

REVERE HOUSING AUTHORITY

REQUEST FOR AUDITING SERVICES

APRIL 21, 2021

REQUEST FOR SERVICES

The Revere Housing Authority (RHA) is seeking proposals from certified public accountants for Auditing Services for all its programs in accordance with HUD and DHCD guidelines. The successful candidate must have a minimum of three (3) years' experience with public housing agencies of similar size. The RHA anticipates entering a three (3) year contract not to exceed \$56,000 for such services.

The RFS will be available, without charge, from the RHA, 70 Cooledge Street, Revere, MA 02151 on Monday, May 17, 2021. The RFS package may be obtained at the RHA's website at www.revereha.com or may be requested by email at ctempesta@revereha.com. The RHA neither guarantees nor provides a warranty with respect to the timely receipt of the RFS by the Proposer in the event the RFS is mailed. All proposals submitted in response to this Request for Services (RFS) must be mailed or hand delivered and received by the RHA no later than Wednesday June 9, 2021 at 2:00 p.m. Late submissions will not be accepted.

I. BACKGROUND

The RHA is a public housing agency established to provide affordable housing to low-income residents. The RHA is state and federally funded by the Department of Housing & Community Development (DHCD) and the Department of Housing & Urban Development (HUD). The RHA owns and manages 900 conventional units and approximately 700 rental vouchers.

II. SCOPE OF SERVICES

1. Audit the accounts and records of the RHA for the 12 month period and extended period (if applicable) proposal, in accordance with generally accepted auditing and reporting provisions of the applicable HUD Audit Guide for the Low-Income Housing Program for use by Independent Public Auditors, herein referred to as OMB Circular A-133 and amendments dated February, 1988, and the Compliance Supplement-Interim Guidance for Annual Audits dated April, 1997, and in accordance with GAAP (Generally Accepted Auditing Principles). The audit performed shall be sufficient in scope to enable the Auditor to express an opinion in the audit report on the financial statements of the RHA.
2. The books of account and financial records to be audited are maintained and are located at the RHA's Administration Building, 70 Cooledge Street, Revere, Massachusetts. These books and records will be made available to the Auditor by the Executive Director of the RHA upon request for use at the RHA's office during normal business hours.
3. If the RHA's books and records are not in a sufficiently satisfactory condition for performing an audit, the Auditor shall disclose this deficiency to the RHA. If the RHA cannot get its books ready for an audit within 15 days, then the IPA should notify the Government. Notification to the Government shall be by written communication addressed to the Regional Inspector General for Audit, Regional Office, Department of Housing and Urban Development, John F. Kennedy Federal Building, Government Center, Boston, MA 02203. The Auditor shall await further instructions from the Regional Inspector General for Audit before continuing the audit. Upon completion of the audit, an Audit Report consisting of those elements described in the Audit Guide shall be simultaneously submitted to the Regional Inspector General for Audit (2 copies) and RHA one copy for the Executive Director and five copies for the Board of Commissioners as joint addressees.: The following activities must be audited:

PROGRAM SCHEDULE

A. Federal

1. 14-1,2,3 (194 units)
2. Section 8 Voucher Program (470 vouchers)
3. Capital Funding Program
4. Family Self Sufficiency Program (35 Participants)
5. Section 8 Portable (88 Participants)

B. State

1. State Consolidated Programs
 - (a) Ch. 200-1, 2, 3 &4 (286 units)
 - (b) Ch. 667-1, 2, 3 & 4 (246 units)
 - (c) Ch. 705 (69 units)
2. 667-6 Section 8 New Construction (104 units)
3. MRVP/AHVP Leased Housing (121)
4. Modernization Program

C. Also included is the Revolving Fund.

III. SUBMISSION INSTRUCTIONS

Proposers responding to this RFS are required to submit one original signature proposal and two (2) copies of their proposal to: Procurement Review Committee, Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 ATT: Tricia Duffy, Interim Executive Director no later than Wednesday, June 9, 2021 at 2:00 by mail or hand delivery. Each Offeror Submission must be in a sealed envelope marked with the Proposers Name, Address, And Telephone Number. **Proposers are required to submit the Fee for Services and the Proposers Submission of Services under separate cover as follows:**

A. FEE PROPOSAL

This envelope shall be marked: “Fee Proposal for Auditing Services” and must contain:

Attachment A – Proposed Fee Schedule completed and signed.

