



REQUEST FOR QUALIFICATIONS

for

Indiana Licensed Radon Mitigation Contractors

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

30 South Meridian Street, Suite 900

Indianapolis, IN 46204

<http://www.in.gov/ihcda/>

317-232-7777

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RESPONSE DEADLINE: January 9, 2023

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)

The Indiana Housing and Community Development Authority seeks to contract with an individuals or entities to provide residential Radon Mitigation services throughout the State of Indiana or designated geographical area.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

MISSION

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this, IHCDA will:

- Pursue innovation in all programs and services;
- Provide thought leadership;
- Emphasize continued quality of services; and
- Continuously improve program management practices and partnership building.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include, but are not limited to, investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

3. BACKGROUND

IHCDA administers the Healthy Homes Production Grant Program (“the Program”), an award through the U.S. Department of Housing & Urban Development (“HUD”). IHCDA received funding through HUD in 2022 to administer the Program throughout the State of Indiana and has established policies and procedures for the Program.

4. PROGRAM DESIGN

Healthy Homes Production (“HHP”) Grant funds and other matching/leveraged resources will be used in eligible privately-owned pre-1978 housing units, within the State of Indiana, where lead-based paint and healthy home hazards are identified and income eligible families reside. The Program complies with Section 1011 of the *Residential Lead-Based Paint Hazard Reduction Act of 1992* (Title

X) in providing lead hazard control grant program services. The Program will use IHCDA's procurement policy to determine a contractor's eligibility to be included on a qualified bidder's list.

5. SCOPE OF SERVICES

In consultation with IHCDA, the respondents selected pursuant to this RFQ (the "selected respondents") will be responsible for coordinating and performing residential radon mitigation measures within the State of Indiana in a designated geographical area.

IHCDA will use the standards set forth in this RFQ to establish a bidders list. At least twice, IHCDA will publish a notice in the local newspaper with detailed requirements for prospective contractors. Contractors must meet the requirements listed in this RFQ to be added to the bidders list. Once a project is ready for bid, IHCDA will notify all contractors on the bidders list and document its efforts to solicit minority and women-owned business enterprises. Within sixty (60) days of the bid opening date, IHCDA will provide a notice to proceed to the accepted bidder, notify bids not accepted, or reject all bids. A fixed price contract will be awarded to the lowest responsible bidder whose bid conforms to all the material terms and conditions of the bid invitation, technical specifications, and is the lowest in price. At any time, a contractor may request to be added or removed from the bidders list. IHCDA will update the bidders list every six months in accordance with its publication requirements and contact non-responsive contractors about remaining on the bidders list.

Radon mitigation must be in accordance with all State, local, and program policies which include the following requirements:

Radon Mitigation

- A. The Respondent shall coordinate the start date with IHCDA and the client to begin work within thirty (30) days of notification to proceed.
- B. Radon mitigation systems must be installed according to the requirements of the current American National Standards Institute/ American Association of Radon Scientists and Technologists (ANSI/AARST) national consensus standard for the specific housing type to include all local and State requirements.
- C. The Respondent shall perform all PFE (Particle Filtration Efficiency) testing using installed monitoring and extraction points.
- D. The Respondent shall record data and choose a mitigation(s) fan best suited for the location.
- E. The Respondent shall properly dispose of all project debris.
- F. Radon mitigation systems installed must lower the average indoor radon level below the EPA threshold of 4 pCi/L.
- G. The Respondent shall complete all contracted work within two (2) weeks of the start date pending any extenuating circumstances.
- H. The Respondent shall provide a twelve (12) month warranty on all parts and labor on the mitigation system and a five (5) year fan warranty.

- I. The Respondent must obtain construction permits as required by the State or local jurisdiction.

Selected respondents will receive additional information on how to submit claims for reimbursement and reporting requirements for HHP.

6. RFQ TIMELINE

November 28, 2022	RFP released to the general public.
January 9, 2023	Respondent must submit its proposal by 5:00 PM EST in PDF format.
January 13, 2023	Tentative selection will be made by IHCDA's Director of Real Estate Strategic Initiatives and Engagement and the Lead Grant Manager.
January 18, 2023	Tentative selection will be submitted to IHCDA's Delegation Committee.

