

Fort Walton Beach Housing Authority



Quotations for Small Purchases (QSP)

No. QSP23001

Strategic Planning and Meeting Facilitation

DUE April 12, 2023 @ 4:00 pm (CST)

INTRODUCTION:

The Fort Walton Beach Housing Authority (hereinafter, "FWBHA") is a public entity that was formed in 1968 to provide federally subsidized housing and housing assistance to low-income families within the city of Fort Walton Beach and Okaloosa County. FWBHA is headed by an Executive Director (ED), governed by a seven-person Board of Commissioners (Board, and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the agency's procurement policy. Though brought into existence by a Resolution of the City of Fort Walton Beach, it is a separate entity from the City.

Currently, the FWBHA owns and/or manages: (a) multi-family apartment complexes 124 units; (b) administers a total of 844 Housing Choice and VA Supporting Housing Vouchers; 210 Market Rate units (for a total of 1178). The Agency currently has approximately 12 employees.

In keeping with its mandate to provide efficient and effective services, the FWBHA is now soliciting quotations from qualified, licensed, and insured entities to perform the above noted services to the FWBHA. All quotations submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

QSP INFORMATION AT A GLANCE

ISSUE DATE	March 22, 2023
AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to "Authorized Representative" shall be a reference to Ms. Orr.)	Brittnee Orr, Operations Director 27 Robinwood Drive SW, 32548 Telephone: (850) 243-3224 ext. 301 E-mail: brittnee@fbha.org TDD/TTY: (850) 243-2445
HOW TO OBTAIN THE QSP DOCUMENTS ON THE APPLICABLE INTERNET SITE NOTE: FWBHA reserves the right to deviate from this timeline and/or modify the Scope of Service at any time! Notices of any such decisions or modifications will be located at ha.economicengine.com	1. Access ha.economicengine.com (no "www"). 2. Click on the "Login" button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the Housing Agency Marketplace, please call customer support at (866)526-9266
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE	Quoter's must submit proposed pricing on the provided QUOTE form only! The Fort Walton Beach Housing Authority (FWBHA) will accept the proposed pricing in person, by email (preferred - scanned as a .pdf file) only! The FWBHA will NOT accept proposed pricing by fax, US mail, verbally or by telephone!
QSP DEADLINE (DUE DATE)	April 12, 2023 at 4:00 p.m.
SITE VIST AND/OR PRE-SUBMISSION MEETING	None

PROCEDURE: Quoters must submit proposed price on the Quote Form Only, which can be found on the last page of this solicitation document. The FWBHA will accept the proposed pricing in person, email only. The FWBHA will NOT accept proposed pricing by fax, mail, verbally or by telephone. All quotes must be submitted at 4:00 PM Central Standard Time, April 12, 2023. Cutoff date for questions is 4:00 P.M. Central Standard Time (CST), April 5, 2023.

- 1.0 **FWBHA CONTACT:** All questions pertaining to this QSP must be submitted in writing by accessing the eProcurement Marketplace (hereinafter, a.k.a., “the Marketplace”).
- 2.0 **APPLICABILITY:** By submitting a quote to the FWBHA, the firm or individual doing so (hereinafter, “the Quoter”) is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD documents, Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction, which is attached hereto.
- 3.0 **FWBHA RESERVATION OF RIGHTS:** The FWBHA reserves the right to:
 - 3.1. **Right to Reject, Waive, or Terminate the QSP.** Reject any or all quotes, to waive any informality in the QSP process, or to terminate the QSP process at any time, if deemed by the FWBHA to be in its best interest.
 - 3.2. **Right to Not Award.** Not Award a contract pursuant to this QSP.
 - 3.3. **Right to Terminate.** Terminate a contract awarded pursuant to this QSP at any time for its convenience upon 10 days written notice to the Successful Quoter;
 - 3.4. **Right to Determine Time and Location.** Determine the days, hours, and locations that the Successful Quoter shall provide the items or services called for in this QSP;
 - 3.5. **Right to Negotiate.** Negotiate the fees proposed by the quoting entity.
 - 3.6. **Right to Reject any Quote.** Reject and not consider any quote that does not meet the requirements of this QSP, including but not necessarily limited to incomplete quotes and/or quotes offering alternate or non-requested services.
 - 3.7. **No Obligation to Compensate.** Have no obligation to compensate any Quoter or prospective Quoter for any costs incurred in responding to this QSP.
 - 3.8. **Right to Prohibit.** At any time during the QSP or contract process to prohibit any further participation by a Quoter or reject any quote submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace (hereinafter, a.k.a., “the Marketplace”) and by downloading this document, each prospective Quoter is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective Quoter, of any responsibility pertaining to such issue.
 - 3.9. **Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement

