



## **QUICK QUOTE**

**For**

**System Administrator Services**

**For**

**HOUSING AUTHORITY OF THE  
CITY OF SAN ANTONIO, TEXAS  
AND  
AFFILIATED ENTITIES**

**Date Issued: March 1, 2019**

**Quick Quote #: 1902-920-66-4888**

**Closes: March 11, 2019 at 2:00 PM**

Prepared by:

**Department of Procurement**  
of the  
San Antonio Housing Authority  
818 South Flores Street  
San Antonio, Texas 78204

President and CEO..... David Nisivoccia

- 1.0 The Housing Authority of the City of San Antonio, Texas and its affiliated entities (the “San Antonio Housing Authority or SAHA”) hereby invites independent Contractors to submit bids for a provider to perform systems administration duties and responsibilities as needed by the agency.**
- 2.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions or request for documents pertaining to this solicitation shall be addressed to Charles Bode, Asst. Director of Procurement and General Services, telephone 210-477-6703, fax 210-477-6167 or e-mail at charles\_bode@saha.org.
- 3.0 APPLICABILITY:** By submitting a bid, the bidder is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007 and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction and if attached; HUD 5370 EZ, Davis Bacon or HUD Wage Decision.
- 4.0 SAHA’s RESERVATION OF RIGHTS: SAHA reserves the right to:**
  - 4.1** Reject any or all bids, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by SAHA to be in its best interest.
  - 4.2** Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.
  - 4.3** Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation.
  - 4.4** Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including “or equal” items) or non-requested items or services.
  - 4.5 SAHA reserves the right to:**
    - 4.5.1** To make an award to the same bidder (aggregate) for all items; or,
    - 4.5.2** To make an award to multiple bidders for the same or different items.
- 5.0 BIDDER’S RESPONSIBILITY:** Each bidder shall carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
- 6.0 DEADLINE:** Bids are due at the time and date posted herein. SAHA reserves the right to extend the posted deadline at any time prior to the deadline.
- 7.0 QUESTIONS:** All questions or request for information concerning this solicitation must be submitted in writing two (2) business days prior to the closing deadline.

- 8.0 HOLD PRICES/NON-ESCALATION:** By submitting a bid, the bidder agrees to "hold" or not increase the bid prices for a minimum period of ninety (90) days. Quantities listed in this solicitation are for the purpose of determining best pricing per line item. Contractor shall field verify all quantities and dimensions.
- 9.0 METHOD OF AWARD:** SAHA may, at its sole discretion, procure the applicable goods or services by issuance of a PO or execution of a contract. By submitting a bid, the successful proposer agrees to accept the PO or execute the contract.
- 10.0 FEES and FORMS:**
- 10.1 FEE:** All fees are all-inclusive of all related costs that a proposer will incur to provide the noted goods or services in compliance with this solicitation, including, but not limited to: employee wages and benefits, clerical support, travel and lodging, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying and motor vehicle fuel, all costs shall be fully burdened.
- 10.2 FORMS:** Bids shall be submitted utilizing the bid/fee forms included herein. Submission on forms other than the SAHA forms may result in disqualification of the response. Any bidder attached or included Terms and Conditions (Ts & Cs) are subject to acceptance by SAHA at its sole discretion.
- 11.0 AWARD CRITERIA:** Award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.
- Relevant Experience of Respondent (Individual or Firm), Experience and Qualifications of Recommended Candidates, References and Consultant's Hourly Fees**
- 12.0 BID COSTS:** SAHA shall not compensate any bidder for any costs that may be incurred in responding to this solicitation.
- 13.0 ASSIGNMENT OF PERSONNEL:** SAHA retains the right to demand and receive a change in personnel assigned by the Contractor to provide services to SAHA if SAHA believes that such change is in its best interest.
- 14.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation (including, but not limited to, selling or transferring the ensuing PO or contract without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
- 15.0 LICENSING REQUIREMENTS:** By submitting a bid the successful bidder certifies that he/she possess and will, prior to issuance of a PO or execution of a contract, present to SAHA, proof and/or certification of the following:
- 15.1** If applicable, local business license issued by the City of San Antonio.
- 15.2** If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein.