PART 2 RFQ PROCESS

1. SELECTION PROCESS

Evaluation of qualifications will be completed by IHCDA. Respondent must be qualified, responsive, and responsible. Selection of a Respondent and inclusion on the Radon Mitigation Bidder's List is at the sole discretion of IHCDA.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondents must meet the following minimum requirements to be deemed responsive to this RFQ.

- a. The Respondent has been credentialed by and is currently listed on the National Radon Proficiency Program (NRPP) or National Radon Safety Board (NSRB).
- b. The Respondent is a licensed radon mitigation contractor with the State of Indiana.
- c. The Respondent must have and keep in force comprehensive general liability insurance coverage in the minimum amount of \$1,000,000 covering the risks related to the property and personal liability claims of other parties against the insured party.
- d. The Respondent has experience installing radon mitigation systems in accordance with the State of Indiana requirements.
- e. The Respondent has the knowledge, skills, and experience to install a radon mitigation system in accordance with this RFQ and IHCDA's Healthy Homes Partnership Program Policies and Procedures Manual available at <https://www.in.gov/ihcda/files/HHP-Policy-and-Procedures-Final-8.31.2022.pdf>.
- f. The Respondent has the capacity to timely and effectively coordinate the start date of installation and provide professionally written reports as described in this RFQ and the IHCDA Healthy Homes Partnership Program Policies and Procedures manual consistently in a timely manner.

- g. The Respondent has the capacity to schedule the start date within thirty (30) days of the contract approval and complete the work within two (2) weeks of the start date of work.
- h. The Respondent has the capacity to make timely repairs of any unit where the third-party test of the system determines the average indoor radon level is higher than 4 pCi/L.

3. QUALIFICATIONS EVALUATION CRITERIA

The following will be IHCDAs primary consideration in the selection process:

- 1. Compliance with requirements of this RFQ.
- 2. An assessment of the Respondent's ability to deliver the indicated services in accordance with the specifications set out in the RFQ.
- 3. Experience installing radon mitigation systems.
- 4. Ability to start providing services within a short time frame.
- 5. Can demonstrate an understanding of the State of Indiana radon rules, and IHCDAs program requirements.
- 6. Proof of Comprehensive general liability insurance coverage in the minimum amount of \$1,000,000 covering the risks related to the property and personal liability claims of other parties against the insured party.
- 7. Proof of current licenses with the State of Indiana.
- 8. Competitive fee.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any contract until the selected respondent has been determined to be responsible. A responsible respondent must:

- 1. Have adequate financial resources to perform the project, or the ability to obtain them;
- 2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and/or governmental business commitments;
- 3. Have a satisfactory performance record with other IHCDAs partners/recipients (if applicable);
- 4. Have a satisfactory record of integrity and business ethics;
- 5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- 6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
- 7. Have supplied all requested information;
- 8. Be legally qualified to contract in the State of Indiana, and, if it is an entity described in IC Title 23, must be properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
- 9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

5. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. These requirements are described more fully in **Sections 2 and 3 of Part 2 of this RFQ**, entitled "**Minimum Requirements/Responsive Respondent**" and "**Qualifications Evaluation Criteria**". Therefore, Respondent must review **Sections 2 and 3 of Part 2 of this RFQ** very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

Checklist of Submission Requirements

1. Qualifications Coversheet (required template included in this RFQ packet) as listed in Section 2, Part 2 of this RFQ.
2. Certification of Company (required template included in this RFQ packet).
3. Narrative summary of applicant's experience.
4. Narrative summary of applicant's readiness to proceed.
5. Identification of geographic service area.
6. DUNS (data universal numbering system) number.
7. Proof of Insurance and Bonding requirements as listed in Sections 2 and 3, Part 2 of this RFQ
8. EPA Renovation, Repair and Painting (RRP) Firm Certificate to include each worker's Certified Renovator certificate of training
9. Radon Mitigation Contractor license from the Indiana Department of Health
10. Radon licenses/certifications
11. Business Entity Report
12. A copy of the Respondent's System of Award Management (SAM) registration at www.sam.gov

6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be submitted in PDF only.

Dave Pugh
Lead Grant Manager
Indiana Housing and Community Development Authority
30 South Meridian, Suite 900
Indianapolis, IN 46204
dpugh@ihcda.in.gov
317-234-6289

The deadline for submission is January 9, 2023. Applications that do not contain all the required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE**: By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION**. The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **PAYMENTS**: Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- D. **CONFIDENTIALITY OF STATE INFORMATION**. The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1- 10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS**: Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award: **A.** The RFQ.
B. A list of all vendors who received the RFQ.
C. The name and address of each respondent.
D. The amount of each offer.
E. A record showing the following:
a. The name of the successful respondent.

