

Enterprise Community Partners, Inc.

Request for Qualifications (RFQ)

Preservation Next Services in California, Colorado, Southeast

July 24, 2023

PURPOSE & OVERVIEW

Enterprise Community Partners, Inc. (Enterprise) has initiated a Request for Qualifications (RFQ) process to qualify firms and consultants to support preservation of small- to medium-multifamily unsubsidized housing stock (SMMF), a critical strategy to reduce displacement and stabilize communities.

In November 2022, Enterprise launched [Preservation Next](#) to support the capacity and growth of this sector. Enterprise's Preservation Next is a national program that supports the preservation of affordable SMMF properties at risk of being lost to rising rents, deterioration, and destabilization and seeks to protect residents from eviction and displacement. Preservation Next will catalyze and support local preservation and housing stability efforts by delivering a national SMMF Preservation Toolkit and Preservation Academy, paired with advisory services and grant support to assist developers and property owners in stabilizing the nation's existing stock of affordable homes and the residents that depend on them. The Preservation Next national program focuses on preservation of unrestricted properties with 100 units or less and addresses in more depth the unique aspects of preserving SMMF properties with 2-49 units.

A [webinar series](#) and [toolkit](#) explored key topics related to acquisition, rehab, long-term stewardship and organizational sustainability. Enterprise, through Preservation Next, is looking to provide advisory services and training to nonprofit and mission-driven for-profit partners in California, Colorado, Atlanta, Miami and other geographies, as needed. See below for additional details.

Applicants may submit qualifications for one or more services sought (advisory services, training, content development), designate areas of expertise related to SMMF development, and indicate preference for target geographies. Qualifications should be submitted by August 31, 2023 via this [SlideRoom Link](#).

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About Enterprise

[Enterprise](#) is a national nonprofit on a mission to make home and community places of pride, power and belonging for all. To make that possible, we operate the only organization designed to address America's affordable housing crisis from every angle: we develop and deploy programs and support community organizations on the ground; we advocate for nonpartisan policy at every level of government; we invest capital to build and preserve rental homes people can afford; and we own, operate and provide resident services for affordable communities. All so that people not only make rent, they build futures. With this end-to-end approach, 40 years of experience and thousands of local partners, Enterprise has built and preserved 662,000 affordable homes, invested \$53 billion in communities and changed millions of lives.

Overview

Enterprise has initiated a Request for Qualifications (RFQ) process to qualify firms and consultants to support objectives of our national Preservation Next program. Enterprise seeks consultants in multiple geographies with expertise in preservation, housing development, property and asset management, finance, and organizational operations. Consultants should be familiar with small- to medium- multifamily (SMMF) housing stock (100 units or less), real estate development, foreclosure acquisitions, property operations and portfolio management, finance, shared equity models, and state and local programming in at least one relevant geography.

Description of Services

Consultants are expected to have exceptional subject matter expertise in one or more of the following areas: knowledge of SMMF acquisition and development; working knowledge of property and asset management; working knowledge of nonprofit, for-profit, and community land trust organizations; business and organizational planning; financing and funding sources for affordable housing, including unsubsidized; joint venture partnerships; and other related topics. Familiarity with different long-term stewardship models – including portfolio rental, resident ownership, and shared equity models – is preferred. Consultants should have a demonstrated ability to deliver training and assistance via webinar, virtual meeting platforms or in-person; demonstrated ability to develop tools and resources; examples of project success when applying their subject matter expertise in similar settings; documented processes for evaluation of their own work; sound judgment; and a track record of conscientious and timely communication with clients.

Expertise must be relevant to preservation of affordable housing, including SMMF, through acquisition, rehabilitation, and sustained operations. Enterprise may engage consultants in one or more of the following areas: I. Deliver advisory services to organizations individually; II. Plan, product and deliver virtual and in-person training; and/or III. Develop content (e.g. templates, guides, and interactive tools). Engagements for individual consulting will involve understanding an organization's technical assistance needs, creation of an advisory services plan, and delivering support through regular in-person or virtual meetings. Engagements for training may include curriculum/agenda development, delivery of topic specific training. Engagements for content development may involve creation of tools and resources to support training and capacity building, and support partner implementation.

I. Delivery of Advisory Services

Engagements for individual consulting will involve understanding an organization's needs, creation of a technical assistance plan, and delivering advisory support through regular in-person or virtual meetings. Consultants will identify one, several, or all of the following areas of subject matter expertise and will briefly describe experience/ability to deliver in 500 words or less. Two attachments may be uploaded. Please ensure responses highlight expertise in terms of SMMF affordable properties.

- Business, Organizational, and Financial Stability Plans - For example, providing overview and guidance on the key components of a financial sustainability and business planning, including an assessment of community needs, market analysis, staffing assumptions, budgeting, 10-year objectives and portfolio growth projections, and assessment of core organizational capacity requirements, etc.
- Property Management – For example, providing an overview of the property management program, team roles and functions, staffing plans, key monthly and annual benchmarks, vacancy and turnover management, meeting operating budgets, etc.
- Asset Management – For example, providing an overview of the asset management functions necessary to sustain a healthy project and portfolio, conducting capital needs assessments, maintaining replacement reserves, collaboration with property management, and capital planning for the different life stages of a property, etc.
- Finance – For example, supporting acquisition planning and budgeting, identification of sources, creating budgets and proformas, building balance sheets, and exploring financing and refinancing opportunities (including local, state and federal resources) with consideration of relevant requirements, etc.