**16.0 PERMITS:** Contractor shall obtain all permits required to complete the work per the specifications.

**17.0 INSURANCE:** Contractor shall present to SAHA prior to PO issuance or execution of a contract, proof of insurance compliant with the requirements below.

Professional Liability	Required Limits
SAHA and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined single limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two people. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.  SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

**18.0 INVOICING:** To help insure timely payments and unless utilizing a progress payment schedule invoices shall be sent to the following address:

[Accounts\\_Payable@saha.org](mailto:Accounts_Payable@saha.org)

If contractor lacks electronic invoicing capability they may send invoices to:

**San Antonio Housing Authority,  
Accounts Payable,  
P.O. Box 830428,  
San Antonio, TX 78283-0428.**

Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice. In an effort to be more efficient, SAHA processes all payments electronically. Contractors will be required to complete a direct deposit form. SAHA's standard payment terms are net 30 days.

**19.0 Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).

**20.0 Indemnification.** The Contractor shall indemnify and hold harmless SAHA and its officers, agents, representatives, and employees from and against all claims, losses, damages, actions, causes of action and/or expenses resulting from, brought for, or on account of any bodily injury or death of an employee of the Contractor, its agent, or its subcontractor of any tier received or sustained by any persons or property growing out of, occurring, or attributable to any work performed under or related to this Agreement, resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. **CONTRACTOR ACKNOWLEDGES AND AGREES THAT THIS**

**INDEMNITY CONTROLS OVER ALL OTHER PROVISIONS IN THE AGREEMENT, SURVIVES TERMINATION OF THIS AGREEMENT.**

Contractor shall indemnify and hold harmless SAHA, their agents, consultants and employees from and against any and all property damage claims, losses, damages, costs and expenses relating to the performance of this Agreement, including any resulting loss of use, *but only to the extent caused by the negligent acts or omissions of Contractor*, its employees, sub-subcontractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.

**21.0 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 HUD's regulations in 24 CFR Part 135, which implement section 3.

**22.0 EPA REQUIREMENTS( This section applies only to Painting):** Contractor must be EPA certified. Contractors performing renovation, repair and painting projects that disturb lead- based paint in homes, child care facilities, and schools built before 1978 must be certified by EPA and must follow specific work practices to prevent lead contamination.

**This includes, but is not limited to:**

**Contain the work area.**

**Minimize dust.**

**Clean up thoroughly.**

Contractors must provide to SAHA and tenants a copy of the EPA pamphlet "*Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools*," before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 and when renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to:

[www.epa.gov/lead/pubs/renovaterightbrochure.pdf](http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf)

**23.0 GENERAL CONDITIONS:**

**23.1 Scope of Work is Attachment A.**

**23.2 Location of Property:**

**818 S. Flores Street  
San Antonio, Texas 78204**

- 23.3 WARRANTY:** All services and goods provided pursuant to this solicitation and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of two (2) years.
- 23.4 OR EQUAL:** Catalogs, brand names or manufacturer's references where provided are descriptive only and indicate type and quality desired. Bids on brands of like nature and quality will be considered unless specified otherwise. If bidding other than the referenced manufacturer, brand or trade name, Bidder must provide a complete description of product offered, and illustrations and must be included in the bid submittal. Failure to include the above referenced data will require Contractor to furnish specified brand names, numbers, etc.
- 23.5** Acceptance by SAHA is required prior to payment. Acceptance will be based on adherence to the specifications, best industry practice and inspection by SAHA personnel.
- 23.6** Contractor shall supply all material, labor and equipment to complete the requirement of this solicitation unless otherwise specified in this solicitation.
- 23.7** Contractor shall dispose of all debris and trash off site in accordance with all local, State and Federal laws and codes. At no time will Contractor discard any debris or trash into any SAHA refuse container.
- 23.8 Responses may be hand delivered to:**

