



Dear Housing Authority Vendors And Partners:

We would like to share the following important reminders and notices for 2023, to keep all our valuable partners in the local community informed regarding AHA-related news and updates. To ensure that you receive correct and comprehensive information, we ask that you review each of the following sections 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, including consumable items. AHA actually prefers that you show your generosity by giving to those in need. There are numerous organizations in need of support this holiday season, below are a few of the many organizations we could suggest. Thank you for your consideration.

- **Alameda Food Bank**, www.alamedafoodbank.org
- **Habitat for Humanity East Bay**, www.habitatetsv.org
- **Alameda Boys & Girls Club**, www.alamedabgc.org
- **Alameda Family Services**, www.alamedafs.org
- **Midway Shelter**, www.midwayshelter.org



Payment Processing Schedule

As AHA looks to 2023, 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 at the Housing Authority by phone or email.

How to get Paid via EFT for Faster and Secure Payments

Our secure electronic payment system is the fastest method to get paid – no checks or trips to the bank, just your payments directly into your account. Electronic Funds Transfer (EFT) payments are required for all new contracts that are \$25,000 or over. New vendors can get set up on EFT payments, by submitting an Electronic Funds Transfer Authorization Form, that can be obtained via this link

<https://www.alamedahsg.org/wp-content/uploads/2022/09/Vendor-Electronic-Funds-Transfers-9.26.2022.pdf>

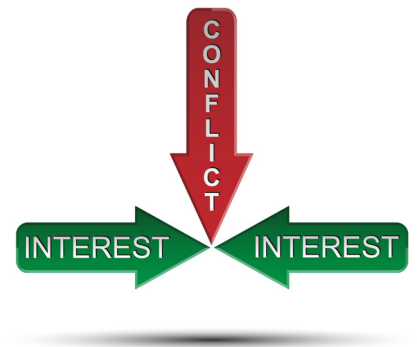
Vendor Café

In 2023, AHA will be requesting that all vendors transition to utilizing the Vendor Café platform to upload and update their insurance information. Additional instructions on how to create and update an account, as well as an FAQ, will be available towards the end of 2022. In the meantime, to request access to AHA's VendorCafe web platform, please reach out to AHA's finance team at accountspayable@alamedahsg.org

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 Sean Prevette at sprevette@alamedahsg.org/(510) 747- 4305 for more information. The deadline for all vendors who have not previously submitted a Conflict-of-Interest form is January 31, 2023.



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 \$2500 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)

Up to \$25,000

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

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

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

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

Director of Administrative Services: Gregory Kats (gkats@alamedahsg.org or 510-747-4370)

The same staff are eligible to place orders with vendors under \$2500 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

Some AHA vendors have contracts which will expire in 2023. In some cases, these expiring contracts 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 this link <https://www.alamedahsg.org/contracting-with-aha/>

Cyber Insurance

In addition to the usual concerns regarding the 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 Sean Prevette at sprevette@alamedahsg.org/(510) 747-4305 for a copy.



Reminder to Update Your Insurance filed with AHA

With 2023 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

AHA's Diversity, Equity and Inclusion (DEI) initiative 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. Thanks in advance for your time and contact Sean Prevette with any questions: sprevette@alamedahsg.org/(510) 747-4305.

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 2023. Please do not hesitate to contact me if you have any questions.

Sincerely,

Vanessa M. Cooper
Executive Director

THANK YOU!