- SMMF Acquisition and Rehabilitation Implementation – For example, sharing models of successful SMMF acquisition and rehab, property identification and pipeline planning, development timelines, organizational decision making, resident coordination, project sustainability, and incorporation of energy efficiency and resilience strategies, etc. Also seeking experience with foreclosure acquisition and planning.
- Joint Venture Agreements and MOUs – For example, framing how, when, and why an emerging developer should consider joint venturing, types of joint ventures and partnerships, roles and responsibilities, resident involvement, financing expectations and compensation, etc.
- Construction Management – For example, best practices in bidding and contracting, budgeting for success, team roles, liability and insurance, performance management, timeline and schedule management, troubleshooting, etc.
- Organizational Strategy and Development – For example, assessing organizational readiness, internal planning and capacity needs, staffing and board development, identifying and activating tools and resources for implementation, external partnerships, etc.
- Sustainability and Resilience – For example, incorporating strategies to maximize resident health, meeting new and future code requirements, lowering utility usage and costs, ensuring safe and resilient properties, identifying best practices for financing and implementation, etc.
- Community Land Trust and Shared Equity Strategies – For example, developing resident engagement materials and plans that are aligned with the community ownership goals of CLTs and similar models, understanding collective governance and decision-making approaches at the board and property level, and supporting organizations and residents through the transition to resident ownership, including knowledge of relevant legal, financial, and regulatory factors involved.
- Resident Relocation and Stability – For example, understanding the importance of housing stability through in-place property rehabs, incorporating non-real estate actors (e.g. tenant organizers and resident advocates) into development strategies, best practices in communication, relocation models, etc.
- Services, processes or models that improve the housing experience for residents – For example, strategies that increase housing access, choice, and stability; proactive fair housing policies; and resident supports that promote personal agency and pathways for

upward mobility.

Consultants will be working with Enterprise Preservation Next participants, each receiving up to 25 hours of advisory services to support the implementation of their SMMF strategies.

California Priorities: A strong business case and financial sustainability plan, including a growth strategy and portfolio management plan, asset management plan and plan for joint venture partnerships will strengthen the overall viability of these developers and support their ability to apply for philanthropic, local, regional, and state preservation funding sources, including the Foreclosure Intervention Housing Preservation Program (FIHPP) as well as Oakland's Measure U and Los Angeles's ULA subsidy programs.

Preservation Next National: Enterprise seeks to provide support to for-profit and nonprofit developers, owners, and operators of SMMF in all phases of SMMF preservation as defined above. Advisory Services provision will occur in alignment with the Preservation Next programming and in connection with efforts to support mission aligned developers with access to capital.

II. Planning, Production, and Delivery of Training

Engagements for training may include agenda and curriculum development, identification of subject matter experts and resources to support training objectives, content creation to support learning objectives, and training delivery. Training will be delivered virtually with some in-person sessions. Contractors will be responsible for:

- Developing session content and delivering training sessions, including session presentations and discussions.
- Interactive engagement to encourage audience participation throughout the course of the sessions.
- Providing guidance, sample worksheets, or dashboards as required for each session so that participants can develop materials for their internal organizational use going forward.

Duration of the group trainings will be commensurate with the training content and will be determined by the contractor. The expected size of the training audience can range from 10-15 participants on the smaller end and 50-75 participants on the larger end. While the size of training audiences can vary, Enterprise will work with the contractor to ensure the audience size is appropriate for the training content. Training materials created by the contractor shall be

made available to be archived for future reference. Group training topics mirror content outlined in the previous section:

- Overview of Small- to Medium- Multifamily Strategies
- Business, Organizational, and Financial Stability Plans
- Acquisition and Rehabilitation Implementation
- Property Management
- Asset Management
- Joint Venture Agreements and MOUs
- Finance
- Construction Management
- Resilience and Energy Efficiency
- Resident Engagement and Stability
- Relocation Services
- Resident Services and Supports

III. Content Development

Engagements for content development will focus on creation of specific tools to support preservation activities, including decision matrices, organizational assessments, project identification, project budgets, project management, local financing programs, case studies, etc., in alignment with the Preservation Next curriculum. Content may be delivered via online or in person training, or via the Preservation Next toolkit. Examples of previous sessions can be found via these links: [California](#) and [Colorado](#) Academies.

Target Geographies

We seek a bench of consultants able to support preservation Advisory Services, Training, and Content Development for partners in the following geographies:

- California – Statewide
- California – Northern
- California – Central Valley
- California - Southern
- Colorado – Statewide
- Georgia – Statewide
- Florida – Miami-Dade County
- Additional regions may be identified as Preservation Next continues to evolve.

Applicants may select one, multiple or all geographies for consideration. Local residency is not required although travel may be needed on a case-by-case basis, as approved by Enterprise. Consultant expertise should be applicable to chosen geography.

Target Audiences

- Nonprofit Developers
- Shared Equity Initiatives/Community Land Trusts
- For-Profit Developers
- Individual owners of existing small affordable properties
- Preservation Stakeholders (Policy, Finance, Public, Private)

RFQ Timeline

Engagements for Advisory Services, Training, and Content Development will commence fall of 2023 and continue into 2024:

- July 24, 2023: RFQ Release
- September 2023: Qualifications Review and Engagement Scoping Begins
- October 2023: Training and Advising Engagements Begin

RFQ Budget

- Enterprise will support Advisory Services, Training, and Content Development engagements through private funding.
- Through this RFQ, Enterprise is seeking to qualify multiple contractors, with funding amounts, engagement type, geography and other details to be confirmed after qualifications are reviewed.
- Applicants should list current hourly rates in the Pricing section below. In addition, please share specific considerations related to engagement minimums, maximums, ability to deliver on fixed price contracts, and general reimbursement requirements.

