

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

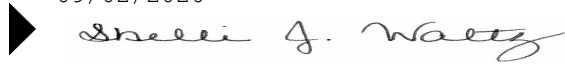
1. DATE OF ORDER 09/02/2020		2. CONTRACT NO. (If any) GS-03F-0052V		6. SHIP TO:	
3. ORDER NO. 86614320F00027		4. REQUISITION/REFERENCE NO. RCS-A-2020-00111		a. NAME OF CONSIGNEE HUD-AHDC	
5. ISSUING OFFICE (Address correspondence to) US DEPARTMENT OF HUD OFFICE OF THE CHIEF PROCUREMENT OFFICER THE WANAMAKER BUILDING 100 PENN SQUARE EAST PHILADELPHIA PA 19107-3380				b. STREET ADDRESS 451 7TH STREET SW	
				c. CITY WASHINGTON	e. ZIP CODE 20410
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR STAMPSCOM INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 1990 E GRAND AVE				REFERENCE YOUR: Quote dated 8/17/2020	
d. CITY EL SEGUNDO				e. STATE CA	
				f. ZIP CODE 90245-5013	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE ADMN - DOCUMENTS DIVISION	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS NET 30 PROMPT PAY	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Tax ID Number: 77-0454966 DUNS Number: Not Available Web based postage services. Accounting Info: HUD0335DB2021XX-2020-61000001-233501-HUDADH0 0D0C00-XXXXXXXXXX-HUDNPS000000-HUD35AA-XXXXX Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME ARCASDIPP						\$133,435.00
	b. STREET ADDRESS (or P.O. Box) SUBMIT INVOICES VIA THE INVOICE PROCESSING PLATFORM AT WWWIPPGOV						\$31,487.00
c. CITY INQUIRIES CALL 304-480-8000 7		d. STATE		e. ZIP CODE			

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) SHELLI J. WALTZ TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/02/2020	CONTRACT NO. GS-03F-0052V	ORDER NO. 86614320F00027
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>XXXX-XXXX-XXXXXXXXXXXXXXXX-XXXXXXXXXXXXXXXX-XXXXXXXXXXXX-XXXXXXXXXXXX</p> <p>Period of Performance: 09/02/2020 to 09/01/2021</p> <p>Base Year Web based Service (Includes up to 55 locations)and Postage printers. Cost Per unit is \$263.40 per location for services (\$263.40*55)=\$14,487.00 for 12 months of Services. Contractor shall only bill for locations that are active and online. Pro Label Express Printer \$199 EA (Estimated total cost for printers is \$6000K)</p> <p>Delivery: 08/31/2021</p>				20,487.00	
0002	<p>Base Year Web based Supplies/postage. Paid based on usage.</p> <p>Delivery: 08/31/2021</p>				11,000.00	
0003	<p>Option 1 Year Web based Service (Includes up to 55 locations) Cost Per unit is \$263.40 per location for services (\$263.40*55)=\$14,487.00 for 12 months of Services. Contractor shall only bill for locations that are active and online. Amount: \$14,487.00 (Option Line Item) 08/01/2021</p>				14,487.00	
0004	<p>Option Year 1 Web based supplies/postage. Paid based on usage. Amount: \$11,000.00 (Option Line Item) 08/02/2021</p>				11,000.00	
0005	<p>Option 2 Year Web based Service (Includes up to 55 locations) Cost Per unit is \$263.40 per location for services (\$263.40*55)=\$14,487.00 for 12 months of Services. Contractor shall only bill for locations that are active and online. Continued ...</p>				14,487.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$71,461.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/02/2020	CONTRACT NO. GS-03F-0052V	ORDER NO. 86614320F00027
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0006	Amount: \$14,487.00 (Option Line Item) 08/02/2022 Option Year 2 Web based supplies/postage. Paid based on usage. Amount: \$11,000.00 (Option Line Item) 08/02/2022				11,000.00	
0007	Option 3 Year Web based Service (Includes up to 55 locations) Cost Per unit is \$263.40 per location for services (\$263.40*55)=\$14,487.00 for 12 months of Services. Contractor shall only bill for locations that are active and online. Amount: \$14,487.00 (Option Line Item) 08/02/2023				14,487.00	
0008	Option Year 3 Web based supplies/postage. Paid based on usage. Amount: \$11,000.00 (Option Line Item) 08/02/2023				11,000.00	
0009	Option 4 Year Web based Service (Includes up to 55 locations) Cost Per unit is \$263.40 per location for services (\$263.40*55)=\$14,487.00 for 12 months of Services. Contractor shall only bill for locations that are active and online. Amount: \$14,487.00 (Option Line Item) 08/02/2024				14,487.00	
0010	Option Year 4 Web based supplies/postage. Paid based on usage. Amount: \$11,000.00 (Option Line Item) 08/02/2024				11,000.00	
0011	Transition-in/out in accordance with the PWS. (Not Separately Priced) The total amount of award: \$133,435.00. The obligation for this award is shown in box 17 (i).	1	EA	NSP	NSP	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$61,974.00

Performance Work Statement (PWS)

Mail Management System

Vision Statement

The vision of this requirement is to obtain contractor support to assist HUD with a cost-effective postage web-based mail management systems. By obtaining these services, HUD will be able to improve, operate, and maintain its postage cost effectiveness and accomplish HUDs mission of improving the way HUD does business.

1 General Information

1.1 Introduction

The U.S. Department of Housing and Urban Development (DHUD)/ Office of Administration is seeking contractor support to provide the agency with a cost-effective postage web-based mail management system. produce postage at up to 55 locations nationwide for various classes of mail and provide the capability to track all postage costs and usage via a centralized login (the capability to view, create usage and cost reports by locations).

1.2 Background

The U.S. Department of Housing and Urban Development (DHUD) is looking for contractor support to replace costly mailing equipment at multiple DHUD locations due to lower mailing requirements. DHUD previously replaced other locations with a web based service that was beneficial for the agency. DHUD is looking to increase the current 15 locations that were switched previously to 55 locations with this procurement. The cost savings of 254% per month at each location.