Marketplace. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

- 4.0 QUOTER'S RESPONSIBILITY:** Each Quoter must carefully review and comply with all instructions provided herein, provided within any named attachments or addenda.
- 5.0 QUOTE DEADLINE:** Quotes must be received by April 12, 2023 at 4:00 p.m. Central Standard Time. Each Quoter shall submit their proposed costs by the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the FWBHA reserves the right to extend the posted deadline at any time prior to the deadline.
- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 CONTRACT AND AWARD CONDITIONS:** The FWBHA will procure the applicable goods or services by issuance of a contract. By completing, executing and submitting a quote, the "quoter is thereby agreeing to abide by all terms and conditions pertaining to this QSP as issued by Fort Walton Beach Housing Authority, either in hard copy or on the eProcurement Marketplace,". Accordingly, Fort Walton Beach Housing Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published. A sample contract will be made available upon request.
- 7.1. Award Criteria:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the Contract Officer, award shall be made to the responsive and responsible Quoter that submits the lowest cost.
- 7.2. Contract Term:** The FWBHA anticipates that it will initially award a contract as soon as the prospective quoter is deemed responsive and responsible through the duration of the final delivery date for services as stated in Section 17 of the solicitation document.
- 7.3. Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by Fort Walton Beach Housing Authority pursuant to this QSP:
- 7.3.1. Contract Form.** Fort Walton Beach Housing Authority will not execute a contract on the Contractor's form—contracts will only be executed on Fort Walton Beach Housing Authority form, and by submitting a quote the Contractor agrees to do so (please note that Fort Walton Beach Housing Authority reserves the right to amend this form as Fort Walton Beach Housing Authority deems necessary). However, Fort Walton Beach Housing Authority will during the QSP process (prior to the posted question deadline) consider any contract clauses that the quoter wishes to include therein and submits in writing a request for Fort Walton Beach Housing Authority to do so; but the failure of Fort Walton Beach Housing Authority to include such clauses does not give the Contractor the right to refuse to execute Fort Walton Beach Housing Authority's contract form. It is the responsibility of each prospective quoter to notify Fort Walton Beach Housing Authority, in writing, prior to submitting a quote, of any contract clause that he/she is not willing to include in the final executed contract and abide by. Fort Walton Beach Housing Authority will consider and respond to such written correspondence, and if the prospective quoter is not willing to

abide by Fort Walton Beach Housing Authority's response (decision), then that prospective quoter shall be deemed ineligible to submit a quote.

7.3.1.1 Mandatory HUD Forms. Please note that Fort Walton Beach Housing Authority has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this QSP.

7.4. SCOPE OF SERVICE DISCLAIMER: All specifications listed within the Scope of Services of the FWBHA's contract form (if used) will generally be the same as those listed within this QSP's Scope of Services. Any Quoter that believes the listed specifications within the Scope of Service descriptions are unreasonable or incomplete shall address such issues with the FWBHA's Operation Director in writing via email at brittnee@fwbha.org during the solicitation period, prior to the posted quote deadline. Once the quote deadline has passed, revision of the specifications set forth shall not occur.

7.5. QUANTITIES (if applicable): All quantities entered in the Quote Form (if applicable) along with the corresponding pricing items are for calculation purposes only. As may be further detailed herein, therefore, FWBHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP. The FWBHA shall retain one contractor only, and shall retain the right to order from that contractor (Successful Quoter), on a task order basis, any amount of services or items the FWBHA will require during the ensuing contract period. If the FWBHA decides that it is in the best interest to delete from the ensuing contract any quantities or work, then the FWBHA has the right to do so at any time during the contract period.

8.0 Professional Services Exclusion: Contracts for certain professional services are excluded from coverage by HUD-determined or HUD-adopted prevailing wage rates. Hourly rates charged by the Quoter must be reasonable and reflect fees that are normally charged within the Quoter's industry.

