



## Dear Housing Authority Vendors And Partners:

Important reminders and notices for 2022 are below. Please review each section below in detail.

### Gifts To AHA Staff

As the holidays approach, we appreciate the thoughtfulness and generosity that many of you have shown in the past, but AHA wants to remind you that Housing Authority staff members are not able to accept gifts. Also please note that due to health and safety protocols, AHA staff cannot accept consumable items that are not individually wrapped. AHA actually prefers that you show your generosity by giving to those in need, particularly this year, as so many continue to be impacted by the current health pandemic. Of course, there are numerous organizations in need of support this holiday season, below are a few of the many we could suggest. Thank you for your consideration.

- **Alameda Food Bank**, P. O. Box 2167, Alameda, CA 94501
- **Alameda Homeless Network**, P. O. Box 951, Alameda, CA 94501
- **Habitat for Humanity East Bay**, 2619 Broadway, Oakland, CA 94612
- **Alameda Boys & Girls Club**, 1900 3rd St., Rear Bldg., Alameda, CA 94501
- **Alameda Family Services**, 2325 Clement St., Alameda, CA 94501



## Payment Processing Schedule

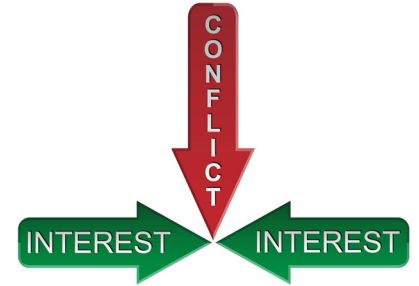
As AHA looks to 2022, we want to remind you that our payment processing schedule is every other week. It is our goal to provide accurate and timely payments to our vendors. If your payment is ever incorrect or delayed, please contact the procuring party by phone or email.

## How to get Paid via EFT for Faster and Secure Payments

Our secure electronic payment system is the fastest method – no checks or trips to the bank, just your payments directly into your account. The Electronic Funds Transfer Authorization Form can be obtained via this link [www.paymentsaha.click](http://www.paymentsaha.click)

## Conflict of Interest

All vendors and potential vendors are required to have a Conflict-of-Interest form on file with AHA. This form must be updated annually. Please complete the online Conflict-of-Interest form which can be found online at <https://form.alamedahsg.org/Forms/A4Gpo>, or you can contact Daniel Mills at [dmills@alamedahsg.org](mailto:dmills@alamedahsg.org)/(510) 747-4318 for more information. The deadline for all vendors who have not previously submitted a Conflict-of-Interest form is January 31, 2022.



## Purchase Approval Process

We would like to clarify our procurement policy, AHA is unable to honor purchases that do not follow the purchase approval procedure. All purchases in excess of \$250 must be accompanied by an AHA purchase order number or a contract signed/approved by one of our approved purchasers before the order is placed. You are welcome to request the PO number or a copy of the PO from a staff member who is placing the order. Approval limits for purchases and procurement are as follows:

### Up to \$250,000

Executive Director: Vanessa Cooper ([vcooper@alamedahsg.org](mailto:vcooper@alamedahsg.org) or 510-747-4320)

### Up to \$25,000

Director of Housing Development: Sylvia Martinez ([smartinez@alamedahsg.org](mailto:smartinez@alamedahsg.org) or 510-747-4343)

Director of Housing Programs: Lynette Jordan ([ljordan@alamedahsg.org](mailto:ljordan@alamedahsg.org) or 510-747-4312)

Director of Portfolio Management: Stephanie Shipe ([sshipe@alamedahsg.org](mailto:sshipe@alamedahsg.org) or 510-747-4310)

Director of Human Resources and Operations: Janet Basta ([jbasta@alamedahsg.org](mailto:jbasta@alamedahsg.org) or 510-747-4323)

Director of Alameda Rent Program: Gregory Kats ([gkats@alamedahsg.org](mailto:gkats@alamedahsg.org) or 510-747-4370)

The same staff are eligible to place orders with vendors under \$250.00 without a contract or PO. No other AHA staff or contractors are authorized to place orders, issue change orders, or commit the agency through any other procurement activities unless we have established separate written instructions with you.



## Expiring Contracts

AHA will be working with some vendors who have contracts expiring in 2022. In some cases, we will need to go out to an RFP or bid process. In other circumstances we may be able to extend the current contract. Please note that a contract cannot be in place for more than 5 years without rebidding. Your contact at AHA should be able to answer any questions you may have on the bidding/RFP procedure at AHA. You can also locate current open procurement opportunities via link below

<https://form.alamedahsg.org/forms/bizops>

## Cyber Insurance

In addition to the usual concerns regarding privacy and security of Personally Identifiable Information ("PII") of AHA's clients and employees, there is an increased incidence of cyberattacks, ransom events, and other IT data related concerns across the United States.