1.3 Constraints

The services identified in this PWS will adhere to the rules, regulations, laws, standards, and conventions identified by HUD as well as within the Federal Government. Constraints include the following:

The Contractor shall provide postage approved by United States Postal Service (USPS) in order to provide users with the highest level of USPS strategic sourcing discounts through GSA MAS 561499M.

1.4 Description of Services

The Contractor will provide a mail management solution that will allow us to produce postage at up to fifty-five (55) locations nationwide for various classes of mail and provide the capability to track all postage costs and usage via a centralized login (the capability to view, create usage and cost reports by locations) The Contractor shall include all associated GSA Schedule lease or monthly service fees per location, and include any other applicable costs such as costs for any hardware, software, hosting services, maintenance, meter rental, etc.

1.5 Non-Personal Services

The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services.

If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Contracting Officer (CO) immediately. These services shall not be used to perform work of a policy, decision making, or management nature, i.e. inherently Government functions. All decisions relative to programs supported by the Contractor shall be the sole responsibility of the Government.

1.6 Period of Performance

The period of performance shall be for one base period of 12 months and four 12-month option periods.

1.7 Place of Performance

The services to be performed under this contract shall be performed at the 45 identified in Attachment 1-List of HUD Office locations.

1.8 Hours of Operation

The web-based services will be available 24/7.

1.9 Special Qualifications

The Contractor shall include all associated GSA Schedule lease or monthly service fees per location, and include any other applicable costs such as costs for any hardware, software, hosting services, maintenance, meter rental, etc.

All systems shall be compatible with HUD's IT Network. All mailing solutions not previously tested and approved by HUD shall be made available to HUD's Test Center for Testing and approval prior to its use on the contract.

The Contractor shall provide postage approved by United States Postal Service (USPS) in order to provide users with the highest level of USPS strategic sourcing discounts through GSA MAS 561499M.

1.10 Post Award/Kickoff Conference

The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Government intends to convene a Post Award Conference with the Contractor within ten business days after contract award. The Contracting Officer will notify the Contractor of the specific date, location, and agenda within five business days after contract award.

1.11 Status Meetings

The Contracting Officer, Contracting Officer Representative and other Government personnel, as appropriate may meet periodically with the Contractor to also review the contractor's performance, requirement status, etc. At these meetings, the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance or progress of the requirement. The Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government. Post Award Conference and subsequent meetings may be held via teleconference.

1.12 Contractor Travel

No Travel

1.13 Transition In

The Contractor shall, upon the Contracting Officer's written notice, furnish Transition-In services as required. As a successor, the Contractor shall have sufficient personnel on board during the 30 days after award of contract. Transition-In period to ensure a smooth transition with the incumbent Contractor. The Contractor shall provide an orderly transition of work acceptance and accomplishment such that any impact to the program is minimized. During the Transition-In period, the Contractor shall become familiar with the requirements in order to commence full performance of services by the end of the contract Transition-In period. Transition-In is not required if the successor Contractor is the incumbent Contractor.

1.14 Transition Out

To minimize any decrease in productivity and to prevent possible negative impacts on additional services, the Contractor shall have sufficient personnel on board during the 30 days from award Transition-Out period. The incumbent Contractor shall ensure a smooth transition with the successor Contractor during the Transition-Out period, prior to completion of contractual performance. The incumbent Contractor shall aid the successor in the development of plans, procedures, and methods for the assumption of all on going work. The Contractor shall provide an orderly transition of work acceptance and accomplishment, such that full control by the successor Contractor is achieved by the end of the new contract Transition-In period.

2 Definitions and Acronyms

2.1 Definitions

Business/Work Days - Every official work day of the week which are days between and including Monday to Friday. This does not include public holidays and weekends.

Calendar Day - Any day of the week.

Contractor - A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

Contracting Officer (CO) - A person with authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: the only individual who can legally bind the Government.

Contracting Officer's Representative (COR) - An employee of the U.S. Government appointed by the Contracting Officer to perform contract administration activities in regard to technical issues. This individual has authority to provide technical direction to the Contractor as long as direction is within the scope of the contract, does not constitute a change and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

Defective Service - A service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable-Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

Government Furnished Property (GFP) - Government-furnished property means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

Performance Requirements Summary (PRS) - A listing of the performance requirements under the contract that are to be evaluated by the Government on a regular basis, performance indicators for these requirements, performance standards for these requirements and surveillance methods to be used to determine if performance standards are met.

Performance Standard - The Contractor's performance level required by the Government.

Performance Work Statement (PWS) - A statement of work for performance-based acquisitions that describe the required results in clear, specific and objective terms with measurable outcomes.

Physical Security - Actions that prevent the loss or damage of Government property.

Quality Assurance (QA) - Policies and procedures adopted by the Government to ensure that supplies and services acquired under Government contracts conform to the contracts quality requirements.

Quality Assurance Surveillance Plan (QASP) - A plan describing how the agency will survey, observe, test, sample, evaluate and document the Contractor's performance in meeting critical performance standards identified in the contract.

Quality Control (QC) - All necessary measures taken by the Contractor to assure that the quality of an end product of service shall meet contract requirements.

Service Contract - A contract that directly engages the time and effort of a Contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.

Subcontractor - Any person , other than the prime Contractor, who offers to furnish or furnishes any supplies, material, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor. The Government does not have privity of contract with a subcontractor.

Work Week - Monday through Friday, unless specified otherwise.

2.2 Acronyms

AQL - Acceptable Quality Level

ARAMS - Automated Renewal and Amendment System

BAA - Business Area Analysis Study

CBT - Computer-Based Training

CCB - Change Control Board

CCMB - Configuration Change Management Board

CMMI - Capability Maturity Model Integration

CFO or OCFO - Office of the Chief Financial Officer of HUD

CFR - Code of Federal Regulations

CIO or OCIO - Office of the Chief Information Officer of HUD

CO - Contracting Officer

COR - Contracting Officer Representative

COTS - Commercial Off-the-Shelf

CPO - Office of the Chief Procurement Officer of HUD

EST - Eastern Standard Time (U.S.)

