

# **ENTERPRISE COMMUNITY PARTNERS, INC.**

## **REQUEST FOR PROPOSALS**

Housing as a Pathway to Justice  
Gulf Coast Landscape Assessment  
New Orleans, Louisiana

2024

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## About Enterprise

Enterprise Community Partners, Inc. (Enterprise) mission is to make home and community places of pride, power and belonging. Recognizing that housing is a foundational platform for resilience and upward mobility for all. Enterprise is the only national nonprofit that addresses America’s affordable housing crisis from every angle, combining 40 years of experience, thousands of local partners, and the expertise of over 1,100 employees nationwide. We bring together nationwide knowledge, policy leadership, partners, donors, and investors to multiply the impact of local affordable housing development.

### PURPOSE

Enterprise has initiated a Request for Proposal (RFP) process to understand the landscape of policies, partners, resources, and connections between service providers supporting people with justice involvement and housing providers in New Orleans, Louisiana. Housing as a foundational element of wellbeing has the potential to disrupt harmful cycles including interactions with the criminal legal system and recidivism. It presents the opportunity to make a true difference at the intersection of housing and criminal legal reform; an opportunity that is core to Enterprise Community Partners’ commitment of dismantling the enduring legacy of systemic racism in housing through increased access to stable, affordable homes, as well as building platforms for upward mobility.

Criminal justice reform is the most pressing civil rights issue of our day. At the end of 2020, there were nearly 2 million people living in prison or jail in the U.S. It is estimated that more than three times that many people (more than 6 million) live under correctional control (i.e., living in jail or prison, on parole, or on probation). This is in addition to the 5 million formerly incarcerated people and the 100 million people with a criminal record living in the U.S. Moreover, the criminal legal system disproportionately impacts people with low-incomes and communities of color. This is driven in part by historical, discriminatory policies and discretionary processes throughout the U.S. criminal legal system – from disparities in policing practices and arrest, through pretrial bail decisions, to disposition, sentencing, and parole determinations. As a result, the impacts of legal system involvement are far reaching and extending across neighborhoods and generations and have particularly lasting consequences that make it difficult to access and afford housing. People with a history of justice involvement experience a range of barriers in the housing market, especially as it relates to housing discrimination, income instability, and family reunification.

### OVERVIEW

Enterprise seeks a contractor to complete a landscape assessment for New Orleans, LA. The landscape assessment will detail applicable local, state, and federal policies, partner organizations and groups, public and private resources, and other connections to those focused on serving people with justice involvement.

- Eligibility Requirements: Contracting firm must be located within LA, MS, or TX and have expertise in racial equity and housing
- Period of Performance: March 2024 – September 2024
- Other Important Dates: Monthly Community of Practice (duration of contract)  
Work Group Convenings (as applicable)

## HOW ENTERPRISE COMMUNITY PARTNERS WORKS

Unmatched breadth, scale, and expertise across the entire spectrum of affordable housing...



...creating a positive feedback loop that does it all under one Enterprise.

## Scope of Work and Deliverables

Enterprise seeks a contractor to:

- Develop a landscape analysis that functions as a briefing document with sections and content that can be pulled out and translated to external facing presentations and materials.

Specific sections to include:

**I. Section I. Overview:**

Outline opportunities a housing provider can accomplish at the intersection of housing and the criminal legal system in the Gulf Coast and, specifically, in New Orleans, Louisiana. By outlining opportunities for housing providers, Section I will increase shared knowledge locally on the ways housing overlaps with the criminal legal system and ways it can disrupt harmful cycles.

**II. Section II. Ecosystem mapping for New Orleans:**

Build on the ongoing intersection of housing and the criminal legal system, emphasizing the key partners in New Orleans and statewide. Ecosystem mapping within the defined geographic area for New Orleans, and statewide actors as necessary, inclusive of adjacent-sector partners to housing or unique partnerships, cross sector initiatives or pilots for program delivery at the intersection of housing and the criminal legal system.