Submission Requirements

GENERAL INFORMATION

1. Legal name of applicant. Do not list 'doing business as' names or acronyms.
2. Name of the primary point of contact
3. Email address of the primary point of contact
4. Phone number of the primary point of contact
5. Street Address, City, State and Zip Code
6. Secondary Contact Person Name, if applicable
7. Secondary Contact Phone Number, if applicable
8. Secondary Contact Email Address, if applicable
9. Website
10. Please let us know if your organization meets any of the following federal, state or local government-issued designations. Check all that apply.
 - Native American-Owned?
 - Minority Business Enterprise?
 - Disadvantaged Business Enterprise?
 - Women-Owned Business Enterprise?
 - Small Business?
 - Veteran-Owned small business?
 - Service disabled veteran-owned small business?
 - SBA certified small disadvantage business?
 - SBA certified 8(a) firm?
 - SBA certified HUBZone firm?
11. List other federal, state or local government-issued designations.

Only current and certified designations from a unit of government in the United States of America should be included. Please be sure to list the full and correct name of each designation.
12. Please indicate the geographic scale you currently serve. Check all that apply.
 - Local (city, county)
 - Regional (multiple counties, state, multiple states in a region)
 - National
13. Upload W-9
14. Upload Certificate of Good Standing
15. Enterprise's Standard Terms and Conditions are included in this RFQ as Attachment 1 and should be reviewed in full prior to submitting your application. By selecting "Yes" you commit to the terms and conditions included in the RFQ. If you selected "No" list your requests for exception to any terms or conditions.

APPLICATION QUESTIONS

1. Select your services of interest. Check all that apply.
 - Delivery of Advisory Services
 - Please list core competencies.
 - Planning, Production, and Delivery of Training
 - Please list core competencies.
 - Content Development
 - Please list core competencies.
2. Select your preferred geography(ies). Check all that apply.
 - California – Statewide
 - California – Northern
 - California – Central Valley
 - California - Southern
 - Colorado – Statewide
 - Georgia – Statewide
 - Florida – Miami-Dade County
3. Select your areas of expertise. Check all that apply.
 - Business, Organizational, and Financial Stability Plans
 - Property Management
 - Asset Management
 - Finance
 - SMMF Acquisition and Rehabilitation
 - Joint Ventures
 - Construction Management
 - Organizational Strategy and Development
 - Sustainability and Resilience
 - Community Land Trusts and Shared Equity
 - Resident Relocation and Stability
 - Resident Services
4. In a short narrative (500 words or less), describe your expertise and track record in the areas selected above.
5. In a short narrative (250 words or less), describe how you incorporate racial equity into your content and approach.
6. In a short narrative (250 words or less), describe your availability for consulting over the next six to twelve months and feel free to share specific considerations.
7. Attach resumes of key personnel. Please combine into one document.
8. As an option, you may attach additional information demonstrating your expertise such as project samples, links, and additional narrative.
 - Attachment 1
 - Attachment 2

9. Please include at least two references with the following information: Organization Name, Organization Contact, Title, Email and Phone Number.

PRICING

9. List your current labor rates for primary positions. Note that any future increase in labor rates will require a new RFQ submission.
10. Are your labor rates above average within your field? If you selected "Yes" please provide explanation of above average rates.
11. Upload full rate sheet, if applicable

Selection Criteria

Applicants will be evaluated on the below criteria:

- Demonstrated subject matter expertise and key personnel capabilities. (40 points)
- Ability to produce quality materials as evidenced by past project experience, submitted work samples, and references. (20 points)
- Demonstrated commitment to diversity, equity, and inclusion and racial justice in organizational practices, policies, staffing and work within the community. (20 points)
- Reasonableness of rates in relation to the respondent's skills and experience (20 points)

Enterprise will make efforts to utilize and prioritize small businesses, minority-owned firms, and women's business enterprises. Enterprise may contact references to confirm quality of work and a history of responsiveness and good communication skills.

Notification of Selection and Timeline

Respondents will receive notification from Enterprise on their qualification status within 20 business days from the submission due date. Upon qualification, Enterprise is not obligated to retain a contractor for any award. Enterprise will reach out to qualified applicants to request price quotations on specific scopes of work through verbal/written solicitation. Qualified entities will be expected to indicate their availability to perform the scope of work and timeline for submission of deliverables. Project deliverables and timelines shall be detailed for each individual scope of work. Upon finalization of scope and budget, Enterprise will issue an award. Work is expected to begin no earlier than mid-August 2023.

Submission Instructions

Qualifications must be submitted by August 31, 2023, in SlideRoom by clicking [Here](#).

Inquiries concerning this RFQ should be directed to: Elizabeth Richards,
Erichards@Enterprisecommunity.org.

All costs incurred in the preparation of a response to this RFQ are the responsibility of the applicant and will not be reimbursed by Enterprise Community Partners, Inc.

By submitting qualifications, applicant commits to the terms and conditions outlined in this RFQ. Requests for exception to any terms or conditions must be submitted with the qualifications.

Right to Reject

Enterprise reserves the right, in its sole discretion, to reject any and all responses received in response to this RFQ.

Small Businesses, Minority-Owned Firms, and Women's Business Enterprises

Enterprise will make efforts to utilize small businesses, minority -owned firms, and women's business enterprises.

Confidentiality

If the applicant deems any materials submitted to be proprietary or confidential, the applicant must indicate as such in the relevant section(s) of the response.

Conflict of Interest

The applicant must disclose, in an attachment to their qualifications, any possible conflicts of interest that may result from the award of the contract or the services provided under the contract. Except as otherwise disclosed in the submitted qualifications, the applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the applicant, the applicant's employees or their families' business or financial interests ("interests") and the services provided under the contract. In the event of any change in either interests or the services provided under the contract, the applicant will inform Enterprise regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to Enterprise's satisfaction or the applicant may be disqualified from consideration under this RFQ. "Conflict of interest" shall include, but not be limited to the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to an Enterprise official, officer, or employee with the intent of receiving a contract from Enterprise or favorable treatment under a contract;
2. Having or acquiring at any point during the RFQ process or during the term of the contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with applicant's performance of its duties and responsibilities to Enterprise under the contract or otherwise create the appearance of impropriety with respect to the award or performance of the contract; or

3. Currently possessing or accepting during the RFQ process or the term of the contract anything of value based on an understanding that the actions of the applicant or its affiliates or interests on behalf of Enterprise will be influenced.