**San Antonio Housing Authority,  
Attn: Charles Bode  
Asst. Director of Procurement  
818 S. Flores, San Antonio, TX 78204**

**or**

**Faxed to: Attn. Charles Bode at 210-477-6167**

**or**

**Emailed to: [charles\\_bode@saha.org](mailto:charles_bode@saha.org)**

**Quote Fee Sheet**  
**Quick Quote Closes on March 11, 2019 at 2:00 PM**  
**System Administrator Services**  
**1902-920-66-4888**

**State Law limits procurements using this method of solicitation to \$50,000.00 or less.**

**1. Fee:**

Item	Unit	Cost
Billable Hourly Rate	Per Hour	\$_____ per hour

**NOTE:** This engagement may involve visits to the SAHA offices in San Antonio on an as needed basis, as requested by the IT Department Director. In the event such travel is required, any reimbursable expenses will be in accordance with the SAHA Travel Policy, as it as it relates to mileage, hotel, transportation, per diem among other allowable expenses as specified herein.

**2. Additional Information:** As part of the response to this solicitation, please also provide the following information:

- a) A one page summary of your company and its experience with like or similar projects as identified in this solicitation.
- b) Copies of resumes and summaries of qualifications for any candidates being recommended for this assignment. The qualifications must meet the requirements as identified in the Statement of Work
- c) A list of at least 3 professional references for each candidate offered

**3. Sub-Contractors:** Proposer shall identify his subcontractors if any:

a) \_\_\_\_\_

b) \_\_\_\_\_

**Acknowledge Receipt of Addenda**

Addendum #1 \_\_\_\_\_ Date \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date \_\_\_\_\_

_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Printed Name</b>	_____ <b>Company</b>
_____ <b>E-mail address if available</b>	
_____ <b>Phone</b>	_____ <b>Fax</b>

**Bidder's Certification**

By signing below, Bidder certifies that the following statements are true and correct:

1. He/she has full authority to bind Bidder and that no member Bidder's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency,
2. Items for which Bids were provided herein will be delivered as specified in the Bid,
3. In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.,
4. Bidder agrees that this bid shall remain open and valid for at least a period of 90 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Bidder,
5. He/she has not given, offered to give, 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 in connection with this Bid,
6. Bidder, nor the firm, corporation, partnership, or institution represented by the Bidder, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Bidder has not received compensation for participation in the preparation of the specifications for this IFB,
8. **Non-Collusive Affidavit:** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other Bidder, to fix overhead, profit or cost element of said bid price, or that of any other Bidder or to secure any advantage against SAHA or any person interested in the proposed contract; and that all statements in said bid are true.
9. **Child Support:** Pursuant to Section 231.006 (d) of the Texas Family Code, regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
10. **Lobbying Prohibition:** The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: 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 modification of any Federal contract, grant, loan, or cooperative agreement.
11. **Non-Boycott of Israel:** SAHA may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting these General Conditions and any associated contract, the CONTRACTOR certifies that it does not Boycott Israel, and agrees that during the term of this contract will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.
12. **TX Gov. Code 2252.152:** Prohibits a government entity from awarding a contract to a company identified as Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts. By signature hereon bidder certifies that it is not affiliated in any manner with the businesses on this list.t

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Firm)

\_\_\_\_\_  
 (Signature) (Printed name and title)

\_\_\_\_\_  
 (Business address)

\_\_\_\_\_  
 (Phone) (E-mail)



# **ATTACHMENT A**

## **Scope of Work**

The San Antonio Housing Authority (SAHA) seeks a provider to perform systems administration duties and responsibilities.

### SAHA Windows Server Systems Background:

The SAHA seeks someone to perform Windows Server System Administration duties and responsibilities for all server and co-lo operations. Detailed duties and responsibilities for the role are listed below.