9.0 INVALID OR ALTERNATE QUOTES: Failure to complete and submit all required information, or to add any additional requirements not acceptable to the FWBHA, may invalidate the quote submitted. Furthermore, the FWBHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

10.0 ALL INCLUSIVE PRICING: Each quoted sum submitted shall include all Quoter's costs, including but not limited to: sales tax, shipping, delivery, travel, lodging, mileage, recordation, reprographic services, mailings, inspections, and/or completion or assembly of the specified product or services at the FWBHA main office, public housing site(s) or other location as specified within this QSP or on the contract issued. The FWBHA will not pay from additional costs above those quoted in the Quote Form.

11.0 ASSIGNMENT OF PERSONNEL: The FWBHA shall retain the right to request and receive a change in personnel assigned by the Successful Quoter to provide services to the FWBHA if the FWBHA believes that such change is in the best interest of the FWBHA and the completion of the work or provision of the items.

12.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: The Successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling, or transferring the ensuing PO or contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract

with the FWBHA.

13.0 LICENSING REQUIREMENTS: By submitting a quote the *Successful Quoter* certifies that they possess and will present to the FWBHA proof and/or certification of the following licensing prior to award (but not as a part of quote submission):

- 13.1. A copy of all the Quoter's required permits, licenses, certifications legally necessary to perform the work detailed herein.
- 13.2. A copy of the Quoter's required state and local permits, licenses and certifications to perform work of the type required by this QSP in the State of Florida and/or Okaloosa County, FL.

14.0 INSURANCE: Prior to award (but not as a part of the quote submission), the *Successful Quoter* shall present to the FWBHA the following proofs of insurance in compliance with the requirements below:

- 14.1. **Workers Compensation:** If the Quoter has employees, an original certificate evidencing the Quoter's current industrial (worker's compensation) insurance carrier and coverage amount;
- 14.2. **Commercial General Liability:** An original certificate evidencing General Liability coverage, naming the FWBHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the FWBHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 14.3. **Vehicle Liability:** An original certificate showing the Quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 14.4. **Professional Liability:** If Quoter is providing services or expertise that falls under a quasi-professional role, an original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000.
- 14.5. The Quoter shall possess all of the required permits, licenses, and certifications legally necessary to perform the work of the type required by this QSP.
- 14.6. The Quoter shall also possess all of the required state and local permits, licenses, and certifications to perform work of the type of required by this QSP in the **State of Florida**, and/or the **Okaloosa County** if such state or local certification is legally required to perform work.
- 14.7. The Contractor shall provide to the Agency with current certificate(s)/endorsement(s) evidencing the insurance coverage referenced above. Failure to maintain the above-referenced insurance coverage, including naming the Agency as an additional insured (where appropriate) during the term(s) of this contract shall constitute a

material breach thereof. All insurance shall be carried with companies which are financially responsible and admitted to do business in the state of Florida. If any such insurance is due to expire during the contract period, the Contractor and subcontractors shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

15.0 LIABILITY-INDEMNITY-REMEDIES

- 15.1.** In the course of performing the services under this Agreement, Contractor shall assume full liability for any and all claims and demands for injury and property damage caused by its employees, agents, or equipment. To the extent any such claim is made or determined payable against FWBHA, Contractor further shall indemnify and hold FWBHA harmless, therefore. This shall include any and all claims arising from the implementation of this Agreement and arising from the work and performance of services undertaken by Contractor, its employees, agents, or subcontractors and arising out of any other operation no matter by whom performed for and on behalf of Contractor, whether or not due in whole or in part to conditions, acts, or omissions done, or permitted by Contractor or FWBHA.
- 15.2.** To the full extent authorized by law, Contractor agrees to indemnify, hold harmless and defend FWBHA, its commissioners, employees, and agents from and against any and all liabilities, claims, damages, losses, suits, penalties, forfeitures, actions, decrees, judgments, attorneys' fees, court costs, and other costs and expenses incidental thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorneys' fees) which FWBHA, its officers, commissioners, employees, or agents may suffer or which may be sought against, recovered from, or obtainable against FWBHA, its commissioners, employees, or agents, as a result of, by reason of, arising out of, on account of, or in consequence of any act or failure to act on the part of Contractor, its subcontractors or agents, or anyone directly or indirectly employed by any such subcontractors or agent, in the fulfillment or performance of the terms, conditions, or covenants that are contained in this Agreement, and which said act or failure to act is contrary to or is not authorized by this Agreement or is otherwise negligent, wanton, willful, or contrary to any applicable law, regulation, or recognized standard of practice or performance. The covenants and obligations set forth in the preceding sentence shall exist and remain in full effect notwithstanding the fact that the occurrence which gave rise to such claim, damage, loss, liability, suit, action, judgment, or expense was caused in part by the negligence or other wrongful act of any party indemnified hereunder. Nothing contained herein shall waive any rights, privileges, immunities, or limitations of liability to which FWBHA is entitled under Florida Statute 768.28 Title XLV of (which limits recovery for damages against a governmental entity to \$200,000 for bodily injury or loss of property, personal injury, or death for one person in a single occurrence; \$300,000 for claims against multiple government entities), or under any other present or future statute or rule of law which limits any liability of FWBHA in any manner.