Attachments

Attachment 1: Enterprise Standard Terms & Conditions

Attachment 2: Standard Insurance Requirements

Attachment 3: Partner Demographics Questionnaire (Optional)

ATTACHMENT 1

STANDARD TERMS AND CONDITIONS

All capitalized terms used herein, unless otherwise specifically defined in these Standard Terms and Conditions, shall have the meanings ascribed to them elsewhere in the Contract (e.g., on the face sheet).

1. **Conditions to Contracting.** As a condition to this Contract being effective, Enterprise must have received (a) a completed and signed W-9 form with a Contractor name that matches the Contractor name on this Contract, (b) ACH or other payment information with an account or payee name that matches the Contractor name on this Contract, (c) a certificate of insurance (ACORD 25) evidencing that Contractor has the insurance coverage required in Attachment 2 (unless otherwise approved in writing by Enterprise), and (d) this Contract signed by all parties.
2. **W-9 Form / Federal Tax Identification Number / Name Change.**
 - a. Contractor certifies that the W-9 form submitted to Enterprise for this Contract is the current W-9 form for Contractor. Payment will be made payable to the Contractor name and Federal Tax Identification number on the W-9 form. Contractor hereby agrees to notify Enterprise immediately upon any change of information on Contractor's W-9 form.
 - b. In the event Contractor desires a name change for this Contract or for any payment method because of Contractor's name change, merger, or other circumstance, Contractor must promptly notify Enterprise in writing of the name change. Enterprise will then work with Contractor to obtain the applicable documentation needed by Enterprise to make the change for this Contract. Any name change will be implemented through a Contract amendment signed by Enterprise and Contractor. No payments will be made in a different name without the name change process being completed, including the Contract amendment. If Contractor desires to assign this Contract, see the Section on "Delegation; Assignment" in these Standard Terms and Conditions.
3. **Scope of Work and Contractor's Performance.**
 - a. Contractor's performance must be in accordance with the Scope of Work. Contractor shall render its services in accordance with generally accepted professional standards and practices utilized by persons engaged in providing services of a like nature and complexity and as otherwise required by the deliverables set forth in the Scope of Work (the "Deliverables") and standards set by this Contract. If the performance of the Scope of Work or the quality of the Deliverables does not meet the obligations contained in this Contract, Enterprise reserves

the right to avail itself of all administrative, contractual, legal and equitable remedies. In the instance of poor performance or lack of quality of Deliverable, Enterprise will make good faith efforts to resolve issues with the Contractor prior to proceeding with termination rights or exercising other remedies.

- b. Unless otherwise explicitly approved by Enterprise, Contractor may not engage in lobbying or political activities under this Contract. Generally, lobbying is defined as communications with a legislator or an employee of a legislative body for the purpose of influencing legislation, and the communication refers to a specific piece of legislation and expresses a view on that legislation. Lobbying is further defined as any attempt to influence specific legislation by encouraging the public to contact legislators about that legislation. See Treasury Regulations § 56.4911-2. Political activities are defined as participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office. See Internal Revenue Code Section 501(c)(3).
4. Benefits/Insurance. Enterprise is not responsible for any fringe benefits or insurance, including, but not limited to, social security, workers' compensation, state unemployment, federal and state income tax withholdings, retirement, leave benefits, commercial general liability and other insurance coverage, for Contractor or employees of Contractor. Contractor assumes full responsibility for the provision of all such insurances and fringe benefits for Contractor and all of Contractor's employees. Contractor maintains, and must maintain throughout the term of this Contract, the insurance coverages as set forth on Attachment 2 (unless otherwise approved in writing by Enterprise).
5. Ownership of Deliverables. Contractor hereby agrees and acknowledges that all Deliverables and other documents generated, developed or produced by Contractor under the Scope of Work of this Contract and the copyrights thereto, are the sole and exclusive property of Enterprise (collectively, the Deliverables and other documents, the "Work Products"). Contractor must not reproduce, publish or otherwise use the Work Products or any portion thereof, or allow others to reproduce, publish, or otherwise use the Work Products or any portion thereof, without the prior written consent of Enterprise. Contractor retains all rights of ownership and use over any form documents, models or training materials that are developed independently by Contractor in the normal course of its business and are adapted by Contractor to create the Work Products.
6. Use of Enterprise's Intellectual Property. Contractor shall not use Enterprise's name, logo, trademarks, or any other Enterprise-owned intellectual property for any reason, without the prior written consent of Enterprise.
7. Confidential Information.
 - a. "Confidential Information" is information which a party (the "Disclosing Party"), has identified as confidential or that reasonably should be understood to be confidential given the name of the information and circumstances of disclosure, including, but not limited to: borrower, grantee, subcontractor/contractor or client/customer information; information regarding the Disclosing Party's financial and strategic planning; Personally Identifiable Information (as defined herein); information regarding the Disclosing Party's staffing; and other data, files, and/or other material, whether such information is both tangible and intangible, in writing or orally imparted. The other party (the "Receiving Party") hereby agrees that it will not disclose or divulge the Disclosing Party's Confidential Information or any part thereof to any other person or entity (except to its employees, officers, directors

or others who need to have access to the Confidential Information to complete the Scope of Work (each, a “Receiving Party’s Representative”) or use any Confidential Information for its pecuniary benefit or for any other purpose without the prior written consent of the Disclosing Party. In the event of disclosure to the Receiving Party’s Representative, the Receiving Party is responsible for any breach of confidentiality by the Receiving Party’s Representative.