B. PROPOSAL SUBMISSION

This envelope shall be marked: “Proposal for Auditing Services” and must contain the Proposal consisting of:

- A Letter of Introduction.
- A resume(s) that demonstrates knowledge and experience with public housing authorities.
- References
- Designation of key staff who would directly servicing the RHA; and
- **The following forms completed and signed:**

Attachment B - Form of Non-Collusive Affidavit

Attachment C - Debarment Certification

Attachment D - REAP Certification.

Proposers are advised to examine Appendix A - Contract for Professional Services and Appendix B HUD 5369(b) Instructions to Offerors – Non-Construction for further requirements.

The fee for services must include all programs delineated in Section II above. A separate rate must be provided for additional work, and examples of additional work should be given. Solicitation of this RFS does not commit the RHA to pay any costs incurred in the preparation of submission of proposals. A Proposer may be requested to attend an interview with the RHA Procurement Review Committee (PRC).

IV EVALUATION PROCESS FOR AWARD

Evaluation of proposals shall be reviewed by the PRC in four phases: (1) all Non-Price Proposals will be evaluated based on the technical evaluation criteria (see Paragraph A below) and are to be rated using the numerical rating categories; (2) the PRC shall rate and compose a short list of Proposers based on the technical evaluation criteria ranking; (3) Fee Proposals will be opened and evaluated; (4) the proposal which best serves the interests of the RHA, with price and all evaluation factors considered will be recommended to the Executive Director for contract award.

A. TECHNICAL EVALUATION CRITERIA

Criteria items are listed in order of relative importance.

- Resume(s) demonstrated knowledge and at least three (3) years minimum previous experience auditing housing authorities and provided reference. *(30 points)*
- Demonstrated knowledge of HUD/DHCD regulations, programs, and practices. *(30 points)*
- A work plan describing how the Auditing will be performed each month including estimates of time for field work and a designation of key staff who would directly service the Authority. *(25 points)*
- MBE/WBE certified in the state of Massachusetts *(5 points)*
- Auditor currently assigned five-digit number (UII) provided by HUD, *(5 points)*

B. FEE PROPOSAL

The fee proposal, although secondary to the technical evaluation criteria consideration above, will be considered in determining the proposal that is the best interests to the RHA. However as technical evaluation points become more equal price may become the determining factor. While the fee proposal has no numerical weight, it is criterion in the overall evaluation of proposals.

If the RHA is satisfied with the fee proposal of the top-ranked Proposer, it will recommend to the RHA Executive Director that the contract be awarded to that Proposer. If not satisfied, the RHA will proceed to the next ranked respondent on the list, until a satisfactory agreement is reached. A contract may be awarded to an who does not submit the lowest fee proposal.

C. METHOD OF AWARD

The RHA will make award to the most responsive, responsible offeror(s) whose offer conforms to the solicitation and which best serves the interests of the RHA, fee for services and other factors considered. The combined relative merit of the technical evaluation factors listed above will be more significant than fee proposal in the selection of the Proposer.

The RHA will award the contract by written notice to the selected Proposer no later than sixty (60) days after the date designated for receipt of proposals; the parties may extend the time for acceptance by mutual agreement. Award of the contract is subject to the approval of the RHA PRC.

V. GENERAL CONDITIONS OF THE RFS

A. ACCEPTANCE OF RFS AND CONTRACT TERMS

Offeror's submission of a proposal in response to the RFS shall constitute acceptance by the Offeror of the terms and conditions of the RFS. If the Offeror's proposal is accepted for contract award, the Offeror agrees to enter a contract with the RHA in a form substantially like the contract form appended hereto as Appendix B.