16.0 SCOPE OF SERVICES:

The Fort Walton Beach Housing Authority (FWBHA) is requesting quotes from qualified, experienced, licensed and insured professional strategic planning firms or individuals to provide strategic planning and facilitation services. Although, the FWBHA attempted to identify all of its needs for the Strategic Planning Workshop, the following scope of services may or may not be all-inclusive. The services shall include, but not limited to:

16.1. PHASE 1- EVALUATION OF FWBHA AND STATUS OF CURRENT STRATEGIC PLAN

Work closely with the Executive Director and senior management to prepare for the strategic planning workshop through evaluation of the following:

- Organization's history
- Current mission and vision
- Operational data
- Evaluation of organization's current strategic plan, and whether current goals and strategies should be eliminated, maintained, or expanded.
- Interviews, anonymous surveys, etc. of select staff, board members, residents, and external partners to include community partner's input.
- Overall assessment through gap or SWOT analysis of the organization to evaluate opportunities or concern

16.1.1. Evaluation Report

It is expected that the successful candidate will compile the information collected during Phase 1 into a comprehensive report that will inform the 2023-2028 FWBHA Strategic Plan. This report must be shared with the Board and senior management 1 week prior to the scheduled strategic planning workshop, and presented the first day of the strategic planning retreat to be used as the baseline to build the new strategic plan.

***The housing authority is aware that this process has a quick turnaround time, and will allow Phase 1 to be completed virtually, if requested.*

16.2. PHASE 2- DEVELOP NEW STRATEGIC PLAN

It is expected that the successful candidate will facilitate in-person the strategic planning workshop, and assist the FWBHA Board of Commissioners and senior management in crafting and formalizing a new 2023-2028 Strategic Plan informed by the evaluation report detailed above. As well as develop the strategic plan to present to the Board of Commissioners at the July 2023 board meeting.

16.2.1 The overriding objective of the workshop is to identify strategic goals and develop an actionable strategic plan which include the following, but not limited to:

- An Executive Summary
- Shared Mission and Vision
- SMART (specific, measurable, achievable, realistic, and time-bound) strategic goals and objectives
- Measurable Outcomes
- Implementation Strategies
- Listing of responsible parties & roles

16.2.2 Topics that should be discussed at the workshop to assist in the development of the strategic plan should include, but is not limited to:

- FWBHA's Values, Mission, and Vision
- Resource Development Strategies
- Expansion of FWBHA's Community Presence
- Communication Strategies
- Succession Planning

17.0 SCHEDULE AND DELIVERY

The strategic planning workshop is scheduled for June 2nd - 4th, 2023 in Destin, FL, specific location TBD. Additionally, a draft of the strategic plan should be prepared and sent to the Operations Director, Brittnee Orr at brittnee@fwbha.org no later than **5:00 PM Central Standard Time (CST), July 7, 2023** to be reviewed prior to presenting at the **July 18, 2023** Board of Commissioner's Meeting at **12:30 PM CST**.

Strategic Planning Process Timeline

- **April - May** (One week prior to scheduled workshop): Phase 1 complete
- **June 2nd - 4th, 2023** - Strategic Planning Workshop/Board Retreat in Destin, FL.
- **July 7, 2023 at 5PM CST**- Draft strategic plan due
- **July 18, 2023 at 12:30 PM CST** - Present final strategic plan to Board of Commissioners
***virtual presentation acceptable*

18.0 GENERAL INFORMATION

The Contractor's failure to provide and to perform the required services within the required response time shall constitute a breach of contract. FWBHA reserves the right to terminate the request with the contractor and reassign the job to another contractor.