ETC - Estimate to Completion

GAO - U.S. General Accounting Office

HUD - U.S. Department of Housing and Urban Development

HUDAR - HUD Acquisition Regulation

HUD/ISG - Internet Services Group within the Telecom Processing Division

HUD Web - HUDs Intranet Web Site and related WEB pages.

IG or OIG - Inspector General (Office of)

IT - Information Technology

IV&V - Independent Validation and Verification

LOOCS - Line of Credit Control System

OCPO - Office of the Chief Procurement Officer

OIG - Office of Inspector General

OMB - Office of Management and Budget

PL- Public Law

PM - Project Manager

POC - Point of Contact

PPM - Project Program and Management

QA - Quality Assurance

QASP - Quality Assurance Surveillance Plan

QCP - Quality Control Plan

SF - Standard Form

TBD - To be determined

U.S.C - United States Code

3 Government-Furnished Property and Services

The Contractor shall ensure accurate control and accountability of all Government-Furnished Property in accordance with the terms and conditions of this contract. The Government will furnish, at no cost to the Contractor, the GFP shown below.

3.1 Government Services

The government will provide its support to help with the initial software installation.

3.2 Facilities

NA

3.3 Equipment

NA

3.4 Materials

NA

3.5 Quality Assurance (QA)

The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable quality level.

4 Contractor-Furnished Items and Services

The Contractor shall furnish, all facilities, equipment, and supplies required to perform the work under this contract that are not listed under Government-Furnished Property and Services.

4.1 Facilities

No facilities will be provided by the contractor.

4.2 Equipment

The contractor shall furnish software, mailing scales, and postage label printers.

4.3 Material

The contractor shall furnish mailing scales and postage label printers.

4.4 Contractor Responsibilities

The Contractor shall only conduct business with designated Government personnel listed as points of contact (POCs). Names of authorized personnel shall be provided to the Contractor by the Government, in writing, and updated as necessary throughout the contract period. U.S. Government records, copies of original results and reports, verified original data, corrected data and corrected supporting final reports which are maintained by the Contractor remain the property of the U.S. Government. These files/results must be surrendered to the COR.

4.5 Contractor Personnel

The Contractor shall provide a Contract/Project Manager who shall be responsible for the performance of work. An alternate shall also be designated to act in the absence of the Contract/Project Manager. These Contractor personnel (main point of contact and alternate point of contact) are considered Key Personnel by the Government and shall be listed as such in accordance with HUDAR 2452.237-70, "Key Personnel. The Contract/Project Manager and alternate shall have full authority to act on all contact matters relating to daily operations of this contract. Accordingly, at a minimum, the points of contact shall have the technical knowledge of the requirement and be in the position to actually receive assignment, guidance, and direction from the COR, PM and CO per HUDAR 2452.237-73, "Conduct of Work and Technical Guidance" and shall be allocated enough hours to the requirement to ensure successful performance. These points of contact shall each be an employee of the Contractor. An employee of a subcontractor is not acceptable for either of these positions. The Contract/Project Manager or alternate shall be available between the hours of 8:00am to 4:30pm Monday through Friday EST, except Federal Holidays or when the Government facility is closed for administrative reasons.

4.6 Identification of Contractor Employees

All Contractor/subcontractor personnel shall wear company picture identification badges as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail, Contractor/subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees.

Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, Contractor/subcontractors occupying collocated space with their Government program customer shall identify their work space area with their name and company affiliation, or at a minimum, "Contractor" after name.

4.7 Quality Control

The Contractor shall establish and maintain a complete quality control program that shall ensure services are performed in accordance with this contract. The Contractor shall develop and implement procedures to identify, prevent, and ensure non reoccurrence of defective services.

The Contractor's quality control program is the means by which he assures himself that his work complies with the requirements of the contract. The Contractor shall provide the associated Quality Control Plan to the Government within 10 business days of contract award. Any resultant changes to the plan shall be submitted to the COR for review 10 days before changes become effective.

4.7.1 Quality Control Plan

The Contractor shall develop, maintain, enforce, and document a Quality Control Plan (QCP).

The QCP shall ensure the Government receives the level of quality that is consistent with the requirements specified in this contract. The QCP shall be sufficiently detailed to provide the Contractor's methodology for identifying and recruiting qualified personnel. The QCP shall also provide the Contractor's methodology for resolving problems identified by the Government during reviews conducted in accordance with its Quality Assurance Surveillance Plan (QASP).

The QCP shall also provide the Contractor's methodology for establishing an internal feedback system for support personnel, and for resolving problems identified by that feedback system.

The QCP shall demonstrate and validate that the services or deliverables to be provided under the contract are completed with a level of quality that meets the minimum performance threshold established in the Government's QASP. The QCP shall address Quality Management Approach, Quality Assurance, Quality Control and Quality Standards.

5 Specific Tasks

5.1 The Contractor shall provide a mail management solution.

Contractor shall provide a mailing solution that is 24 hours/7days a week, web-based system that is accessible directly via a secure internet website.

The Contractor shall produce postage at up to 55 locations nationwide for various classes of mail and provide the capability to track all postage costs and usage via a centralized login (the capability to view, create usage and cost reports by locations).

The Contractor shall provide recommendations for optimal delivery methods to include automatic rate calculation based on both dimension and weight.

The Contractor shall provide automated postal rate changes when they occur, at no additional cost to the government (domestic and international).

The Contractor shall allow the government to purchase postage up- to-90 days use, at no additional costs for process and allow reloads to be processed once or twice a month upon request.

The Contractor shall provide postage approved by United States Postal Service (USPS) in order to provide users with the highest level of USPS strategic sourcing discounts through GSA MAS 561499M.

The Contractor shall provide a mail management solution that has customer support, ongoing system maintenance and security, and user training for the mail users in all of the requested locations nationwide.

The Contractor shall provide a centralized reporting system that tracks all postal spending by locations, a consolidated monthly report, quarterly, and annually of postage consumed by locations and accounts totals to date.