**III. Section III. Overview of Programs, Policies, Services, and Funding Specific to Housing and Re-Entry Service Delivery:<sup>1</sup>**

Four-part outline with circumstances of the jail and prison systems applying data on the 1) scale and demographics of those released from prison and jails annually in New Orleans and statewide, 2) information on the geographies where individuals are imprisoned, and 3) where they reenter communities, including 4) an overview of the reentry process in New Orleans, particularly, as it relates to housing. An overview of the ecosystem map with programs and services, policies, with funding overview of housing and re-entry service delivery in New Orleans.

**IV. Section IV. Case Studies on Delivery Models:**

Service models supporting people with justice involvement in New Orleans that can provide a roadmap of peers, partners, and practices currently working at the intersection of housing and the criminal legal system. Examples of housing provider models finding a sustainable balance between the realities of acquiring, owning, and managing residential communities that are achieving long term resident impacts through supportive service models. Informing ongoing learning and practice through pilots launched in the Gulf Coast region. A financially sound delivery model that helps promote a sustainable balance and be particularly useful given the additional constraints put on by policy, regulatory compliance, and the financing environment that erect additional barriers to serving people with past arrest or conviction records. Spectrum of Best Practices with programmatic and implementation examples:

- Assessing risk factors for property management and asset management and pulling modernized examples of screening criteria that follow HUD Guidance.
- Work arounds to treating and addressing risk factors at the intersection of housing and the criminal legal systems in the Gulf Coast region.
- Opportunities for a housing provider to fill housing and service-related gaps in the ecosystem by serving people who are re-entering communities after incarceration.
- Identify local cross sector or cross discipline collaboratives, non-traditional, and unique partners incorporating a trauma informed and healing oriented approach for serving people impacted by the criminal legal system.

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<sup>1</sup> Assess if programs offered are achieving goals through the collection of baseline data and a predetermined form of measurement. Assess services to identify activities offered to the reentrants that may not be structured in a manner that supported ongoing tracking. Building on past research efforts providing a breakdown of policies.

## TASKS AND DELIVERABLES SCHEDULE

### Task 1. Project coordination

#### **March – September 2024**

Meet with the cross-departmental Housing as a Pathway to Justice (H2J) core team (planning team) bi-weekly to share project updates and identify emerging resources to support implementation by housing providers. Identify and reflect on the landscape for internal and external criminal justice reform partners and advocates. Share section drafts and outlines for review throughout the project based on a predetermined and agreed upon schedule.

#### Schedule of Deliverable(s)

- March: Kickoff virtual bi-weekly meetings via Zoom with the H2J Planning Team
- April: Section I
- May and June: Interviews
- July: Section II
- August: Section III
- September: Section IV
- September: Final Gulf Coast Landscape Assessment

### Task 2. Gulf Coast Landscape Analysis Overview (Section I)

#### **March – April 2024**

Conduct a literature review focused on New Orleans, LA.

1. Outline the context of the jail and prison systems with data on the scale with
  - a. demographics of those released from prison and jails annually
  - b. information on the geography of where individuals are imprisoned and
  - c. where they reenter communities
2. Explanation of the reentry process particularly as it relates to housing.
3. How does the criminal legal systems in New Orleans and Louisiana impact housing outcomes across the [housing bundle's five interdependent elements](#) – housing stability, housing affordability, housing quality, neighborhood context, and housing assets that build wealth?
4. How do regional and local housing factors impact people with criminal legal involvement, their families including children, and neighborhoods? Such as the historical and ongoing disproportionate impact of the criminal legal system on Black families and communities, that we see embedded in other areas of enforcement as it relates to housing being a factor for involvement with the criminal legal system.
5. What compelling information should a housing organization at Enterprise's scale (Capital, Programs, owner, and operator of rental residential communities across jurisdictional boundaries) know about the criminal legal system in New Orleans?

