on our website at <https://www.JHA.org/bid-invitations/>.**

Jacksonville Housing Authority

Procurement Department

1300 N. Broad Street

Jacksonville, FL 32202

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## I. INTRODUCTION

The Jacksonville Housing Authority is seeking **sealed proposals** from interested and qualified companies who have experience with *Executive Search Firm Services* to provide JHA's executive recruiting services. JHA is committed to attracting the most experienced and qualified applicants in today's employment market. To this end, the selected firm will conduct a successful search for a new Executive Director, which includes the responsibilities of acting as President and CEO of affiliated entities of the JHA.

Learn more about Jacksonville Housing Authority at <http://www.jaxha.org>.

## II. SCOPE OF SERVICES

The successful respondent will provide, at minimum, the following deliverables:

1. Conduct a national search, actively seeking those candidates whose background, experience and education best meet the needs of the position by sourcing executive candidates through a number of different channels, including advertising in nationally recognized publications likely to attract qualified candidates, proactively reaching out to candidates in the marketplace that may not be actively seeking the position, accessing the firm's network of qualified C-level candidates and other best practice recruitment strategies utilized in the industry.
2. Develop and implement an aggressive recruitment strategy and plan to identify potential qualified candidates, including the preparation and placement of advertisements in appropriate professional journals, publications and web based and technology platforms. Develop and present a timetable for the completion of this work.
3. Provide consulting and advisory services to hiring officials on the final candidate selection. In the event that the selected candidate leaves employment with the JHA before a period of one year, an additional recruitment and selection process will be conducted at no cost to the Agency.
4. Coordinate all stages of the recruitment process with the Board of Commissioners (BOC) and assigned, JHA staff. Provide progress reports throughout the term of the contract, at frequency mutually agreed.
5. Solicit input from JHA's BOC through meetings and interviews to understand the role, responsibilities, qualifications, and appropriate experience needed for the position.
6. Solicit input from JHA's BOC regarding elements they feel should be included in a recruitment brochure, both in terms of job classification and ideal candidate.
7. Converse with the BOC preliminary terms of an employment agreement.
8. In concert with JHA's BOC, determine an appropriate interview and selection process. This may include information gleaned from community stakeholders, resident input sessions, and JHA staff interviews to provide perspective.

9. Design interview questions.
10. Create a mutually agreed upon, detailed recruitment brochure. Develop and present a timetable for completion of this work.
11. Review resumes for background and qualifications, followed by telephone and/or video interviews to clarify each applicant's experience; verify academic credentials and/or licenses; verify references and employment credentials; and prepare a written summary of 10 to 15 candidates with the most promising qualifications for the position prior to candidate interviews.
12. As required, administer assessments for each search. In the event politically sensitive or potentially embarrassing issues arise from a candidate's background, conduct in-depth interviews with the principle parties to clarify the event.
13. Screen the initial pool of applicants to final candidates for review by the Board of Commissioners and JHA assigned staff.
14. Provide summary applicant reports to the BOC on all finalists.
15. Arrange, with the input of the BOC, and coordinate the interviews for the top qualified candidates, including but not limited to the development of interview itineraries and travel arrangements.
16. Conduct complete and detailed reference check. A minimum of three reference checks must include a national review of past, personal and public fiscal responsibility. The reference checks shall include a review of the applicant's technical ability, as well as the applicant's ability to effectively interact and communicate with the BOC, staff, and stakeholders. Preliminary local and national criminal background checks of those candidates who appear to be best qualified for the position should be completed in advance of interviews.
17. Communicate with all candidates to acknowledge their applications and inform them of their final status in the search.
18. As necessary, assist with offer, acceptance, and relocation negotiation.
19. The respondent shall provide all required services and supplies to include labor, materials, and transportation in accordance with the requirements stated herein.

For the purposes of this request for proposal, the following definitions shall apply:

- "RFP" - this Request for Proposal.
- "Vendor" or "respondent" - the company(s) from whom proposals are requested.

- "PHA" refers to a Public Housing Authority. As used in this RFP, the term PHA will refer to a particular type of organization.
- "HUD" - the United States Department of Housing and Urban Development, a Federal agency that partially funds and monitors the operations of JHA. However, nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful vendor and HUD.

### III. SUBMISSION PROCEDURES & REQUIREMENTS

Proposal(s) must be submitted no later than Thursday, June 6, 2024 at 1:00 p.m. EST.

