



The Housing Authority of the City of Alameda (AHA) would like to share the following important reminders and notices for 2024 with all our valuable business partners. 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](http://www.alamedafoodbank.org)
- Habitat for Humanity East Bay, [www.habitatbsv.org](http://www.habitatbsv.org)
- Alameda Boys & Girls Club, [www.alamedabgc.org](http://www.alamedabgc.org)
- Alameda Family Services, [www.alamedafs.org](http://www.alamedafs.org)
- Midway Shelter, [www.midwayshelter.org](http://www.midwayshelter.org)

## Payment Processing Schedule

As AHA looks to 2024, we want to remind you that our payment processing is scheduled for 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 communicate directly with your contact at the Housing Authority by phone or email.

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

Our secure electronic payment system is the fastest method to get paid – no checks or trips to the bank, just your payments deposited directly into your account. Electronic Funds Transfer (EFT) payments are required for all new contracts. 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> or by completing the information through the Vendor portal.

## Vendor Cafe

In 2024, AHA will be requesting that all vendors transition to utilizing the Vendor Café platform to upload and update their insurance information. To request access to AHA's VendorCafe web platform, please reach out to AHA's finance team at [accountspayable@alamedahsg.org](mailto:accountspayable@alamedahsg.org). Vendor Café is a great way to also submit your invoices directly to AHA.

## 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](mailto:sprevette@alamedahsg.org) or (510) 747- 4305 for more information. The submission deadline for all vendors who have not previously submitted a Conflict-of-Interest form is January 31, 2024.

## Purchase Approval Process

AHA is unable to honor purchases that do not follow the purchase approval procedure. All purchases in excess of \$2,500 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 the AHA staff member who is placing the purchase 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))

### 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 Human Resources: Alicia Southern ([asouthern@alamedahsg.org](mailto:asouthern@alamedahsg.org) or 510-747- 4351)

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

Director of Data and Policy: Tonya Schuler-Cummins ([tschuler@alamedahsg.org](mailto:tschuler@alamedahsg.org) or 510-747-4342)

Director of Asset Management: Bulbul Goswami ([bgoswami@alamedahsg.org](mailto:bgoswami@alamedahsg.org) or 510-747-4310)

The same staff (listed above) are eligible to place orders under \$2,500, with vendors, 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 AHA has established separate written instructions with the vendor.

## Expiring Contracts

Some AHA vendors have contracts which will expire in 2024. In some cases, these expiring contracts will need to go to a RFP or bid process. In other cases, 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.

## 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 has been an increased incidence of cyberattacks, ransom events, and other IT data related concerns across the United States. AHA vendors who have access to AHA systems containing PII or who gather PII on AHA’s behalf, and have not completed the Cyber Liability Form, should contact Sean Prevette at [sprevette@alamedahsg.org](mailto:sprevette@alamedahsg.org) or (510) 747-4305 to request a copy of the form.

## Complete Survey at [www.surveyaha.com](http://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](http://www.surveyaha.com). Thanks in advance for your time and contact Sean Prevette with any questions at [sprevette@alamedahsg.org](mailto:sprevette@alamedahsg.org) or (510) 747-4305.

## Reminder to Update Your Insurance filed with AHA

With 2024 rapidly approaching, please do not forget to update your insurance certificate and related documentation with AHA. Valid insurance coverage is needed to do business with AHA. When you send your updated Certificate of Insurance you must include the endorsements.



Thank you for working with the Housing Authority of the City of Alameda (AHA) and supporting our mission to partner with the entire community in advocating for and providing 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 all the best in 2024. Please do not hesitate to contact me if you have any questions.

Sincerely,

*Vanessa Cooper*

Executive Director  
Housing Authority of the City of Alameda



Housing Authority  
— of the —  
City of Alameda

701 Atlantic Avenue  
Alameda, CA, 94501

PRESORTED STANDARD  
US POSTAGE

PAID  
OAKLAND, CA

PERMIT NO 2508

# VENDOR NEWSLETTER

Important Information Enclosed

## **AHA Main Office Hours**

Monday - Thursday  
8:30am to 3:00pm