#### Interim deliverable(s)

- April Week 3: Working draft of Section I – Gulf Coast Landscape Analysis Overview
- April Week 5: Section I (final or near final)

### **Task 3. Ecosystem Mapping and Interviews (Section II)**

**April – July 2024**

Through a combination of qualitative data from informant interviews and supplementary research, answer:

1. Who are the key players, public and private, at the intersection of criminal legal system reform and housing in New Orleans?
2. Who is currently focused on serving people with past involvement with the criminal legal system, their children, families, and communities in New Orleans?
3. What supports are currently available specifically for children coping with an incarcerated parent or caregiver in New Orleans?
4. To date has there been any engagement of the broader community in New Orleans regarding housing people with past arrest or conviction records? And if so, what has been the response(s)?
5. How are local, state, and regional housing stakeholders currently overlapping with criminal legal system reform?
6. Where and how are criminal legal system stakeholders already partnering with the housing sector (if at all) in New Orleans and throughout Louisiana?
7. Are there geographic areas of concentration within New Orleans and Louisiana that have a higher share of children with an incarcerated parent, caregiver, or other type of family member?

Develop an informant interview list. This list may include stakeholders from the Enterprise Work Group along with internal and external stakeholders working on criminal justice reform (or adjacent topics). Some interviews may be combined as small group discussions. Facilitate up to fifteen interviews/discussions.

Interim deliverable(s)

- April Week 4: List of interviews
- May Week 2: Interview protocols with questions generated to understand experiences moving through the criminal legal system in New Orleans and Louisiana
- May Week 4: Near final ecosystem map
- June Week 3: Working draft of Section II with interview summary
- July Week 3: Section II final or near final

### **Task 4. Programs, Policies, Services and Funding Overview Specific to Housing and Re-Entry Service Delivery (Section III)**

**April – July 2024**

1. Building recent on federal reforms and those specific to the Department of Housing and Urban Development (HUD) Guidance, what state and local policies shape the criminal justice reform landscape in New Orleans and Louisiana?<sup>2</sup> What are typical state and local policies shaping and intersecting this landscape? How do these policies perpetuate barriers or leverage opportunities for people with past arrest or conviction records?
  - a. Consider a cross-section of policies with an emphasis on housing:<sup>3</sup>
    - i. health
    - ii. disability rights
    - iii. human services
    - iv. criminal legal system reform

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<sup>2</sup> For example, the recently published memorandum for the Office of Fair Housing & Equal Opportunity, Fair Housing Assistance Program Agencies, and Fair Housing Initiatives Program Grantees on the [Implementation of the Office of General Counsel's Guidance on the Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions](#).

<sup>3</sup> Consider the intersectional experiences and network further explained by the housing bundle [framework for economic mobility](#) for the legal framework identified under the federal Fair Housing Act and local fair housing policies for protected classes.

- v. education – school discipline or education-based diversion programs
  - vi. employment – real and perceived risk
  - vii. housing – real and perceived risks, higher interactions with the criminal legal system for specific groups like those living with mental illness or substance dependency, a disability, veterans, LGBTQ+, or youth as it relates to local enforcement of homelessness, health and safety code violations, nuisance ordinances that stipulate behavior
2. How are housing programs and resources (portability policies, COVID-19 emergency response and recovery waivers to housing programs, rent relief and eviction prevention efforts including and not limited to those that are exclusionary of past involvement with the criminal legal system, ongoing rental market conditions and shifts (high-cost regions or lower quality options) supporting people involved with the criminal legal system and their communities currently?<sup>4</sup>
  3. What defines systemic disparities in housing policy, programs, and funding gaps for people pre- and post-release? Based on these definitions, what systemic disparities are apparent in housing policy (e.g., leasing requirements), programs, and funding gaps for people pre- and post-release?
  4. What types of activities can housing practitioners pursue to advance justice related outcomes for communities, families, and individuals with justice involvement? How does this differ by type of actor (municipalities, developers, housing authorities, lenders, property managers, nonprofits/service providers etc.)? What funding sources can sustain these activities?
  5. Key takeaways and lessons learned to date from the Housing Authority of New Orleans (HANO’s) 2016 procedural change by to remove automatic denials of rental applications solely based on a conviction history.<sup>5</sup>
  6. How can “criminal offenses” be assessed in a manner that shift away from punitive practices, internalize strategies that are trauma informed, grounded in healing, are based on modern standards for offenses, and reflect recent changes in policies, for example revised definitions or criteria for offenses? Provide documented evidence on risk and possible productive alternatives to assessing risk. Provide understanding of risks based on the nature of the offense and the lookback period, along with two to three alternative best practices to mitigating circumstances and incorporate the risk mitigation that can be achieved through supportive service provision. How can a housing provider assess the risk of a potential tenant and resident? How can a housing provider or service provider mitigate risk through internal policies, operations, and practices?
  7. What process requirements are necessary for setup, targeting beneficiaries and resources, and ongoing expectation of owners and operators of housing to understand of concepts of human development, ongoing impact of living with trauma, and its connection to experiences of poverty?