Any proposal received after the specified date and time **will not** be considered. Proposals must be in the specified office of JHA on or before the above specified date and time. If you choose to mail your proposal, it must arrive by the specified date and time, regardless of the postmark date. The submission package must be **sealed**, labeled accordingly, and received by Jacksonville Housing Authority at time listed above at the location listed below:

Jacksonville Housing Authority  
 RFP NO. 2024-103  
 1300 N. Broad Street  
 Jacksonville, FL 32202  
 Attn: Procurement Department

Respondents must submit the following in order for the submission to be considered complete:

- One (1) paper version of the proposal with original signatures labeled "Original".
- One (1) USB flash drive containing the full proposal

**The Respondent is required to submit the following information, although JHA reserves the right to request additional information upon review of initial submissions: Please TAB Sections.**

#### A. **Information Required in the Proposal**

##### 1. **Letter of Interest (TAB 1)**

- a) Include contact name and address: name, title, email, telephone and fax number to be contacted for clarification or additional information regarding proposals (Cover letter).
- b) A brief statement summarizing the Respondent's company and relevant experience and qualifications.
- c) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document and a corporate resolution, if applicable, signed by the Secretary of the Respondent and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract, and any amendments thereto.

##### 2. **Team Organization and Experience (TAB 2)**

Provide the names and titles of each individual, who will be providing services, as well as resumes from staff for each component of the scope of services who will actually perform the work, their position in the firm, and years and types of experience in relation to the



scope of the proposal. Make sure to specify the individual(s) who will have primary responsibility for contact and communication.

Provide a summary of the organization, size, and structure of the firm.

**3. Respondent(s) Project Understanding (TAB 3)**

Describe methodology and how firm will deliver tasks and deliverables described in the SOS. Firm shall provide a narrative response detailing the plan for performing the services that articulates what services and the level of effort that would be required for each search engagement. Provide details of the firm's workload and ability to be responsive to the JHA requirements. Be clear in addressing the deliverables within this RFP.

**4. Project Approach - Methodology (TAB 4)**

Please provide services as outlined in the Statement of Services. A summary of the firm's experience and expertise in conducting national searches at the highest executive levels, including firm's completed projects of a similar scale to JHA within the past five (5) years that resulted in successful employment of an executive level candidate; skill in working with a wide range of constituencies and stakeholders in developing consensus and facilitation of public forums. Include statement indicating whether the firm or individuals assigned as recruiters have been the subject of any disciplinary action during the past three (3) years; and whether the firm or individuals assigned as recruiters have been suspended or debarred from providing services to government funded agencies, or other government activity.

**5. Cost (TAB 5)**

The PROPOSED COSTS/FEE SCHEDULE submitted by the respondent. Outline free structure and/or rates clearly and completely. Clarity of the proposed fees, reasonableness of cost and the relationship of cost to completed services/deliverables are important elements. Fee must include all direct and indirect costs, including staffing, equipment, and travel.

**6. HUD Forms (TAB 6)**

Each Respondent must complete the forms as provided in Exhibit B.

**7. JHA Forms (TAB 7)**

Each Respondent must complete the applicable forms as provided in Exhibit C. All forms must contain a signature. When not applicable to your firm, please write "N/A," sign and date.

- a) Business References: Provide three (3) references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference. See Exhibit C.
- b) Minority and Women Business Participation: Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals.
- c) All other applicable form listed in Exhibit C.

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**B. Request for Information**

Respondents desiring any explanation or further information regarding the solicitation must submit an e-mail request no later than 1:00 p.m. EST on Tuesday, May 28, 2024 to Procurement at [procurement@jaxha.org](mailto:procurement@jaxha.org). Any clarification and/ or information will be furnished promptly as a written addendum to the RFP and posted on the JHA website at [www.JHA.org/bid-invitations](http://www.JHA.org/bid-invitations).

**Evaluation Process**

A selection committee composed of JHA staff will review proposals in accordance with this RFP and will recommend to the JHA Board of Commissioners the firm(s) most advantageous and supportive of the agency's needs. The selection committee and/or the Board of Commissioners may at its discretion request interviews with Respondents to discuss specific aspects and clarifications of their proposal(s). The Board of Commissioners will make the final decision.

The selection of the best proposal will be based on best value, which is based on, but not limited to: (1) costs; (2) reasonableness of contract terms; and (3) Respondent's ability to meet the needs of JHA. The proposal with the lowest monetary cost will not necessarily be selected.