- b. Upon the request of the Disclosing Party or upon the expiration, cancellation or termination of this Contract, the Receiving Party shall promptly deliver to the Disclosing Party all documents or other materials in the Receiving Party’s possession, and all copies thereof, constituting or containing Confidential Information.
 - c. For purposes of this Contract, “Confidential Information” shall not include the following: (1) information which is or becomes publicly available without fault on the part of the Receiving Party disclosing such information; (2) information which is already in the Receiving Party’s possession prior to the effective date of this Contract and is not otherwise Confidential Information; (3) is independently developed by the Receiving Party outside the scope of this Contract and without references to Confidential Information; (4) is rightfully obtained by the Receiving Party (and not through the Disclosing Party) from third parties who are not known to the Receiving Party to be subject to a confidentiality obligation and does not otherwise constitute Personally Identifiable Information; or (5) is demanded by a valid court order or subpoena or disclosure of which is required under applicable law or regulation, *provided, however,* that the party served (“Party Served”) with any interrogatory, request for information or documents, subpoena, deposition, civil investigative demand or other process will provide the other party with prompt notice of the requested disclosure, if counsel for the Party Served determines that such notice is permitted by law, so that the other party may seek an appropriate protective order or waive compliance with the provisions of this Contract.
 - d. This Section will survive completion, expiration, cancellation or termination of this Contract.
8. Personally Identifiable Information. Contractor represents, warrants and covenants that, as of the date of this Contract and for the duration of the Period of Performance, Contractor has implemented and maintains reasonable security procedures and practices that are: (i) appropriate to the nature of the Personally Identifiable Information (as defined herein), if any, disclosed under this Contract; and (ii) reasonably designed to help protect the Personally Identifiable Information from unauthorized access, use, modification, disclosure, or destruction; and (iii) compliant with any applicable state and territory regulations.

Personally Identifiable Information shall be defined as any information pertaining to an individual that can be used to distinguish or trace a person’s identity such as name, email address, home address and phone number. Personally Identifiable Information includes the following, it being understood that this list is not exhaustive and may be defined otherwise under the laws of the applicable jurisdiction:

- Social Security Number—inclusive of the entire number of the last 4 digits;
- Driver’s License Number or State ID Number;
- Passport Number;
- Alien Registration Number;
- Financial account numbers;
- Email addresses;

- Phone numbers;
- Image;
- IP address;
- Mother's maiden name; and/or
- Any such information as would reasonably be expected to have the same protection as the foregoing examples in Contractor's industry.

Contractor agrees to keep all Personally Identifiable Information physically within the borders of the United States and the United States Territories. In the event Contractor stores its data outside of the United States and the United State Territories, Contractor (1) must notify Enterprise in writing of such data storage arrangement, including the country, territory or jurisdiction where stored; and (2) represents, warrants and covenants that Contractor (and its data storage contractor(s), if any) is compliant, and shall remain compliant during the Period of Performance, with the Global Data Protection Regulation or any other international privacy laws for data protection that are in force in the country, territory or jurisdiction in which the data is stored. Contractor shall remain liable to Enterprise for the full performance of all obligations under this Section, notwithstanding any arrangement with a data storage contractor.

Contractor shall notify Enterprise of any discovery of a breach of any Personally Identifiable Information security procedures as quickly as possible without unreasonable delay and in no event later than thirty (30) days from the discovery of the breach.

This Section will survive completion, expiration, cancellation or termination of the Contract.

9. Information Security and Audits. Contractor certifies that it is in compliance with industry-recognized standards for information security that are applicable for Contractor's line of business and the tasks associated with the Scope of Work. Contractor shall conduct, at its own expense, regular audits of its information security program in accordance with such standards. In addition, upon request of Enterprise, and no more than once per calendar year unless a security incident has occurred, Contractor shall provide Enterprise with a copy of its most recent independent information security audit report, including, if Enterprise requests, a SOC2 (Service Organization Control Type 2) or equivalent report. If Contractor is not required by law or industry regulations to obtain and maintain an independent information security audit report, Enterprise in its sole discretion can request either: (i) an internal self-assessment audit report based on recognized industry standards; or (ii) a completed Enterprise Third-Party Vendor Management Questionnaire. Enterprise will treat the copy of any such audit as Contractor's "Confidential Information" as defined by the Standard Terms and Conditions and will hold it in accordance with the confidentiality provisions of the Standard Terms and Conditions.
10. Return of Documents. Upon Enterprise's request upon the completion, expiration, cancellation, or termination of this Contract, subject to payment of all rightfully due compensation, Contractor must deliver or, with Enterprise's consent, destroy all records, notes, data, memoranda, models and equipment, of any nature, that are in Contractor's possession or under Contractor's control and that are Enterprise's property or relate to Enterprise's business (the "Enterprise Materials") and destroy any Enterprise Materials that cannot be delivered back to Enterprise, including, without limitation, Personally Identifiable Information. Contractor may retain Enterprise Materials if required by applicable law, regulation or documented Contractor archival policy or as otherwise authorized or instructed by Enterprise. Upon request of Enterprise, Contractor shall deliver to Enterprise a certificate executed by an officer of Contractor certifying that all Enterprise Materials have been delivered to Enterprise, destroyed or otherwise managed in accordance with this Contract.