As a result, as part of our risk assessment, AHA is in the process of reviewing vendors who have access to our systems that contain PII or who gather PII on AHA's behalf. If you fall under this category, and have not completed the Cyber Liability Form, please contact Daniel Mills at [dmills@alamedahsg.org](mailto:dmills@alamedahsg.org)/(510) 747-4318 for a copy.



## Reminder to Update Your Insurance filed with AHA

With 2022 rapidly approaching, please do not forget to update your insurance certificate/documentation with AHA. Valid insurance coverage is needed to continue to do business with AHA. When you send your updated Certificate of Insurance you must include the endorsements.

## Complete Survey at [www.surveyaha.com](http://www.surveyaha.com)

AHA's is starting a new Diversity, Equity and Inclusion (DEI) initiative that enables AHA to measure and promote diversity, equity, and inclusion to drive accountability and better reflect and serve our diverse communities. We would greatly appreciate your assistance! Please fill out the optional, brief, and 100% anonymous DEI survey at [www.surveyaha.com](http://www.surveyaha.com) or on page four (4) of this newsletter. Thanks in advance for your time and contact Daniel Mills with any questions: [dmills@alamedahsg.org](mailto:dmills@alamedahsg.org)/(510) 747-4318.

## Thank You from AHA's Executive Director

Thank you for working with the Housing Authority of the City of Alameda (AHA) and supporting our mission to partner with the entire community to advocate and provide quality, affordable, and safe housing. AHA appreciates your efforts to encourage self-sufficiency; and strengthen community inclusiveness and diversity in housing. Thank you for your part in serving the needs of the low-income residents of Alameda. We look forward to working with you over the coming year and wish you the best in 2022. Please do not hesitate to contact me if you have any questions. Sincerely,

Vanessa M. Cooper  
Executive Director

THANK YOU!

## Vendor Diversity, Equity, and Inclusion Survey

**1. At the Housing Authority of the City of Alameda, we believe our vendors should reflect the communities we serve. By including and supporting diversity in all aspects of our organization, we create opportunity, promote innovation, and stimulate growth that enriches our community as a whole. Will you please assist us by filling in a few (totally anonymous) questions?**

- Yes       No

**2. Are you currently a vendor with the Housing Authority for the City of Alameda or have you been a vendor in last two years?**

- Yes       No

**3. Please check the appropriate box for your federal tax classification:**

*Check only ONE of the following boxes*

- Individual/Sole Proprietor or Single Member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Limited Liability Company  
 Other \_\_\_\_\_

**4. Check all that apply to your business:**

*Otherwise, please select "N/A"*

- Small Business  
 Small Disadvantaged Business  
 Historically Underutilized Business (HUB)  
 Opportunity Zone Business  
 Section 3 Business Concern  
 N/A

**5. If Minority-Owned business, please select: *Otherwise, please select "N/A"***

- Hispanic  
 Hispanic and one or more races  
 Black or African American alone, non-Hispanic  
 American Indian and Alaska Native alone, non-Hispanic  
 Asian alone, non-Hispanic

- Native Hawaiian and Other Pacific Islander alone, non-Hispanic  
 Some other Race alone, non-Hispanic  
 Two or more races, non-Hispanic  
 N/A       Other \_\_\_\_\_

**6. Is your business at least 51% owned, controlled, and actively managed by any of the following? *Otherwise, please select "N/A"***

- Disabled Person(s)       Veteran(s)  
 LGBT+ Person (s)       Woman/Women  
 Minority Person(s)       N/A  
 Service-Disabled Veteran(s)  
 Other \_\_\_\_\_

**7. If a certified business, please select your certifying agency or agencies:**

*Otherwise, please select "N/A"*

- Women's Business Enterprise National Counsel (WBENC)  
 Minority Business Enterprise (MBE) (If MBE, please list \_\_\_\_\_)  
 National Minority Supplier Development Council (NMSDC)  
 National Gay & Lesbian Chamber of Commerce (NGLCC)  
 Veteran Owned Business Enterprise (VOBE)  
 Disabled Veteran Business Enterprise (DVBE)  
 Federal government  
 State government  
 Local government (city or county)  
 N/A       Other \_\_\_\_\_

**8. To be notified of future procurement opportunities, please sign-up at [www.ahagroup.live](http://www.ahagroup.live).**

**Mail your survey responses to:**

**Daniel Mills**

**701 Atlantic Ave.**

**Alameda, CA, 94501**

Or email your survey responses to  
Daniel Mills at [dmills@alamedahsg.org](mailto:dmills@alamedahsg.org)