**C. Anticipated Schedule of Events**

The anticipated schedule for the RFP and contract approval is as follows:

<b>Event</b>	<b>Date</b>
RFP available for distribution	Thursday, May 16, 2024
Pre-Proposal Conference	Thursday, May 23, 2024 at 1:00 p.m. EST
Deadline for receipt of written questions	Tuesday, May 28, 2024 at 1:00 p.m. EST
Response to written questions	To be determined
RFP Due Date	Thursday, June 6, 2024
Estimated Contract Award Date	To be determined

Jacksonville Housing Authority reserves the right at its sole discretion to amend any or all of the dates associated with the anticipated schedule of events.

**IV. EVALUATION/SELECTION CRITERIA**

RFP will be evaluated and rated on, but may not be limited to, the following criteria:

<b>CRITERIA</b>	<b>POINTS</b>
<b>Team Organization and Experience</b>	<b>30</b>
<b>Respondents Project Understanding</b>	<b>30</b>
<b>Project Approach - Methodology</b>	<b>25</b>
<b>Cost - Fees</b>	<b>15</b>
<b><u>TOTAL</u></b>	<b>100</b>
<b><u>Up to 10 additional points maybe awarded to selected respondent(s) for a presentation, if requested</u></b>	<b>1-10</b>

Interviews/ demos may be used for the top ranking Respondent(s), upon request.

**V. UNAUTHORIZED COMMUNICATIONS**

To protect the integrity of the procurement process, JHA requires all communications regarding this solicitation to be directed to the Procurement Department Only **by either phone, e-mail as listed in this solicitation.** No officer, employee, agent or representative of the Bidder shall have any contact or discussion directly or indirectly with others to seek influence on any JHA Board member, and/or employee during this solicitation process. Any violation of this prohibition may result in Bidder being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regards to this solicitation.

## **VI. GENERAL CONDITIONS OF THE RFP**

### **A. General Conditions**

1. LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.
2. JHA reserves the right to accept or reject any and all proposals submitted, either in whole or in whole or in part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of JHA.
3. JHA reserves the right to request additional information, if needed, from prospective Respondents.
4. In the event that it becomes necessary for JHA to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective Respondents. JHA may issue and does require Respondents to acknowledge addendums to the RFP. Proposals must conform to any addenda that may be issued to this RFP.
5. Proposals that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should carefully note the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent shall provide an oral presentation regarding the proposal submitted, if requested to do so by JHA.
8. Respondents may modify or withdraw a proposal prior to the RFP due date, by an authorized representative of that organization. All submissions will become the property of JHA after the RFP Deadline.
9. The Respondent affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered into with JHA.
10. The Respondent affirms that its proposal is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.
11. The Respondent has carefully read the provisions, terms, and conditions of the RFP document and does hereby agree to be bound thereby.
12. JHA reserves the right to make multiple awards from this RFP and also retains the right to negotiate with the selected firm(s).
13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between JHA and Respondent.
14. Respondent must meet JHA' insurance requirements as requested in the RFP.
15. The Respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of JHA for the purpose of influencing consideration of a response to this RFP.
16. JHA reserves the right to disqualify any proposal(s) that may present a conflict of interest between Jacksonville Housing Authority, its employees or Board members, Respondent(s), or parties identified in the proposal.

17. Proposals may NOT be withdrawn for one-hundred eighty (180) days from the RFP due date.
18. Proposed fees are inclusive of all necessary costs to provide the proposed services, including but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; vehicle fuel, etc. Each fee proposed shall be fully “burdened” with profit and overhead costs.

**B. Mistakes in Proposals**

If a mistake in a proposal is suspected or alleged, the proposal may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the Respondent may be permitted to correct a mistake in the proposal and the intended correct offer may be considered based on the conditions that follow:

1. The mistake and the intended correct offer are clearly evident on the face of the proposal.
2. The Respondent submits written evidence which clearly and convincingly demonstrates both the existing offer, and such correction would not be contrary to the fair and equal treatment of other Respondents.

Mistakes after award shall not be corrected unless the Contracting Officer makes a written determination that it would be disadvantageous to JHA not to allow the mistake to be corrected. The approval or disapproval of requests of this nature shall be in writing by the Contracting Officer.