11. Right to Audit/Record Retention. Contractor must keep for a minimum of three (3) years from the end date of the Period of Performance (a) accurate documentation in connection with the Scope of Work to be performed herein, and (b) a legible set of books of account in accordance with generally accepted accounting principles. To the extent allowed by law, Contractor's documentation and books of account shall be open for inspection by Enterprise or its auditors with reasonable prior notice to Contractor to assure that the work has been properly performed and that funds are being paid in the proper manner for the work performed. Notwithstanding the foregoing, in the instance of a fixed price contract, books of account will not be audited.
12. Compliance with Laws. Contractor shall comply with the requirements of all laws, rules, regulations and orders of any governmental authority applicable to it or the services being provided under this Contract, including without limitation, the data privacy laws of any state in which Contractor shall be providing such services. Contractor shall not take any action in violation of any applicable legal requirement that could result in liability being imposed on Enterprise.
13. Non-Discrimination. Enterprise and Contractor and all Contractor's subcontractors shall abide by regulations that prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and, prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin.
14. Compliance with Premises Rules, Practices and Policies. When Contractor or its subcontractor or other agent or representative is physically present on any property of Enterprise in the performance of the Scope of Work, Contractor shall make reasonable efforts to cause its employees, subcontractors or other agents or representatives to become aware of, and be in full compliance with, the property owner's rules, practices, and policies. For example, each person must comply with all applicable rules regarding Covid-19 or other health-related protocols, safety, smoking, noise, access restrictions, parking, security, and consideration for minors (persons under age 18). Contractor is responsible for any breach of this Section by its employees, subcontractors or other agents or representatives.
15. Representations; Warranties; Covenants. Contractor represents, warrants and covenants that:
 - a. Contractor, if it is an entity, is duly organized, validly existing and in good standing under the laws of the jurisdiction of its organization or incorporation; if Contractor is an entity and is performing work in a state that is different than the state in which Contractor was organized (the "Foreign State"), Contractor is qualified as a foreign entity to perform work in the Foreign State;
 - b. Contractor has full power, authority and legal right to execute, deliver and perform the obligations of this Contract;
 - c. All authorizations, consents, approvals and licenses of, and filings and registrations with, any governmental authority required under applicable law or regulations for Contractor to perform this Contract have been obtained and are, and will remain during the Period of Performance, in full force and effect and are available to Enterprise upon request;
 - d. This Contract constitutes a legal, valid and binding obligation, enforceable against Contractor in accordance with its terms;
 - e. Contractor has no direct or indirect interest, whether said interest be personal or financial, that would conflict in any manner or degree with the awarding of or performance of this Contract; that no trustee, director, officer or staff member of Enterprise has any actual or potential

involvement, interest or relationship in Contractor, either directly or indirectly, , whether said interest be personal or financial, and whether such interest arises by way of a corporate entity, partnership, or otherwise; and Contractor shall immediately notify Enterprise in writing of any potential conflict of interest or any relationship or actions that might give the appearance that a conflict of interest exists.

- f. Contractor represents that it has not knowingly employed individuals or contributed funds to organizations that support terrorism or that are found on any terrorist-related list promulgated by the U.S. Government, the United Nations, or the European Union, including the U.S. Department of Treasury's Office of Foreign Assets Control Specially Designated Nationals List. Contractor will not use funds provided under this Contract, directly or indirectly, in support of activities (i) prohibited by U.S. laws related to combatting terrorism; (ii) with or related to parties on the List of Specially Designated Nationals or (iii) with or related to countries against which the U.S. maintains a comprehensive embargo, unless such activities are fully authorized by the U.S. government under applicable law and specifically approved by Enterprise in its sole and absolute discretion. Further, Contractor represents that it is not the target of economic or trade sanctions, and Contractor will immediately inform Enterprise if Contractor becomes the target of economic or trade sanctions, including any ownership or control of Contractor by one or more persons on the List of Specially Designated Nationals.

16. Termination.

- a. Termination by Mutual Agreement. This Contract may be terminated at any time by mutual written agreement of Enterprise and Contractor. Such agreement shall specify the termination details including, but not limited to, the termination date, process for submission of completed or unfinished Deliverables, process for return or other disposition of Enterprise Materials, the amount of any mutually-negotiated payment, and, if applicable, the return of amounts advanced to Contractor prior to the termination date for future performance rendered impracticable by termination of this Contract. All obligations which were to be performed as of the termination date are discharged but any right based on prior breach of performance survives.
- b. Termination for Cause. If one or more of the events set forth in this subsection occurs, Enterprise may suspend or withhold payment to Contractor or terminate this Contract and Enterprise may proceed to protect its rights hereunder and seek to compel compliance by Contractor with the terms herein by suit at law or in equity for specific performance of any covenant, term or condition hereof:
 - i. Contractor fails to complete the Scope of Work by the end of the Period of Performance;
 - ii. Contractor fails to deliver any Deliverable or other report required under this Contract when such Deliverable or report is due and such failure continues unremedied for a period of thirty (30) days after Contractor has received written notice from Enterprise specifying such failure; and/or
 - iii. Contractor fails to observe or perform any other material term, covenant or condition contained in this Contract and such failure continues unremedied for a period of thirty (30) days after Contractor has received written notice from Enterprise specifying such default and requiring it to be remedied or, if such failure is not reasonably capable of being remedied within such 30-day period, Contractor has not commenced remedial action and is not proceeding with diligent efforts to

remedy such failure.