Interim deliverable(s)

- July Week 5: Working draft of Section III – Programs, Policies, and Funding Overview Specific to Housing and Re-Entry Service Delivery
- August Week 2: Section III (final or near final)

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<sup>4</sup> Inclusive of rent relief efforts focus on people with justice involvement or rent relief efforts that are not exclusionary of individuals with justice involvement.

<sup>5</sup> HUD regulations require housing authorities to automatically bar only two specific groups of tenants from public housing — those who are on the lifetime registry for sex offenders and those who have been convicted of making methamphetamine on public housing property.



**Task 5. Case Studies on Delivery Models and Best Practices (Section IV)**

**July – September 2024**

Case studies will be less than a page in length and may include an overview of the example, who was involved, how it was funded (if applicable), scope of services, what capacities were needed to make it happen, and outcomes achieved (to the extent this information is available). Identify three to five best practice housing models in the Gulf Coast region that have proven successful positive outcomes in housing and supportive services for people with past or conviction records. Identify the critical partners, funding sources, and success metrics with supportive strategies to unite property management and resident services under one umbrella that centers residents through its functions, processes, and accessibility by adopting practices and protocols that emphasize trust, relationships, and partnerships with residents.

Interim deliverable(s)

- August Week 4: Working draft of Section IV – Case Studies on Delivery Models and Best Practices
- September Week 2: Section IV final or near final

Final deliverables schedule

- September Week 3: Draft Landscape Assessment in full
- September Week 4: Final Landscape Assessment

**Period of performance**

March – September 2024

**Budget**

- Amount of funding available: \$40,000
- Anticipated number of awards: 1
- Proposed budget types: Fixed Price

**Proposal Materials**

Responses should include the following materials:

Cover letter with a brief description of the applying organization and a primary point of contact with name, title, address, telephone number, and e-mail address.

Are you applying as a team with another consulting firm?

1. Small, Minority and Women’s Business Enterprises
  - a. Minority Business Enterprise?
  - b. Native American Business?
  - c. Small Business?
  - d. Women-Owned Business?
  - e. Veteran-owned small business?
  - f. Service-disabled veteran-owned small business
  - g. SBA certified small, disadvantaged business
  - h. SBA certified 8(a) firm
  - i. SBA certified HUBZone firm

2. Narrative on qualifications to include the contractor's qualifications to conduct the scope of work activities, expertise, knowledge, and experience. Please identify primary areas of expertise and speak to the team's experience/knowledge of affordable housing and criminal justice reform.
3. Narrative of contractor's proposed approach, including:
  - a. Projected timeline for the scope of work activities tied to project deliverables. If not in line with the proposed timeline in the RFP, please expand on the reasoning.
  - b. A detailed budget proposal for each task tied to project milestones or deliverables.
  - c. Labor rate or price listing rates for all individuals that will work on the project.
4. Resumes and bios for everyone on the team, including information about experience with similar projects and professional qualifications.
5. Based on the past projects identified in the qualification section, attach samples of completed work (no more than three).
6. Based on the past projects identified in the qualification section, attach current contact information of clients for whom similar services were provided (no more than three).

## Selection Criteria

Applicants will be evaluated on the following characteristics:

Enter selection criteria and percentages here. Below is an example of selection criteria that can be used. Make sure the percentages add up to 100%.