**C. Conflicts of Interest**

The Respondent warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Respondent’s organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Respondent’s objectivity in performing the contract work may be impaired. In the event the Respondent has an organizational conflict of interest as defined herein, the Respondent shall disclose such conflict of interest fully in the proposal submission.
3. The Respondent agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the President which shall include a description of the action which the Respondent has taken or intends to take to eliminate or neutralize the conflict. JHA may, however, terminate the contract if it is in its best interest.
4. In the event the Respondent was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the President, JHA may terminate the contract for default.
5. The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the

Respondent. The Respondent shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

6. No member of the JHA Board of Commissioners shall be allowed to share any or part of this contract or to derive any benefit to arise from services. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
7. Any JHA official or employee who exercises or has exercised any functions or responsibilities with respect to any JHA contract/ procurement activities, or who is in a position to participate in the decision-making process or gain inside information with regards to any JHA contract/procurement activities, obtain a financial or economic interest or benefit from the contract/ procurement, or have an interest in any contract or subcontract, or agreement with respect thereto or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure with the JHA or for one year after such individual leaves JHA.
8. JHA reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

**D. Indemnity**

The Contractor shall indemnify and hold harmless JHA for any and all claims, lawsuits, causes of action and liability arising out of the execution, performance or nonperformance of this Agreement or in connection with the Contractor use of JHA premises. The costs of any actions stated herein will be the sole responsibility of the Contractor.

**E. Acceptance of RFP and Contract Terms**

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with JHA at a later time and date.

The contract may be for a one (1) year period. All contract extensions must have the mutual consent of all parties and must be requested and accepted in writing. The Respondent must maintain compliance with all federal, state, local and laws and regulations.

**F. Contract Award**

Subject to the rights reserved in this RFP, JHA will award the contract by written notice to the selected Respondent (the "Contractor"). The award of the contract is subject to the approval of the JHA Board of Commissioners and/or the JHA Acting CEO and President, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of proposals.

A contract shall be awarded in accordance with the terms and conditions of this RFP to the Respondent whose proposal is most advantageous to the JHA considering price, qualifications, technical and other factors as specified in this RFP, JHA reserves the right to negotiate and award

any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of JHA.

**G. Section 3**

Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135) (a) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for Housing. (b) The parties to this contract agree to comply with HUDs regulations in 24 CFR Part 135, which implements Section 3.

**H. Insurance**

If a Respondent(s) receives an award and unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to JHA within 5 days of contract signature. Certificate of Insurance will be required for the duration of the contract term, including option years:

<b>Business Automobile Liability</b>	<b>Required Limits</b>
JHA and its affiliates must be named as an additional insured and as the certificate holder. Must include both owned and un-owned vehicles.	\$500,000 combined single limit, per occurrence
<b>Workers Compensation and Employer's Liability</b>	<b>Required Limits</b>
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. A waiver of Subrogation in favor of JHA must be included in the Workers' Compensation policy.	Statutory \$500,000
<b>Commercial General Liability</b>	<b>Required Limits</b>
This is required for any vendor who will be doing hands on work at JHA properties. JHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$ 1,000,000 per accident \$ 2,000,000 aggregate

**I. No Warranty**

Respondents are required to examine the RFP, scope of services, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFP.

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**J. Expense of RFP Submission**

All expenses incurred in the preparation and submission of the RFP to JHA in response to this RFP shall be borne by the Respondent.



**VII. EXHIBIT A – DOCUMENTS CHECKLIST**

**DOCUMENTS CHECKLIST**

All documents, including this Checklist, must be completed in full and submitted for RFP including, one (1) Original Copy and the one (1) USB, in the requested order, or the package may be considered as a non-responsive submittal.

<u>Initial If Included</u>	<u>Documents Included In Proposal(s)</u>
_____	Documents Checklist
_____	Acknowledgment of Receipt of Addendum/Addenda, if applicable
_____	Form HUD 5369-C
_____	Business References
_____	Non-Collusive Affidavit
_____	Conflict of Interest Questionnaire
_____	Profile of Firm
_____	Sample Insurance Certificates
_____	W-9

I understand that failure to submit all these items may cause my submittal to be considered non-responsive.

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

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## **VIII. EXHIBIT B – HUD FORMS**

1. Instructions to Offerors Non-Construction (HUD-5369-B)
2. Certifications and Representations of Offerors – Non-Construction (HUD 5369-C)
3. General Conditions for Non-Construction Contracts (HUD-5370-C)

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## **IX. EXHIBIT C – JHA FORMS**

1. Business References
2. Non-Collusive Affidavit
3. Conflict of Interest Questionnaire
4. Profile of Firm
5. Sample Certificate of Insurance
6. W-9