17. Force Majeure.

- a. No party shall be liable hereunder for any failure or delay in the performance of its obligations under this Contract if such failure or delay is on account of a Force Majeure Event. A Force Majeure Event shall mean any causes beyond a party's reasonable control, including labor disputes, civil commotion, war, riots, fires, floods, earthquakes, inclement weather, governmental regulations or controls, pandemics, epidemics, local disease outbreaks, public health emergencies, quarantines, casualty, strikes, the unavailability of labor or materials to the extent beyond the control of the party affected, embargoes, civil strife, acts of terrorism, or acts of God, in addition to any and all other events, regardless of their dissimilarity to the foregoing, deemed to render performance of this Contract impracticable or impossible under the law, in which event the nonperforming party shall be excused from its obligations for the period of the delay.
- b. Each party maintains an express duty to minimize the disruption caused by Force Majeure, and shall, as soon as reasonably practicable, give notice to the other party of the nature and impact of the Force Majeure. Should Force Majeure events delay Contractor's completion of the Deliverables and performance commitments, Contractor may be entitled to an extension for the time for completion subject to any supporting funding requirements. Any extension must be approved in writing by Enterprise. Should a Force Majeure event prevent Contractor from completing Deliverables or performing commitments under this Contract, the completion or performance shall be suspended only for the time and to the extent commercially practicable to restore normal operations. Further, Contractor and Enterprise shall endeavor to continue to perform their contractual obligations to the extent reasonably practicable and will work to adjust Deliverables or performance commitments as needed to continue the provision of services during the Force Majeure event.

18. Use of Subcontractors. If Contractor retains a subcontractor to perform any portion of the Scope of Work, Contractor must first request written approval from Enterprise, such approval not to be unreasonably withheld or delayed. Any such subcontractors must agree in writing to be bound by the terms and conditions of this Contract that apply to the subcontractor's scope of work and deliverables, including but not limited to, Confidentiality, Personally Identifiable Information, Return of Documents, Right to Audit/Record Retention, Non-Discrimination, Compliance with All Laws, and Compliance with Premises Rules, Practices and Policies.

19. Indemnification.

- a. Each party (the "Indemnifying Party") will indemnify, defend and hold harmless the other party and its affiliates, officers, directors, employees and agents (the "Indemnified Parties") from and against any and all liability to third parties (including, without limit, all related damage, third party claims, demands, costs, judgments, fees, reasonable attorney's fees or loss), relating to or arising out of any third party claims resulting from (a) any breach or alleged breach of any representation or warranty contained in this Contract, (b) any breach or alleged breach of any covenant or other obligation or duty of the Indemnifying Party under this Contract or under applicable law, (c) any infringement of intellectual property, or (d) the gross negligence or willful misconduct of the Indemnifying Party, its affiliates, officers, directors, employees, and agents.
- b. The Indemnified Party (i) must make good faith efforts to provide timely written notice to

the Indemnifying Party of any claim for which indemnification is sought, (ii) permits the Indemnifying Party to fully control the defense of any such claim, *provided, however*, the selection of counsel requires the Indemnified Party's written consent, such consent not to be unreasonably withheld; (iii) permits the Indemnifying Party to negotiate a settlement, *provided, however*, to the extent any settlement does not release the Indemnified Party from any and all liability, or admits liability, guilt or fault on the part of the Indemnified Party requires the Indemnified Party's written consent, such consent not to be unreasonably withheld, and (iv) provide reasonable assistance, at the Indemnifying Party's expense, in the defense of such claim as requested.

- c. The obligations of this Section shall survive the completion, expiration, cancellation or termination of this Contract.

20. Limitation of Liability.

- a. Limitation on Liability by Type. Neither party will be liable to the other party for any indirect damages (including incidental, special or consequential) or punitive damages unless said liability arises from (i) the Confidentiality provisions set forth in this Contract; (ii) the Personally Identifiable Information provisions set forth in this Contract; (c) the Indemnification provisions set forth in this Contract; or (d) a party's gross negligence or willful misconduct.
- b. Limitation on Liability Amount. Except for liability arising from (i) the Confidentiality provisions set forth in this Contract; (ii) the Personally Identifiable Information provisions set forth in this Contract; (iii) the Indemnification provisions set forth in this Contract or (iv) a party's gross negligence or willful misconduct, the aggregate liability of any Party arising in connection with this Contract, however caused, and on any theory of liability, including without limitation contract, strict liability, negligence and/or other tort, shall in no event exceed the Contract Amount.

21. Nonwaiver. The failure of either party in any instance to insist upon a strict performance of the terms of this Contract or to exercise any option hereunder must not be construed as a waiver or relinquishment for the future performance of such term or option.

22. Relationship of the Parties. Contractor is not an employee, partner, agent of or joint venturer with Enterprise for any purpose. Contractor is and will remain an independent contractor in its relationship to Enterprise pursuant to this Contract.

23. No Third-Party Beneficiaries. Nothing in this Contract, expressed or implied, is intended to confer upon any person other than the parties hereto or their respective successors, any rights, remedies, obligations or liabilities under or by reason of this Contract.

24. Amendment. Any Amendment to the provisions of this Contract must be in writing and executed by both parties. In the event an administrative change or correction that does not affect the rights and obligations of Contractor is needed by Enterprise or Contractor (e.g., change in contact information, address or other corrections) (an "Administrative Change"), Enterprise or Contractor, as applicable, will provide notice in writing (email sufficient) to the other party of such Administrative Change.

25. Delegation; Assignment. Contractor shall not delegate any duties or assign any rights under this Contract without the prior written approval of Enterprise, such approval not to be unreasonably

withheld or delayed. In the event Contractor desires an assignment of this Contract, Contractor must send a written request to Enterprise and provide background information to support the request. If the assignment is approved, Contractor shall submit to Enterprise all information and documents required by Enterprise, including full legal name of assignee, updated W-9 and ACH/payment information for assignee, any internal assignment documents, or other applicable items. Upon assignment approval and receipt of all required documentation, this Contract will be deemed assigned. No payments will be made to an assignee without the approval and documentation process being completed.