1. Qualifications – 20%
  - a. The applicant has the qualifications necessary to successfully complete the scope of work.
  - b. The applicant has prior experience working on similar projects.
  - c. The applicant has prior experience working with similar organizations.
  - d. Other Qualification criteria identified in Proposal Materials Section.
2. Approach – 20%
  - a. The proposal demonstrates an understanding of the project objectives and desired results.
  - b. The proposal illustrates an approach to the scope of work that will lead to successful results.
  - c. The proposal illustrates the contractor's ability to successfully execute the proposed approach.
3. Work Plan – 20%
  - a. The proposal adequately details project activities and milestones, or deliverables, associated with each stage of the scope of work.
  - b. The proposal includes a detailed timeline.
  - c. The work can be completed within the required project timeline.
4. Experience and Past Performance – 20%
  - a. Demonstrated expertise as evidenced by professional certifications, accreditations, or industry recognition.
  - b. Quality of submitted work samples.
  - c. Past relevant experience and performance of similar projects.
5. Budget – 20%
  - a. The proposal includes a detailed budget for each stage of the scope of work.
  - b. The proposed costs are reasonable.

In addition, Enterprise may contact references to confirm quality of work and a history of responsiveness and effective communication skills. As part of the selection process Enterprise may schedule one to two virtual interviews to provide understanding to the Housing as a Pathway to Justice Initiative and our cross divisional teams supporting this work within Enterprise Community Partners. This will be the core group are part of ongoing project bi-weekly check ins for the duration of the project. Proposals will be evaluated using the weighted criteria identified above.

Enterprise, in its sole discretion, may request proposal interviews or presentations by meeting with all applicants to clarify or negotiate modifications to proposals. However, Enterprise reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which can be proposed.

## **Submission Instructions**

**Proposals are due by 11:59 PM central standard time on Thursday, February 29, 2024.**

**Inquiries concerning this RFP should be directed to Enterprise point of contact, Program Director Anna Ravindranath, via email at [aravindranath@enterprisecommunity.org](mailto:aravindranath@enterprisecommunity.org).**

Applicants must submit full proposals through SlideRoom, the online system used for this opportunity. To start your application, please use SlideRoom by clicking on the link below:

<https://enterprise.slideroom.com/#/permalink/program/77304>.

**IMPORTANT:** SlideRoom automatically saves Applicants' work as they go. That means the work will be saved even if an Applicant loses their internet connection or has computer problems. Applicants can log in and out as often as needed to complete their proposal. However, once an Applicant submits their bid, they cannot return to make any edits. Submissions received outside of SlideRoom or after the deadline will not be accepted.

**Submission Deadline: February 29, 2024, 11:59 PM CST.**

All costs incurred in the preparation of a response to this RFP are the responsibility of the applicant and will not be reimbursed by Enterprise.

By submitting a proposal, applicant commits to the terms and conditions outlined in this RFP. Requests for exception to any terms or conditions must be submitted with the proposal. Enterprise reserves the right to deny requests for exception to any terms and conditions. Requested exceptions will be factored into Enterprise's consideration of award.

## Notification

Schedule and information about notification of selection:

- Response due date **February 29, 2024, at 11:59PM CST**

## Applicable Requirements

### Resources for System for Award Management (SAM)

The System for Award Management (SAM) is a free web site hosted by the federal government that consolidates the government-wide award reporting systems into one system. SAM streamlines processes, eliminating the need to enter the same data multiple times, and consolidates hosting to make the process of doing business with the government more efficient. The website and information on how to create a user account is found at <https://www.sam.gov/SAM/>.

To receive an award, contractors must not have active exclusions or delinquent federal debt and may not be currently debarred, suspended, proposed for debarment, or declared ineligible for awards by any federal agency.

Additionally, all contractors must make sure that any subcontractors receiving federal funds that are aware that they must have a DUNS number and be registered in SAM to follow federal reporting requirements.

### Federal Funding Accountability and Transparency Act (FFATA)

Contractors must comply (as applicable) with FFATA and provide necessary information to enable Enterprise to comply with FFATA reporting requirements. Please visit <http://www.fsrc.gov> for more information.

## 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**

Certificate of Insurance (ACORD 25) evidencing Contractor’s **Commercial General Liability Insurance**

- in amounts not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate
- naming Enterprise as an **Additional Insured** as listed above

Certificate of Insurance (ACORD 25) evidencing Contractor’s **Professional Liability** (also known as Errors and Omissions coverage)

- in an amount not less than \$1,000,000 per claim

Certificate of Insurance (ACORD 25 or other state issued certificate) evidencing

Contractor's **Worker's Compensation Insurance**

- 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