- b. The dollar amount of the offer.
 - c. The basis on which the award was made.
- F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
 - a. trade secrets;
 - b. manufacturing processes;
 - c. financial information not otherwise publicly available; or
 - d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection.
- F. **TAXES, FEES AND PENALTIES**: By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.
- G. **CONFLICT OF INTEREST**: Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest. The decision of the Compliance Attorney is final.
- H. **APPEALS/PROTEST**: Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:
 - a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
 - b. Unfair competition or conflict of interest in the decision-making process;
 - c. An illegal, unethical or improper act; or
 - d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding

the funding decision made by IHCDCA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following concepts reflected in the federal regulations listed below:

- A. Residential Radon mitigation systems must be installed according to the requirements of the current ANSI/AARST national consensus standard for the specific housing type to include all local and State requirements.
- B. The EPA Renovation, Repair and Painting (RRP) Rule (40 CFR 745, including but not limited to subpart E).
- C. The Lead-Safe Housing Rule (24 CFR 35, subparts B-R).
- D. Providing meaningful access to these program benefits and information to Limited English Proficient (LEP) individuals through language assistance strategies and services, in accordance with Title VI of the Civil Rights Act of 1964 and the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons published on January 22, 2007, in the Federal Register (72 FR 2732).
- E. Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.
- F. Economic Opportunities for Low- and Very Low-Income Persons (24 CFR 135.32, Section 3; see 24 CFR 75). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) is applicable to grants funded under the HHP Program. Any contractor, subcontractor or sub-grantee receiving contracts under the HHP Program totaling more than \$100,000 must comply with the Section 3 requirements for any new training, hiring or sub- contracting opportunities provided under those contracts.
- G. Section 504 of the Rehabilitation Act of 1973 ("Section 504") and its implementing regulations at 24 CFR 8, and Titles II and III of the Americans with Disabilities Act.
- H. Section 508 of the Rehabilitation Act of 1973 and its implementing regulations regarding ensuring that electronic and information technology are accessible to individuals with disabilities.
- I. Fair Housing and Civil Rights laws including the Fair Housing Act and related authorities (See 24 CFR 5.105(a)) and including affirmatively furthering fair housing.
- J. Equal Participation of Faith-Based Organizations in HUD Programs and Activities (24 CFR 5.109).
- K. Worker Protection Procedures. Applicants must observe the procedures for worker protection established in the HUD Guidelines, as well as the requirements of the Occupational Health and Safety Administration (OSHA) (29 CFR 1910, General Industry, and/or 1926, Construction, as applicable), or the state or local occupational safety and health regulations, whichever are most protective. If other applicable requirements contain more stringent requirements than the HUD Guidelines, the more rigorous standards shall be followed.
- L. Applicable portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, which may include but is not limited to the following requirements:
 - 1. 2 CFR 200.501, Audit requirements.
 - 2. 2 CFR 200.321, Small businesses, minority-owned firms, and women's business enterprises . . . whenever possible.

3. 2 CFR 200.113, Mandatory Disclosures.
4. 2 CFR 200.62, Internal Controls.
5. 2 CFR 200.318, General Procurement Standards and Conflict of Interests.
6. 2 CFR 200.216, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. Prohibition from obligating or expending loan or grant funds to:
 - a) Procure or obtain;
 - b) Extend or renew a contract to procure or obtain; or
 - c) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
7. 2 CFR 200.322 Domestic preferences for procurements.
 - a) To the greatest extent practicable under a Federal award, the contractor should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
 - b) For purposes of this section:
 - i. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - ii. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Sub-award and Executive Compensation Information.

- N. Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- O. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- P. Procurement of Recovered Materials. Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- Q. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

3. RFQ TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.

- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to the RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. If the Respondent is selected pursuant to this RFQ it will be required to enter into IHCDA's Lead Hazard Reduction Demonstration Grant Program Contractor Agreement, which terms are non-negotiable.

4. QUALIFICATION COVER SHEET

Name of Individual,

Firm or Business:

Address:

Phone Number:

Fax Number:

Web Site Address:

QUALIFICATION

Contact Person:

Title:

Email:

Phone:

Contract Signatory Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

5. CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____