26. Severability. If any provision of this Contract or application thereof to any person or circumstances is held invalid, such invalidity will not affect other provisions of this Contract that can be given effect without the invalid provision, and to this end the other provisions are deemed to be severable.
27. Parties Bound. The terms and provisions of this Contract are binding upon the parties hereto, their legal representatives, successors and assigns.
28. Notice. Any notice which either party desires to provide the other party under this Contract must be sufficiently given, in writing and delivered to the party's address in this Contract or such other address as a party may specify in writing by (a) hand-delivery, (b) electronic mail, return receipt requested, (c) overnight courier, or (d) certified or registered first class mail, return receipt requested and postage prepaid. The notice shall be deemed to have been received: (a) if hand delivery, on the date of delivery if delivered during business hours on a business day (otherwise on the next business day), (b) if by electronic mail, on the date of delivery as stated on the return receipt; (c) if by overnight courier, the next business day; (d) if by mail, three (3) business days after mailing.
29. Entire Contract. No statement, promises or inducements made by any party hereto, or agent of either party hereto, which is not contained in this Contract, will be valid or binding; and this Contract may not be enlarged, modified or altered except in writing and signed by the parties, except for Administrative Changes.
30. Governing Law; Venue. This Contract must be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of Maryland exclusive of its conflicts of law rules. Contractor agrees that any litigation must be brought and prosecuted in any District or Circuit Court of Maryland, as appropriate, or Federal District Court, with venue in the United States Court for the District of Maryland, Baltimore Division and Contractor consents to the *in personam* jurisdiction of such courts. Contractor irrevocably waives any objection to, and any right of immunity from, the jurisdiction of such courts or the execution of judgments resulting therefrom, on the grounds of venue or the convenience of the forum.
31. Waiver of Jury Trial. CONTRACTOR HEREBY EXPRESSLY WAIVES ANY RIGHT TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION AS MAY BE SET FORTH IN THIS CONTRACT.
32. Counterparts. This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
33. Electronic Signature. The use of an electronic signature ("E-Signature") by any party in executing this Contract shall constitute the legal equivalent of a manual or handwritten signature as if the party signed this Contract in writing. No certification authority or other third-party verification shall be required to validate the party's E-Signature, and the lack of such certification or third-party verification will not in any way affect the enforceability of the E-Signature/s or this Contract.

ATTACHMENT 2 - STANDARD INSURANCE REQUIREMENTS

ENTERPRISE COMMUNITY PARTNERS, INC.

If Contractor is not certain about the insurance requirements, Enterprise suggests that Contractor provide this information directly to Contractor’s insurance provider to ensure exact coverage.

REQUIREMENTS FOR ALL INSURANCE:

- Carrier must be rated “A-” or higher in the AM Best Guide with a Financial Size Category of at least VI
- Named Insured must be Contractor’s full legal name
- Policy must be current, not expired, and include all endorsements
- ACORD 25 or other similar certificate must be signed by an authorized representative of the insurance carrier
- **Additional Insured (as required below) must appear as:**

ENTERPRISE COMMUNITY PARTNERS, INC.

70 Corporate Center

11000 Broken Land Parkway, Suite 700

Columbia, MD 21044

<p>Certificate of Insurance (ACORD 25) evidencing Contractor’s <u>Commercial General Liability Insurance</u></p> <ul style="list-style-type: none">• in amounts not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate• naming Enterprise as an <u>Additional Insured</u> as listed above
<p>Certificate of Insurance (ACORD 25) evidencing Contractor’s <u>Professional Liability</u> (also known as Errors and Omissions coverage)</p> <ul style="list-style-type: none">• in an amount not less than \$1,000,000 per claim
<p>Certificate of Insurance (ACORD 25 or other state issued certificate) evidencing Contractor’s <u>Worker’s Compensation Insurance</u></p> <ul style="list-style-type: none">• in amounts consistent with state statutory requirements for Contractor

Certificate of Insurance (ACORD 25) evidencing Contractor's **Auto Insurance**

- in amounts not less than \$1,000,000, for all owned, non-owned and hired automobiles. If no owned autos, coverage may be extended from the Commercial General Liability policy
- naming Enterprise as an **Additional Insured** as listed above

If Contractor does not carry the required insurance as listed above, Contractor must notify the Enterprise contact for the Contract to discuss options. Certificates evidencing such insurance must also be submitted to Enterprise as policies renew during the term of this Contract. Upon completion or termination of the Contract, Contractor should notify its insurance provider that it may cease sending evidence of such insurance to Enterprise.

Attachment 3: Partner Demographics Questionnaire

Every Enterprise business is implementing a standard set of demographic questions to gather self-identified information from partners whenever we close a deal, issue an RFP, or execute a contract.

Legal Disclaimer: The following four questions are optional and will be used for general analytical use only and not for purposes of evaluating the proposal.

The questions to the optional Partner Demographics Questionnaire may be answered in the prompts in Slideroom.

1. Which of the following best describes the race and ethnicity of your organization's Chief Executive Officer, Executive Director, General Partner, or Managing Member? (Select one)

- Asian
- Black or African American
- Hispanic or Latino
- Native American / Alaska Native / Native Hawaiian or Other Pacific Islander
- White
- Two or more races
- A race/ethnicity not listed here
- Choose not to disclose

2. Do more than 50% of your organization's board members identify as Black, Indigenous, or as people of color (BIPOC)? (Select one)

- Yes
- No
- Prefer not to answer / Not Applicable

3. Which best describes the gender of your Chief Executive Officer, Executive Director, General Partner, or Managing Member of your organization? (Select one)

- Female
- Male
- Non-binary
- A gender/identity not listed here
- Choose not to disclose

4. Does the Chief Executive Officer, Executive Director, General Partner, or Managing Member of your organization identify as a member of the LGBTQ+ community? (Select one)

- Yes
- No
- Choose not to disclose