B. CONTRACT AWARD

Subject to the rights reserved in Section IV of this RFS,

C. NO WARRANTY

Proposers are required to examine the RFS, specifications, and instructions pertaining to the services required. Failure to do so will be at the Submission own risk. It is assumed that the Offeror has made a full investigation and is fully informed as to the extent and character of services requested and of the requirements of the RFS. No warranty made or implied as to the information contained in the RFS, specifications, and/or instructions.

D. EXPENSE OF RFS SUBMISSION

All expenses incurred in the preparation and submission to the RHA in response to this RFS shall be borne by the Offeror.

E. RHA OPTIONS

The RHA reserves the right to cancel this RFS, or to reject, in whole or in part, all Proposals received in response to this RFS, upon its determination further reserves the right to waive any minor informalities in any proposal received, if it be in the public interest to do so. The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether to award, shall be made as a result of the RFS, shall be at the sole and absolute discretion of the RHA.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Offeror in writing and is received at the place and prior to the date and time designated in the RFS for receipt of Proposals. After such date and time, the Offeror may not change the proposal fee or any other provision of its proposal in a manner prejudicial to the interests of the RHA and/or fair competition.

The RHA shall waive any informalities or allow the Offeror to correct them. If a mistake in the intended fee proposal is clear on the face of the proposal, the RHA shall correct the mistake to reflect the intended correct fee proposal and shall so notify the Offeror in writing and the Offeror may not withdraw its proposal. An Offeror may withdraw its proposal if a mistake is clear on the face of the proposal, but the intended fee proposal is not similarly evident.

PROPOSED FEE SCHEDULE**THREE YEAR BASE CONTRACT**

I/We propose to furnish the Auditing Services as listed in Section II at rate of:

2021-2024

FEDERAL PROGRAMS

PROGRAM	UNITS	MONTHLY FEE	ANNUAL FEE
14-1, 2, 3	194		
Capital Fund	-		
Section 8 Voucher including Section 8 Portable	475		
TOTAL	669		

ADDITIONAL SERVICES:

(Not limited to the following: HUD/REAC Auditing and Internet Submissions for all programs.)

2021-2024

STATE PROGRAMS

PROGRAM	UNITS	MONTHLY FEE	ANNUAL FEE
Chapter 200	284		
Chapter 667	246		
Chapter 667-6 Section 8 New Construction	106		
Chapter 705	69		
MRVP/AHVP	121-130		
State Modernization			
TOTAL	826		

ADDITIONAL SERVICES:

(Not limited to the following: Modernization, Grant Programs)

Date: _____

Firm: _____

By: _____

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

Being first sworn, deposes and says:

That he/she is _____
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said Offeror has not colluded, conspired, connived or agreed directly or indirectly, with any Offeror or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant or of any Offeror, or to fix any overhead, profit or cost element of said bid price, or that of any other Offeror, or secure any advantage against the Revere Housing Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of:

Offeror, if the Offeror is an individual

Partner, if the Offeror is a partnership

Officer, if the Offeror is a corporation

Subscribed and sworn to before me

This _____ day of _____, 2021

Notary Public

My commission expires: _____

Seal:

DEBARMENT CERTIFICATION

The undersigned, a Respondent to the Request for Proposals (RFS) issued by the Revere Housing Authority, hereby certifies to the Revere Housing Authority on behalf of itself and each member of Respondents development team, as follows:

In accordance with 24 CFR 85.35, Respondent certifies that neither Respondent, nor any member of the Respondent’s development team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549 “Debarment and Suspension.”

Date

Respondent (Name of Firm)

By: _____
Name of Signatory:

Title:

**REAP CERTIFICATE
STATEMENT OF TAX COMPLIANCE**

Pursuant to MGL Chapter 62C, sec. 49A, the individual signing this Contract on behalf of the Proposer, hereby certifies under the penalties of perjury that to the best of his/her knowledge and belief the Proposer has complied with all applicable laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

The business organization social security or Federal Identification Number is _____.

Signed under the pains and penalties of perjury.