### Windows Server Environment and infrastructure:

The SAHA currently runs 26 servers in their current operation and 6 servers in the co-location. Please see below for detailed server Infrastructure.

Server	Hardware	OS
JDEDEP1 - Deployment Server	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
JDEAPP1 - Application Server	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
JDESQL1 - Data Server	HP ProLiant DL380 G7	Windows Server 2008 R2 Enterprise
JDEWEB3 - Web Server (ServerManager) JDV JPY	HP ProLiant DL320 G6	Windows Server 2008 R2 Enterprise
JDEWEB4 - Web Server Production	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
JDEWEB5 - Web Server Production	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
TERMSVRC1 - Remote Desktop Session Host	HP/ProLiant DL320 G6	Windows Server 2008 R2 Enterprise
TERMSVRC2 - Remote Desktop Session Host	HP/ProLiant DL360 G5	Windows Server 2008 R2 Enterprise
TERMSVRC3 - Remote Desktop Session Host	HP/ProLiant DL360 G5	Windows Server 2008 R2 Enterprise
TERMSVRC4 - Remote Desktop Session Host	HP/ProLiant DL360 G5	Windows Server 2008 R2 Enterprise
TERMSVRC5 - Remote Desktop Session Host	HP/ProLiant DL360 G5	Windows Server 2008 R2 Enterprise
PPRSVR - Document Server	HP/ProLiant DL380 G7	Windows Server 2008 R2 Enterprise
UTILITYSVR - Utility Server, Anti-Virus,PRTG, RDS Licensing, etc	HP/ProLiant DL380 G5	Windows Server 2008 R2 Enterprise

MLSSVR1 - Legacy MLS Application Server	HP/ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
SQLSVR3 - SQL Server	HP/ProLiant DL380 G5	Windows Server 2008 R2 Enterprise
SQLSVR1 - SQL Server	HP/ProLiant DL360 G6	Windows Server 2008 R2 Enterprise
WEBSVR1 - Web Server	HP/ProLiant DL320 G6	Windows Server 2008 R2 Enterprise
DC-CO - Primary DC, AD, DNS, DHCP	Dell/PowerEdge R520	Windows Server 2016 Datacenter
HV-COHOST - Central Office Hyper V Server	Dell/PowerEdge R530	Windows Server 2016 Datacenter
ESCSQL - Elite Server	Virtual	Windows Server 2016 Datacenter
CO-V-JEAP-01 - JDE AP Automation Server	Virtual	Windows Server 2016 Datacenter
PRINTSVR - Print Server	Virtual	Windows Server 2016 Datacenter
CO-V-JETT-01 - JDE Test Server	Virtual	Windows Server 2016 Datacenter
WSUS - Windows Update Server	Virtual	Windows Server 2016 Datacenter
CO-P-DZ-01 - DMZ Server	Dell/PowerEdge R230	Windows Server 2016 Datacenter
CO-P-BP-01 - Backup Server	Dell/PowerEdge R530	Windows Server 2016 Datacenter

### JDE Disaster recovery servers as follows:

Server	Hardware	OS
JDESQL2 - DR Data Server, Application Server, Web Server	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
JDEDEP2 - DR Deployment Server	HP ProLiant DL380 G4	Windows Server 2008 R2 Enterprise
HV-BKHOST - COLO Hyper V Server	Dell/PowerEdge R530	Windows Server 2016 Datacenter
COLO-V-DC-02 - Backup DC	Virtual	Windows Server 2016 Datacenter
Win7-GIS - GIS Workstation	Virtual	Windows 7 Enterprise
CO-P-BP-02 - Backup Server	Dell/PowerEdge R530	Windows Server 2016 Datacenter