The Contractor shall provide an electronic return receipt upon delivery.

Performance Standards

a) Standard: 0% deviation

Deliverables

A001 System

A003 Invoice

5.2 The Contractor shall provide all hardware, software and supplies.

The Contractor shall provide a GSA Schedule web-based mailing solution for HUD locations, and any include all costs associated with providing services, such as costs for any hardware, software, hosting services, maintenance, rentals, labels, supplies, etc. in the total cost for services.

The Contractor shall provide and install software, hardware and supplies for all locations nationwide.

The Contractor shall include all maintenance on Contractor furnished software and hardware.

Performance Standards

a) Standard: 0% deviation

Deliverables

A002 Hardware/Software/Equipment

6. Deliverables

The Contractor shall complete all work and submit all deliverables as specified herein. The Government reserves the right to make changes to delivery dates.

Number	Name	Frequency	Quantity
A001	System	monthly	
	<p>The Contractor shall provide a centralized enterprise reporting system that tracks all postal spending at up- to-55 locations nationwide using the provided locations, consolidated monthly report, quarterly and annually of postage consumed and account totals to date.</p>		
	<p>The Contractor's system shall be capable of importing delivery addresses automatically and able to print postage directly from government approved software and hardware. The Contractor will provide a mail management system solution that will allow the user to print postage at up-to-55 locations nationwide for various classes of mail, track all postage costs and usage via centralized login.</p>		
	<p>The system will provide delivery and signature confirmation to include an electronic return receipt option.</p>		
	<p>The Contractor payment solution must provide the ability to export historical information on an annual basis for historical retention as per Agency guidelines.</p>		
A002	Hardware/Software/Equipment		
	<p>The Contractor shall deliver all hardware and software to each location nationwide. (Attachment 1 – Location Listing) The Contractor shall replace broken hardware during the contract period as necessary at no additional cost to the government. All scales will be updated with postage rate information through an internet connection.</p>		

The Contractor shall provide hardware, software for new locations that open during the contract period of performance provided by the COR.

The Contractor shall provide hardware, software for new locations that open during the contract period of performance provided by the COR.

Digital scales shall be included and replaced during the contract period as necessary by the Contractor at no additional cost. Scales will be updated with postage rate information through an Internet connection.

The Contractor shall install, at no additional cost, all required hardware and software upgrades and updates at each location provided to them.

A003	Invoice	monthly	2
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The Contractor shall provide a two (2) consolidated monthly invoice with up-to-55 locations nationwide broken out by locations. One invoice for monthly service and one (1) for supplies.

6.1 Quality Control Plan

The Contractors QCP shall be delivered to the COR within 30 days after contract awarded for with the Contractors proposals if it is an evaluation factor). The QCP shall be submitted to the COR within () business days when changes are made thereafter. After acceptance of the QCP, the Contractor shall receive the Contracting Officers acceptance in writing of any proposed change to its quality control system.

6.2 Acceptance Criteria

All deliverable shall be submitted in a draft format agreed upon by the Contractor and the Government. Upon review and acceptance by the Government, the Contractor shall address all

Government comments and submit a final draft within 5 business days of Government notification.

7. Performance Requirements Summary

The summary chart below lists the contract's primary requirements, the associated performance standards, the expected target performance, and the methods of surveillance. While some contract requirements may not be listed in the chart below, requirements not appearing on the PRS chart do not negate the Contractor's obligation to perform all requirements as specified in the contract. Additionally, HUD reserves all rights and remedies under the provisions and clauses of the contract when performance of any contract requirement, whether or not listed below, is unacceptable. HUD will develop a Quality Assurance Surveillance Plan to be used to provide contract oversight. In conjunction with the Contractor's Quality Control Plan and various other methods of assessing performance, the COR and PM may perform on-site reviews and/or other types of verification to determine that the specified target performance requirements have been met. Regular review of Contractor performance is critical to the overall success of the contract. On a monthly basis, the COR will evaluate the quality of the product or services.

8. Related Documents

The Contractor shall abide by all applicable regulations, publications, manuals, policies, and procedures in the performance of this contract.

9. Performance Requirement Summary (PRS)

Statements	Standards/AQLs	Incentive/Remedy
5.1 The Contractor shall provide a mail management solution.	a) 0% deviation	NA

Statements	Standards/AQLs	Incentive/Remedy
5.2 The Contractor shall provide all hardware, software and supplies.	a) 0% deviation	NA

Inspection and Acceptance

2452.246-70 INSPECTION AND ACCEPTANCE. (APR 2019)

Inspection and acceptance of all work required under this contract shall be performed by the Contracting Officer's Representative (COR) or other individual as designated by the Contracting Officer or COR.

(End of clause)

Contract Clauses

52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. (AUG2019)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

2452.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE). (MAR 2016) - ALTERNATE II (APR 2019)

(a) *Payment schedule.* Payment of the contract price (see Section B of the contract) will be made upon completion and acceptance of all work.

(b) *Submission of invoices.* (1) The Contractor shall obtain access and submit invoices to the Department of Treasury Bureau of Fiscal Services' Invoice Platform Processing System via the Web at URL: <https://arc.publicdebt.treas.gov/ipp/fsippqrg.htm> in accordance with the instructions on the website. To constitute a proper invoice, the invoice must include all items required by the FAR clause at 52.232-25, "Prompt Payment."

(2) To assist the Government in making timely payments, the Contractor is also requested to include on each invoice the appropriation number shown on the contract award document (e.g., block 14 of the Standard Form (SF) 26, block 21 of the SF-33, or block 25 of the SF-1449).

(c) *Contractor remittance information.* The contractor shall provide the payment office with all information required by other payment clauses or other supplemental information (e.g., contracts for commercial services) contained in this contract.

(d) *Final invoice payment.* The final invoice will not be paid prior to certification by the Contracting Officer that all work has been completed and accepted.