Date

Name

Title

CONTRACT FOR AUDITING SERVICES

THIS AGREEMENT made as of _____ day of _____, 2021 by and between the Revere Housing Authority, a public body politic and corporate, of Revere, Suffolk County, Massachusetts, hereinafter referred to as the "Authority" and _____, hereinafter referred to as the "Auditor" with its principal place of business located at _____.

Said Authority hereby retains the Auditor to perform Auditing services hereinafter described during the entire term of this agreement in connection with and arising out of the operation and the maintenance of the Commonwealth of Massachusetts aided housing developments and programs under the jurisdiction of the Authority.

In consideration and terms, covenants, conditions, and agreements herein contained and respectively made by Auditor and Authority, the parties hereto agree to as follows:

I. SCOPE OF SERVICES

The Auditor shall perform all necessary Auditing services required by the RHA in connection with the programs identified in the RFS which is made a part of this agreement. Services shall be provided on-site by at least one certified public Auditor. Quoted rates should be inclusive of all secretarial, travel, copying, report preparation, computer services, etc.

II. CONTRACT TERM

2.1 Term. Auditor shall commence its performance of Services under this Contract for a Base Contract Term of Three (3) years from _____ to _____.

2.2 Extension of Term. The RHA, at its sole discretion, may exercise its option to renew this Contract upon the same terms for an additional two (2) years at one-year intervals by notifying the Auditor no less than ten (10) days before expiration of base contract term.

III. COMPENSATION

3.1 Compensation for Services. For services listed in Section 1: Scope of Services, above, the Authority agrees to pay said Auditor the sum of _____ Dollars.

For services listed in Section 1: Scope of Services, above, the Authority agrees to pay said Auditor at the rate of _____ Dollars for additional services.

3.2 Allowable Additional Costs Defined. Auditor shall be reimbursed for all necessary travel and subsistence expenses in connection with the performance of the duties of the Auditor. The Authority shall also reimburse the Auditor for expenses and disbursements incurred in connection with legal matters handled by the Auditor, such as court cost, filing fees, witness fees and purchasing of the Executive Office of Communities and Development regulations and other relevant documents. No reimbursement will be due or payable by the Authority until documentation of such expenses has been submitted to and approved by the Authority.

3.3 Content of Invoices. Such invoices shall contain an itemized statement for each legal matter assigned of each task completed, the time spend on each such task, the name of the individual who performed such task, the hourly rate or portion thereof charged for such task,

invoices, receipts, or other equivalent back-up and the total charge to date for each legal matter assigned. Where work on an assigned legal matter has been completed, the invoice shall reflect that it is the final charge.

IV. CONTRACT DOCUMENTS

4.1 The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein: Request for Proposals, Offers Response, the Terms and Conditions of the Contract and any amendments or addenda issued prior to award and any modification agreed to after the award.

V. TERMINATION

5.1 The Authority may terminate services upon ten (10) days written notice to Auditor for any reason deemed by the Authority to be in the public interest. In the event of termination by the Authority prior to completion of services, Auditor shall be entitled to payment of services performed prior to the effective date of such termination. In the event of termination, payment shall be conditioned upon the delivery to the Authority by the Auditor all opinions, documents and other materials prepared by the Auditor in the performance of services.

VI. MISCELLANEOUS PROVISIONS

6.1 Ownership of Documents. All opinions, documents and other materials prepared by Auditor in the performance of services hereunder shall be the property of the Authority. The Authority may use all such materials for such purposes and so often as the Authority desires, either in whole or in part, or in modified form, without further employment of the Auditor, or additional compensation, therefore. The Auditor shall take no action in derogation of the rights of the Authority to ownership of such property and shall take reasonable actions necessary to protect such rights

6.2 Compliance with Law. All opinions, documents and other materials prepared by Auditor in the performance of services hereunder shall be prepared so as not to violate any provisions of local, state, or federal law, regulation, or ordinance.

IN WITNESS WHEREOF, the Parties Hereto Cause this Agreement to be executed on the day and date first above written.

REVERE HOUSING AUTHORITY

AUDITOR

By: _____

By: _____

Title: Executive Director

Title: _____

Date: _____

Date: _____

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and
- (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]