

	SOLICITATION ADDENDUM #2	CITY OF PHOENIX Neighborhood Services Department
	Solicitation Number: NSD-RFQu-24-003 Addendum #1 Page 1 of 2 Solicitation Due Date: Wednesday, February 21, 2024, at 2:00pm Local Phoenix Time	200 W. Washington St., 4 th Fl. Phoenix, AZ 85003

HUD ENVIRONMENTAL REVIEW CONSULTING SERVICES

Make the following notations to the above-referenced solicitation:

UPDATE:

Attachment #6 has been revised to include the correct solicitation number and name on page 1, item 2.

REPLACE:

Replace the version of Attachment #6 included in the solicitation with the revised version included with this addendum.

UPDATE:

Attachment #10 has been revised to show the correct attachment number in the header on pages 2-5.

REPLACE:

Replace the version of Attachment #10 included in the solicitation with the revised version included with this addendum.

Offeror must acknowledge receipt and acceptance of this addendum by returning the [entire signed addendum with the response submittal](#).

Date: _____, 2024

Name of Company: _____

Full Address: _____

Print Name and Title: _____

Authorized Signature: _____



**ATTACHMENT 6
SOLICITATION CONFLICT & TRANSPARENCY
DISCLOSURE FORM**

CITY OF PHOENIX

This form must be signed and submitted to the City and all questions must be answered or your submittal may be considered non-responsive.

1. Name of person submitting this disclosure form.			
First	MI	Last	Suffix
2. Contract Information			
Solicitation # or Name: NSD-RFQu-24-003 HUD Environmental Review Consulting Services			
3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)			
4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.			
5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.			
<input type="checkbox"/> Subcontractors may be retained, but not known as of the time of this submission.			
<input type="checkbox"/> List of subcontracts, including the name of the owner(s) and business name:			
6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.			



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7. Disclosure of conflict of interest:

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

8. Notice Regarding Prohibited Interest in Contracts

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer’s or employee’s city service without following city administrative regulations.

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:



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9. Acknowledgements

Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.

- This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

10. Fraud Prevention and Reporting Policy

- I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.
Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA



**ATTACHMENT 10
FISCAL ABILITY QUESTIONNAIRE**

CITY OF PHOENIX

1. Please check the type of organization:
 - Non-Profit (501(c)(3))
 - Other Non-Profit _____
 - Government Entity
 - Sole Proprietorship
 - Partnership
 - Corporation
 - Other _____ If non-profit is checked, what year was it incorporated as a 501(c)3?

2. If you checked Non-Profit 501(c)(3), which section was your organization qualified under per your Internal Revenue Service Determination Letter?
 - 509(a)(1)
 - 509(a)(2)
 - 509(a)(3)
 - 509(a)(4)

Administrative

In accordance with the administrative requirements of this contract, please respond to the following:

1. Does your agency maintain a manual regarding **Human Resources** policies and procedures?
 - Yes
 - No

If answer is yes, when was it last updated? _____

- If yes, does the **Human Resources Manual** contain at a minimum?
 - Policies that require records to contain an employee's application for employment, job title and description, hire and termination date, salary/wage rates, performance appraisals, and effective dates of personnel actions affecting any of these items?
 - Yes
 - No

 - Policies that require proper time and attendance records for employees maintained to support all salaries and wages paid?



**ATTACHMENT 10
FISCAL ABILITY QUESTIONNAIRE**

CITY OF PHOENIX

- Yes
- No
- Policies that require the agency utilize a formal process that an employee's leave time be earned and taken?
 - Yes
 - No

2. Does your agency maintain a manual regarding a **Procurement** policies and procedures?

- Yes
- No

If yes, when was it last updated? _____

If yes, does the **Procurement Manual** contain at a minimum?

- Limits by which a formal bidding process must be used for goods or services purchased with contract dollars?
 - Yes
 - No
- Code of Conduct that addresses Conflicts of Interest as it relates to procurement?
 - Yes
 - No
- Requirements that staff who expend contract dollars be familiar with these procedures?
 - Yes
 - No

Financial

In accordance with Code of Federal Regulations 2 CFR 200, please respond to the following:

1. If awarded a contract, does your organization have sufficient funds to meet obligations while awaiting reimbursement from the City of Phoenix



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Neighborhood Services Department?

- Yes
- No

2. Has your organization gone through a bankruptcy?

- Yes
- No

3. Have any contracts ever been terminated for default or non-performance?

- Yes
- No

If yes, please explain.

4. Has your organization ever been debarred from contracting?

- Yes
- No

5. Are there any lawsuits, judgments, liens, tax deficiencies, or claims pending against your organization?

- Yes
- No

6. Does the amount your organization receives from all Federal sources, warrant that an Annual Single Audit in accordance with A-133 be performed?

- Yes
- No

If yes, what is the date of the most recent completed single audit?

7. Does your organization have a "Cost Allocation Plan"? This is the tool used to determine how specific costs are distributed and charged across one or more funding sources.

- Yes
- No

If yes, please attach.



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8. Does your organization maintain a manual regarding **Financial** policies and procedures?
- Yes
 - No

If yes, when was it last updated? _____

If yes, does the **Financial Manual** contain at a minimum?

(A) Minimum Accounting Standards such as:

- Maintaining separate accounts for each grant or contract?
 - Yes
 - No
- Supporting entries to general or subsidiary ledgers by keeping original books of entry such as cash disbursement journals or cancelled checks?
 - Yes
 - No
- Maintaining adequate supporting documentation for all contract expenditures, including copies of invoices, statements, sales tickets, billings for services, deposit slips, lease/rental agreements, mortgages, and/or any other documentation that, in any way, affect contract expenditures.
 - Yes
 - No
- Tracking contract expenditures against the approved budget amount within the approved period.
 - Yes
 - No

(B) Minimum Cash Management Standards such as

- Identifying first and second signature authority for cash disbursements by maintaining current memo on file
 - Yes
 - No
- Controlling use of checks to prevent misuse?
 - Yes
 - No



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CITY OF PHOENIX

- Separating responsibilities of staff who initiate purchases versus staff who approve vendor invoices and/or sign checks
 - Yes
 - No

- Reconciling bank account statements at least once a month.
 - Yes
 - No

(C) Minimum Payroll Standards such as:

- Requiring written authorizations when:
 - New employees are added
 - Existing employees have changes in rates of pay
 - Existing employees are removed from payroll
 - Employees' payroll deductions
 - Accounting distributions set up of employees' payroll costs
 - Payroll time sheets prior to paying employee

- Maintaining Payroll registers, labor distribution reports, and payroll master control reports.
 - Yes
 - No