(End of clause)

2452.237-73 CONDUCT OF WORK AND TECHNICAL GUIDANCE. (APR 2019)

(a) The Contracting Officer will provide the Contractor with the name and contact information of the Contracting Officer's Representative (COR) assigned to this contract. The COR will serve as the Contractor's liaison with the Contracting Officer with regard to the conduct of work. The Contracting Officer will notify the Contractor in writing of any change to the current COR's status or the designation of a successor COR.

(b) The COR for liaison with the Contractor as to the conduct of work is [to be inserted at time of award] or a successor designated by the Contracting Officer.

(c) The COR will provide guidance to the Contractor on the technical performance of the contract. Such guidance shall not be of a nature which:

(1) Causes the Contractor to perform work outside the statement of work or specifications of the contract;

(2) Constitutes a change as defined in FAR 52.243-1;

(3) Causes an increase or decrease in the cost of the contract;

(4) Alters the period of performance or delivery dates; or

(5) Changes any of the other express terms or conditions of the contract.

(d) The COR will issue technical guidance in writing or, if issued orally, he/she will confirm such direction in writing within five (5) calendar days after oral issuance. The COR may issue such guidance via telephone, facsimile (fax), or electronic mail.

(e) Other specific limitations (to be inserted by Contracting Officer):None

(f) The Contractor shall promptly notify the Contracting Officer whenever the Contractor believes that guidance provided by any government personnel, whether or not specifically provided pursuant to this clause, is of a nature described in paragraph (b) of this clause.

(End of clause)

2452.239-70 ACCESS TO HUD SYSTEMS. (APR 2019)

(a) *Definitions.* As used in this clause-

Access means the ability to obtain, view, read, modify, delete, and/or otherwise make use of information resources.

Application means the use of information resources (information and information technology) to satisfy a specific set of user requirements (see Office of Management and Budget (OMB) Circular A-130).

Contract means any authorized contractual instrument, including, but not restricted to, task orders, purchase orders, Blanket Purchase Agreement calls, etc.

Contractor employee means an employee of the prime contractor or of any subcontractor, affiliate, partner, joint venture, or team members with which the Contractor is associated. It also includes consultants engaged by any of those entities.

Mission-critical system means an information technology or telecommunications system used or operated by HUD or by a HUD contractor, or organization on behalf of HUD, that processes any information, the loss, misuse, disclosure, or unauthorized access to, or modification of which would have a debilitating impact on the mission of the agency.

NACI means a National Agency Check with Inquiries, the minimum background investigation prescribed by the Office of Personnel Management (OPM).

PIV Card means the Personal Identity Verification (PIV) Card, the Federal Government-issued identification credential (*i.e.*, identification badge).

Sensitive information means any information of which the loss, misuse, or unauthorized access to, or modification of, could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.

System means an interconnected set of information resources under the same direct management control, which shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people (see OMB Circular A-130). System includes any system owned by HUD or owned and operated on HUD's behalf by another party.

(b) *General.* (1) The performance of this contract requires contractor employees to have access to a HUD system or systems. All such employees who do not already possess a current PIV Card acceptable to HUD shall be required to provide personal background information, undergo a background investigation (NACI or other OPM-required or approved investigation), including an FBI National Criminal History Fingerprint Check, and obtain a PIV Card prior to being permitted access to any such system in performance of this contract. HUD may accept a PIV Card issued by another Federal Government agency but shall not be required to do so. No contractor employee will be permitted access to any HUD system without a PIV Card.

(2) All contractor employees who require access to mission-critical systems or sensitive information contained within a HUD system or application(s) are required to have a more extensive background investigation. The investigation shall be commensurate with the risk and security controls involved in managing, using, or operating the system or applications(s).

(c) *Citizenship-related requirements.* Each affected contractor employee as described in paragraph (b) of this clause shall be:

(1) A United States (U.S.) citizen; or,

(2) A national of the United States (see 8 U.S.C. 1408); or,

(3) An alien lawfully admitted into, and lawfully permitted to be employed in the United States, provided that for any such individual, the Government is able to obtain sufficient background information to complete the investigation as required by this clause. Failure on the part of the contractor to provide sufficient information to perform a required investigation or the inability of the Government to verify information provided for affected contractor employees will result in denial of their access.

(d) *Background investigation process.* (1) The Contracting Officer's Representative (COR) shall notify the Contractor of those contractor employee positions requiring background investigations.

(i) For each contractor employee requiring access to HUD information systems, the Contractor shall submit the following properly completed forms: Electronic Standard Form (SF) 85, "Questionnaire for Non-sensitive Positions" via e-QIP, completed USAccess enrollment (electronic fingerprinting) and Optional Form (OF) 306 (Items 1 through 17). The SF-85 and OF-306 are available from the OPM website, <http://www.opm.gov>. The electronic questionnaire is available on OPM's e-QIP site, <https://www.opm.gov/investigations/e-qip-application/>.

(ii) For each contractor employee requiring access to mission-critical systems and/or sensitive information contained within a HUD system and/or application(s), the Contractor shall submit the following properly completed forms: Electronic SF-85P, "Questionnaire for Public Trust Positions" via e-QIP;" Electronic Standard Form (SF) 85, "Questionnaire for Non-sensitive Positions via e-QIP," completed USAccess enrollment (electronic fingerprinting) and Optional Form (OF) 306 (Items 1 through 17). The SF-85 and OF-306 are available from the OPM website, <http://www.opm.gov>. The Electronic questionnaire is available on OPM's e-QIP site, <https://www.opm.gov/investigations/e-qip-application/>; and a Fair Credit Reporting Act form (authorization for the credit-check portion of the investigation). Contractor employees shall complete the Medical Release behind the SF-85P.

(iii) The electronic questionnaires (e-QIP) SF-85, 85P, and OF-306 are available from OPM's websites <https://www.opm.gov/investigations/e-qip-application/> and <http://www.opm.gov>. The COR will provide all other forms that are not obtainable via the internet.

(2) The Contractor shall deliver the forms and information required in paragraph (d)(1) of this clause to the COR as securely as possible.

(3) Affected contractor employees who have had a Federal background investigation without a subsequent break in Federal employment or Federal contract service exceeding 2 years may be exempt from the investigation requirements of this clause, subject to verification of the previous investigation. For each such employee, the Contractor shall submit the following information in lieu of the forms and information listed in paragraph (d)(1) of this clause: PIV and Pre-Security Form.

(4) The investigation process shall consist of a range of personal background inquiries and contacts (written and personal) and verification of the information provided on the investigative forms described in paragraph (d)(1) of this clause.

(5) Upon completion of the investigation process, the COR will notify the Contractor if any contractor employee is determined to be unsuitable to have access to the system(s),

application(s), or information. Such an employee may not be given access to those resources. If any such employee has already been given access pending the results of the background investigation, the Contractor shall ensure that the employee's access is revoked immediately upon receipt of the COR's notification.

(6) Failure of the COR to notify the Contractor (see paragraph (d)(1) of this clause) of any employee who should be subject to the requirements of this clause and is known, or should reasonably be known, by the Contractor to be subject to the requirements of this clause, shall not excuse the Contractor from making such employee(s) known to the COR. Any such employee who is identified and is working under the contract, without having had the appropriate background investigation or furnished the required forms for the investigation, shall cease to perform such work immediately and shall not be given access to the system(s)/application(s) described in paragraph (b) of this clause until the Contractor has provided the investigative forms to the COR for the employee, as required in paragraph (d)(1) of this clause.

(7) The Contractor shall notify the COR in writing whenever a contractor employee for whom a background investigation package was required and submitted to HUD, or for whom a background investigation was completed, terminates employment with the Contractor, or otherwise is no longer performing work under this contract that requires access to the system(s), application(s), or information. The Contractor shall provide a copy of the written notice to the Contracting Officer.

(e) *PIV Cards.* (1) HUD will issue a PIV Card to each contractor employee who is to be given access to HUD systems and does not already possess a PIV Card acceptable to HUD (see paragraph (b) of this clause). HUD will not issue the PIV Card until the contractor employee has (1) successfully cleared an FBI National Criminal History Fingerprint Check, (2) HUD has initiated the background investigation for the contractor employee, and (3) a Security Approval Notice from HUD PSD via *PSDContractorIn-box@hud.gov* has been received. Initiation is defined to mean that all background information required in paragraph (d)(1) of this clause has been delivered to HUD. The employee may not be given access prior to those three events. HUD may issue a PIV Card and grant access pending the completion of the background investigation. HUD will revoke the PIV Card and the employee's access if the background investigation process for the employee, including adjudication of the investigation results, has not been completed within 6 months after the issuance of the PIV Card.

(2) PIV Cards shall identify individuals as contractor employees. Contractor employees shall display their PIV Cards on their persons at all times while working in a HUD facility, and shall present cards for inspection upon request by HUD officials or HUD security personnel.

(3) The Contractor shall be responsible for all PIV Cards issued to the Contractor's employees and shall immediately notify the COR if any PIV Card(s) cannot be accounted for. The Contractor shall promptly return PIV Cards to HUD as required by the FAR clause at 52.204-9. The Contractor shall notify the COR immediately whenever any contractor employee no longer has a need for his/her HUD-issued PIV Card (e.g., the employee terminates employment with the Contractor, the employee's duties no longer require access to HUD systems). The COR will instruct the Contractor as to how to return the PIV Card. Upon expiration of this contract, the COR will instruct the Contractor as to how to return all HUD-issued PIV Cards not previously returned. Unless otherwise directed by the

Contracting Officer, the Contractor shall not return PIV Cards to any person other than the COR.

(4) The Contractor shall submit a report to the Contracting Officer and COR no later than five (5) calendar days after the end of each calendar quarter that provides the status of each employee who is required to work in a HUD facility during the performance of the contract. At a minimum, the report shall identify the Contractor and the contract number, and list for each employee the following information:

(i) Employee name;

(ii) Name of HUD facility where employee works;

(iii) Date background check submitted;

(iv) Date PIV Card issued;

(v) PIV card number;

(vi) Date employee no longer has need of the HUD PIV Card;

(vii) Date Contracting Officer and COR were notified that employee no longer has need of the HUD PIV Card; and

(viii) Date PIV Card returned to COR.

(f) *Control of access.* HUD shall have and exercise full and complete control over granting, denying, withholding, and terminating access of contractor employees to HUD systems. The COR will notify the Contractor immediately when HUD has determined that an employee is unsuitable or unfit to be permitted access to a HUD system. The Contractor shall immediately notify such employee that he/she no longer has access to any HUD system, physically retrieve the employee's PIV Card from the employee, and provide a suitable replacement employee in accordance with the requirements of this clause.

(g) *Incident response notification.* An incident is defined as an event, either accidental or deliberate, that results in unauthorized access, loss, disclosure, modification, or destruction of information technology systems, applications, or data. The Contractor shall immediately notify the COR and the Contracting Officer of any known or suspected incident, or any unauthorized disclosure of the information contained in the system(s) to which the Contractor has access.

(h) *Nondisclosure of information.* (1) Neither the Contractor nor any of its employees shall divulge or release data or information developed or obtained during performance of this contract, except to authorized Government personnel with an established need to know, or upon written approval of the Contracting Officer. Information contained in all source documents and other media provided by HUD is the sole property of HUD.

(2) The Contractor shall require that all employees who may have access to the system(s)/applications(s) identified in paragraph (b) of this clause sign a pledge of nondisclosure of information. The employees shall sign these pledges before they are permitted to perform work under this contract. The Contractor shall maintain the signed

pledges for a period of 3 years after final payment under this contract. The Contractor shall provide a copy of these pledges to the COR.

(i) *Security procedures.* (1) The Contractor shall comply with applicable Federal and HUD statutes, regulations, policies, and procedures governing the security of the system(s) to which the Contractor's employees have access including, but not limited to:

(i) The Federal Information Security Management Act (FISMA);

(ii) Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;

(iii) HUD Handbook 2400.25, Information Technology Security Policy;

(iv) HUD Handbook 732.3, Personnel Security/Suitability;

(v) Federal Information Processing Standards 201 (FIPS 201), Sections 2.1 and 2.2;

(vi) Homeland Security Presidential Directive 12 (HSPD-12); and

(vii) OMB Memorandum M-05-24, Implementing Guidance for HSPD-12.

The HUD Handbooks are available online at: <http://www.hud.gov/offices/adm/hudclips/> or from the COR.

(2) The Contractor shall develop and maintain a compliance matrix that lists each requirement set forth in paragraphs (b), (c), (d), (e), (f), (g), (h), (i)(1), and (m) of this clause with specific actions taken, and/or procedures implemented, to satisfy each requirement. The Contractor shall identify an accountable person for each requirement, the date upon which actions/procedures were initiated/completed, and certify that information contained in this compliance matrix is correct. The Contractor shall ensure that information in this compliance matrix is complete, accurate, and up-to-date at all times for the duration of this contract. Upon request, the Contractor shall provide copies of the current matrix to HUD.

(3) The Contractor shall ensure that its employees, in performance of the contract, receive annual training (or once if the contract is for less than one year) in HUD information technology security policies, procedures, computer ethics, and best practices in accordance with HUD Handbook 2400.25.

(j) *Access to Contractor's systems.* The Contractor shall afford HUD, including the Office of Inspector General, access to the Contractor's facilities, installations, operations, documentation (including the compliance matrix required under paragraph (i)(2) of this clause), databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out, but not limited to, any information security program activities, investigation, and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of HUD data and systems, or to the function of information systems operated on behalf of HUD, and to preserve evidence of computer crime.

(k) *Contractor compliance with this clause.* Failure on the part of the Contractor to comply with the terms of this clause may result in termination of this contract for default.

(l) *Physical access to Federal Government facilities.* The Contractor and any subcontractor(s) shall also comply with the requirements of HUDAR clause 2452.237-75 when the Contractor's or subcontractor's employees will perform any work under this contract on site in a HUD or other Federal Government facility.

(m) *Subcontracts.* The Contractor shall incorporate this clause in all subcontracts where the requirements specified in paragraph (b) of this clause are applicable to performance of the subcontract.

(End of clause)

2452.239-71 INFORMATION TECHNOLOGY VIRUS SECURITY. (FEB 2006)

(a) The contractor hereby agrees to make every reasonable effort to deliver information technology products to HUD free of known computer viruses. The contractor shall be responsible for examining all such products prior to their delivery to HUD using software tools and processes capable of detecting all known viruses.

(b) The contractor shall include the following statement on deliveries of hardware, software, and data products, including diskettes, made under this contract:

[product description, part/catalog number, other identifier, and serial number, if any]

"This product has been scanned for known viruses using [name of virus-screening product, including version number, if any] and is certified to be free of known viruses at the time of delivery."

(c) The Contracting Officer may assess monetary damages against the contractor sufficient to compensate HUD for actual or estimated costs resulting from computer virus damage or malicious destruction of computer information arising from the contractor's failure to take adequate precautions to preclude delivery of virus-containing products in the delivery of hardware, software, or data on diskettes under this contract.

(d) This clause shall not limit the rights of the government under any other clause of this contract.

(End of clause)

List of Attachments

Attachment Number	Title	Date
1	Listing of HUD Field Locations	07/23/2020

Attachment 1-List of HUD Field Offices and Government POC's

**U.S. Dept. of Housing & Urban Development
500 Gold, 7th Floor Suite 7301
Albuquerque, NM 87102-3185, Contact Person: Elizabeth Ramirez 505-346-7349**

**U.S. Dept. of Housing & Urban Development
3000 C. Street Suite 401
Anchorage, AK 99503-3914, Contact Person: Diane Cowan 907-677-9851**

**U.S. Dept. of Housing & Urban Development
One Merchants Plaza, Suite 601
Bangor, ME 04401-8302, Contact Person: Ann Martin 207-945-0467**

**U.S. Dept. of Housing & Urban Development
950 22nd Street N. Suite 900
Birmingham, AL 35203-5301
Contact Person: Gale Harris 205-745-4305**

**U.S. Dept. of Housing & Urban Development
800 Park Blvd., Suite 220
Boise, ID 83712-7768, Contact Person: John Meyer 208-334-1088 ext. 3002**

**U.S. Dept. of Housing & Urban Development
465 Main Street 2nd Floor
Buffalo, NY 14203-1780
Contact Person: Sally Czapl 716-551-5755 ext. 5054/716-551-5755 ext. 5103**

**U.S. Dept. of Housing & Urban Development
95 Saint Paul Street, Suite 440
Burlington, VT 05401-4486, Contact Person: Karen Zitnay 617-994-8295**

**U.S. Dept. of Housing & Urban Development
100 East B. Street, Room 1010
Casper, WY 82601-1969, Contact Person: Christy Fredrick 303-672-5355 /Mike Westra
303-672-5223**

**U.S. Dept. of Housing & Urban Development
414 Summers Street Suite 110
Charleston, WV 25301-1795, Contact Person: Charlotte Puryear 304-347-7044 and
Antoinette Banks 443-722-6786**

**U.S. Dept. of Housing & Urban Development
1350 Euclid Ave., Suite 500
Cleveland, OH 44115-1815, Contact Person: Reshemah Haggins 216-357-7661 or Paula
Stankiewicz, 216-357-7662 and Ken Hamilton 614-280-6102**

**U.S. Dept. of Housing & Urban Development
1835 Assembly Street
Columbia, SC 29201-2430, Contact Person: Doug Bouknight 803-765-5532**

**U.S. Dept. of Housing & Urban Development
200 N. High Street 7th Floor
Columbus, OH 43215-2463, Contact Person: Ken Hamilton, 614-280-6102**

**U.S. Dept. of Housing & Urban Development
210 Walnut Room 239
Des Moines, IA 50309-2111, Contact Person: Julie Sleeper, 515-284-4366**

**U.S. Dept. of Housing & Urban Development
657 2nd Ave., Room 366
Fargo, ND 58108, Contact Person: Christy Fredrick 303-672-5355/Mike Westra,
303-672-5223**

**U.S. Dept. of Housing & Urban Development
1500 Pineroft Road, Suite 401
Greensboro, NC 27407, Contact Person:
Lester Williams 336-851-8165**

**U.S. Dept. of Housing & Urban Development
901 Front Street, Suite 1300
Helena, MT 59626, Contact Person: Christy Fredrick 303-672-5355/ Mike Westra
303-672-5223**

**U.S. Dept. of Housing & Urban Development
1132 Bishop Street, Suite 1400
Honolulu, HI 96813-4920, Contact Person: Lori Salbedo, 808-457-4666 or Kristie Reese
602-379-7119**

**U.S. Dept. of Housing & Urban Development
1301 Fannin Suite 2200
Houston, TX 77702, Contact Person: Sean Napoleon 713-718-3112/Roger Harvey
713-718-3111**

**U.S. Dept. of Housing & Urban Development
Minton Capehart Federal Building
575 N. Pennsylvania Avenue, Suite 656
Indianapolis, IN 46204-2526, Contact Person: Jeanette Hammel 317-957-7299**

**U.S. Dept. of Housing & Urban Development
100 W. Capital Street, Room 910
Jackson, MS 39269-1602, Contact Person: Gale Harris 205-745-4305**

**U.S. Dept. of Housing & Urban Development
2380 McGee Street Suite, 400
Kansas City, MO 64108-2603, Contact Person: Elizabeth Aguilar 816-426-6214**

**U.S. Dept. of Housing & Urban Development
710 Locust St 3rd Floor
Knoxville, TN 37902-2540, Contact Person: Telly O'Neil 865-474-8202**

**U.S. Dept. of Housing & Urban Development
302 E. Carson Ave., Suite 400
Las Vegas, NV 89101-5911, Contact Person: Robbie Bradford 702-366-2112**

**U.S. Dept. of Housing & Urban Development
425 West Capital Suite 1000
Little Rock, AR 72201-3405
Contact Person: Melissa Tenison 501-918-5771**

**U.S. Dept. of Housing & Urban Development
601 W. Broadway Room 110
Louisville, KY 40202-2238, Contact Person: Jenna Sappenfield, 502-618-8149/
Patty Whitehouse 502-618-8157**

**U.S. Dept. of Housing & Urban Development
275 Chestnut Street, 4th Floor
Manchester, NH 03101-1730, Contact Person: Tom Bussiere 860-240-9765**

**U.S. Dept. of Housing & Urban Development
200 Jefferson Ave. 3rd Floor
Memphis, TN 38103-2328, Contact Person: Kimshonda Bell, 901-544-4299**

**U.S. Dept. of Housing & Urban Development
909 SE 1st Ave. Suite 500
Miami, FL 33131-3042, Contact Person: Michelle Cazanias 305-536-5678 ext. 2282**

**U.S. Dept. of Housing & Urban Development
310 W. Wisconsin Ave., Suite 950
Milwaukee, WI 53203-2289
Contact Person: Marilyn Williams 414-297-3219 ext. 8503**

**U.S. Dept. of Housing & Urban Development
920 2nd Ave. South 12th Floor
Minneapolis, MN 55402, Contact Person: Luann Bartuah 612-370-3000
ext. 2136**

**U.S. Dept. of Housing & Urban Development
235 Cumberland BND Suite 200
Nashville, TN 37228-1803
Contact Person: Elliott Dassow, 615-515-8587**

**U.S. Dept. of Housing & Urban Development
1616 Capitol Avenue, Suite 329
Omaha, NE 68102, Contact Person: Denise Cernik 402-492-3177**

**U.S. Dept. of Housing & Urban Development
William Moorhead Federal Building
1000 Liberty Avenue Suite 1000
Pittsburgh, PA 15222-4004, Contact Person: Pamela Whitelock 412-644-2733 or
Antoinette Banks 443-722-6786**

**U.S. Dept. of Housing & Urban Development
400 SW Sixth Ave., Suite 700
Portland, OR 97204-1628, Contact Person: Angie Craughan 971-222-2622**

**U.S. Dept. of Housing & Urban Development
121 South Main Street, Suite 300
Providence, RI 02903-2818, Contact Person: Linda Seebeck 401-277-8329/ Karen Zitnay,
617-994-8295**

**U.S. Dept. of Housing & Urban Development
745 W. Moana Lane, Suite 360
Reno, NV 89509-4991, Contact Person: Luthene Andrews 775-824-3701**

**U.S. Dept. of Housing & Urban Development
125 South State Street, Room 3001
Salt Lake City, UT 84138, Contact Person: Christy Fredrick 303-672-5355 /Mike Westra,
303-672-5223**

**U.S. Dept. of Housing & Urban Development
106 South St. Mary's Street Room 405
San Antonio, TX 78205, Contact Person: Roger Harvey 713-718-3111**

**U.S. Dept. of Housing & Urban Development
171 Carlos Chardon Ave., Suite 301
San Juan, PR 00918-0903, Contact Person: Gabriel Ferrer, 787-766-5400 ext. 2089**

**U.S. Dept. of Housing & Urban Development
2400 W. 49th Street, Room 1-210
Sioux Falls, SD 57105-6558, Contact Person: Christy Fredrick 303-672-5355/Mike Westra,
303-672-5223**

**U.S. Dept. of Housing & Urban Development
1222 Spruce Street, Room 3100
St. Louis, MO 63103-2836, Contact Person: Dorothea Banks 314-418-5210**

**U.S. Dept. of Housing & Urban Development
2 West Second Street, Suite 400
Tulsa, OK 74103, Contact Person: Mark G. Young 918-292-8919**

**U.S. Dept. of Housing & Urban Development
820 1st Street NE, Suite 300
Washington, DC 20002-4205
Contact Person: James Hatcher 202-275-6287**

**U.S. Dept. of Housing & Urban Development
920 King Street, Suite 404
Wilmington, DE 19801-3016, Contact Person: David Sillery, 302-573-6300 ext. 253**