19.0 CLIENT INFORMATION AND REFERENCES

19.1. Proposer shall submit a listing of former or current clients, including any other Public Housing Authority for whom the proposer has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- ❖ Client's name
- ❖ Client's contact name
- ❖ Client's telephone number
- ❖ A brief description and scope of the service(s) and the dates the services were provided

20.0 DOCUMENTS TO BE RETURNED THAT APPLY TO THIS QSP: (PLEASE NOTE: The following Sections 22.0 only applies to this QSP and the ensuing award if the *Successful Quoter* will provide any work; meaning, the noted sections do not apply to this QSP or the ensuing award if the Successful Quoter is only providing materials, supplies, commodities, or equipment.):

20.1. Quote Form;

20.1.1. Attached Service Price Breakout

20.2. Client Reference Form;

20.3. Copy of Business License

Quoter upon an award shall provide all the required state and local permits, licenses and certifications to perform work of the type required by this QSP in the State of Florida and/or the Okaloosa County, FL if such state or location certification is legally required to perform the work.

21.0 HUD CONTRACT DOCUMENTS THAT APPLY TO THIS QSP:

All the terms and requirements listed within each of the following documents are hereby included by reference as a part of this Quote request. The respondent thereby agrees to abide by all such terms and requirements. The respondent must inform FWBHA in writing if he/she wishes to receive a copy of any of these documents: form HUD-5369-B; form HUD-5369-C; form HUD-5369-A; form HUD 50070; form HUD 92010; Table 5.1 of HUD Procurement Handbook 7460.8 REV 2;

The FWBHA reserves the right to require the Successful Quoter to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.

----- ACTION REQUIRED ON PAGE 10 -----

**Quotations for Small Purchases (QSP) No. QSP23001
Strategic Planning and Meeting Facilitation**

QUOTE FORM

QUOTE SUBMISSION DUE NO LATER THAN APRIL 12, 2023 @ 4:00 PM
SUBMIT BY EMAIL TO: brittnee@fwbha.org

Each Quoter shall submit their quote on this form only, which shall be completed and returned to the FWBHA as detailed herein. Contract will be awarded to the lowest, responsive, and responsible Quoter. Note; The FWBHA has the right to negotiate prices and services listed by the Awarded contractor. *Quote Form to include one (1) attached service breakout on total cost proposed.

Quote Form Instructions

Complete the below price quote table by entering an amount in the strategic planning consultant and facilitation column as well as the cost for travel and lodging to perform the described services in the scope of work. The sum for the Grand Total will automatically calculate once entered.

***In the case of any discrepancy between the "Grand Total Amount Quoted" and the recalculated sum of adding each of the individual quote amounts entered (e.g., the Quoter makes a mistake in adding the amount to arrive at a Grand Total Amount Quoted), the FWBHA reserves the right to choose either the new calculated sum or the original Grand Total Amount Quoted submitted, either as may be in the favor of the FWBHA.*

Item No.	Description	Strategic Plan Consulting & Facilitation
1	Strategic Planning Consulting and Facilitating	\$
2	Travel & Lodging	\$
GRAND TOTAL		\$

The undersigned, having familiarized themselves with the specifications, hereby propose the above amounts to complete the required services described in the scope of work. Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions listed within any document issued by the FWBHA pertaining to this issue.

Name of Company: _____ **Point of Contact:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Signature Of Authorized Representative **Date**

Print Name

**Quotations for Small Purchases (QSP)
 CONDITIONS TO QUOTE
 QSP No. QSP23001 Strategic Planning and Meeting Facilitation**

Client Reference Form

The past performance of the respondent on prior work of the same or similar nature, in the past (3) years, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the FWBHA chooses to conduct with such. The past performance shall also include quality of work, and compliance with performance schedules.

Respondent shall submit a listing of former or current clients, including any other Public Housing Authority for whom the respondent has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- Client's name
- Client's contact name
- Client's telephone number
- A brief description and scope of the service(s) and the dates the services were provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

**Quotations for Small Purchases (QSP)
 CONDITIONS TO QUOTE
 QSP No. QSP23001 Strategic Planning and Meeting Facilitation**

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided