

INVITATION FOR PROPOSALS (IFP)
No. P20001 Mission Brokerage Services
Addendum 1

Questions:

1. What are M/WBE and Section 3 bids?

- M/WBE stand for Minority Business Enterprises and Women Business Enterprises. More information can be found in Section 2.4 of the main IFB Document.
- Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities, including those communities served by the Agency. Section 3 is intended to ensure that when a contractor has need to hire additional people as the result of receiving a contract from the Spokane Housing Authority (hereinafter, "the Agency"), preference must be given to low- and very low-income persons residing in Spokane County, WA (Section 3 resident), or Section 3 business concerns. More information can be found in Attachment D-1.

2. Do you have a list of commissioners/officers so we can confirm if we do or do not have any current or past relationships with them?

- Our current list of commissioners can be found at the following link:
<http://spokanehousing.org/about/board.html>

3. I am a broker at "*brokerage company*" but our managing broker is our signing authority on behalf of "*brokerage company*". Should I have our managing broker and myself sign this RFP?

- An individual with signature authority for the organization should sign areas of the RFP where a representative signature is required.

4. On the non-construction contract what does number 2a mean? Small business concern? We are an affiliate of "*brokerage company*", meaning our company pays a franchise fee of sort to have the name "*brokerage company*", but we are independently owned and operated.

- "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121. More information can be found at the following link: <https://www.law.cornell.edu/cfr/text/13/part-121>

5. RFP attachment C number 5 I assume is our CEO and President and their % of ownership? And number 6 is myself as the broker that will be working on the sale of this asset?

- Yes, you are correct. Number 5 is concerned with those Principals or Partners of the company and their ownership %, while number six is who we would be working with once the proposal is awarded.

**INVITATION FOR PROPOSALS (IFP)
No. P20001 Mission Brokerage Services
Addendum 1**

- 6. On the Form of Proposal, Tab 1, Invitation for proposals Attachment A is a 2-page form and it indicates a 1-page form. On attachment A, item 7 on page 2 references the undersigned yet there is no signature line on the form I downloaded. Does the signature at the end of the proposal suffice then?**
 - Attachment A is actually a 3-page form. The signature page was inadvertently left off when the pdf was created. It has been corrected and uploaded to our website replacing the previous form.
- 7. Is the proof of Insurance requirements for the firm or the independent contractor broker that will be the agent(s) working on the listing? This specifically relates for automobile coverage.**
 - This may vary based on the structure of the organization submitting a response to the RFP. If driving a company car or personal car there needs to be evidence of insurance as stated.
- 8. Under tab 6, my selling of the 25 W. Nora Building was on behalf of that building's Owner, not SHA. Would this fall under the work performance for the Authority as SHA was a party to the transaction?**
 - For this transaction, SHA did not have a contract for services with your firm even though we were a party to the transaction. Therefore, this would not fall under the work performance for the Authority.
- 9. On the site there is no HUD 2992 Form that I could find.**
 - That should have been included and was left out accidentally. I have uploaded the document to the website and attached in this email.