## Systems Administrator Minimum Requirements:

- Bachelor's Degree in technology or related field
- At least 7 years experience as a Microsoft Systems Administrator
- Proven experience using WSUS server for Patch management
- Proven experience managing servers with Microsoft Server 2008, 2012 and 2016 Windows Server with Hyper -V
- Proven experience installing and supporting server antivirus software such as Avast, Symantec and Malware Bytes.
- Proven experience managing over 500 desktops and maintaining patch updates using successful and organized patch update schedule
- Proven experience managing data or vault backup software such as HP vault
- Proven experience with the installation, setup and configuration of Microsoft servers
- Proven experience upgrading servers
- Proven experience working with Active Directory, GPO and other advanced Active Directory administrator functions
- Demonstrated experience with Domain controllers and the promotion of domain roles and files
- Demonstrated experience with installing multiple server roles and the installation of applications in a Microsoft server environment
- Demonstration experience troubleshooting and solving simple and complex server issues
- Experience using Powershell when necessary
- Experience with Print Servers
- Experience configuring, supporting and installing RDP or terminal services

## Required Microsoft System Administration Duties and Responsibilities:

- Plans, tests, and administers Windows user profile servers in an Active Directory environment; develops appropriate documentation related to systems administration, maintenance, and security.
- Applies all security rights and permissions for the limited Microsoft Document server environment. Create Security Groups as requested.
- Implement effective, efficient and consistent patch management schedule that includes Microsoft patches, application software patches and antivirus patches. Responsible for effective use and development of patching test plan.

- Responsible for development of test plans when performing any changes to the LAN server infrastructure.
- Assists network staff in maintaining the Authority's LAN and WAN, computers, printers, and servers as it pertains to server administration
- Troubleshoots LAN server performance issues and creates graphical reports to resolve LAN server problems.
- Recommends upgrades, patches, new applications and equipment; works with Systems Administrator to maintain, purchase, and allocate software licenses for all Microsoft server upgrades, installation and maintenance.
- Leads the planning, testing, execution, and documentation for any changes to the Microsoft server environment. Uses the IT change management procedures to document changes and gain appropriate approvals for server change management documentation.
- Implements changes to the Microsoft server environment during change management window of maintenance with minimal interruption to users' access..
- Assist with the management and maintenance of our terminal services and print servers as it relates to the Authority's fleet of Canon multifunction devices (MFD)
- In accordance to equipment standards, communicate with procurement department to assist with help log equipment purchases.
- Works with the IT team on premise to assist with help logs as it pertains to system administration. ensures the daily production ('Help Log') issues related to systems are resolved within the 48 hour timeframe to deliver the IT (QS) Quality Service level of Customer service
- Maintains data security and information confidentiality in accordance with legal requirements; protects active directory confidentiality and integrity through access system and user levels of access.
- Act as Microsoft Systems Consultant to assist with the IT technical roadmap as directed by the IT Director
- Performs other duties as assigned.

#### (Optional Requirements) Business Processes and support

- Certified Microsoft Systems Administrator
- Have the ability to use Google, understand Google G Suite apps for collaboration and effective communication

- Optional use of other remote technology to connect to conduct business, share screens and join video meetings.

### Hours, Availability, Benefits and Work environment

- Consultant position - no benefits offered
- This is not a temp to hire position
- Number of work hours will vary from 5 to 15 hours per week
- Consultant can be on premise or work remotely
- Travel not required for this position. However, if determined by SAHA that System Administrators presence in office is necessary for business need, SAHA will pay for travel expenses as approved by the Director of IT. That being said, if the candidate is located outside of San Antonio, daily or weekly travel will not be paid by SAHA. System Administrator assumes the cost of travel to and from out-of-town home office.

# ATTACHMENT B

## HUD Forms

## TABLE 5.1 MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN CONSTRUCTION

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

**Examination and Retention of Contractor's Records.** The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Right in Data and Patent Rights (Ownership and Proprietary Interest).** The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

**Energy Efficiency.** The Contractor shall comply with all mandatory 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 work under this contract is performed.

### **Procurement of Recovered Materials**

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure 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. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price. (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

### **Termination for Cause and for Convenience (contracts of \$10,000 or more).**

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.