

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1969-2023

This contract entered into this 25th day of April 2023 by National Corporate Housing hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

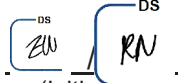
WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Leasable Residential Spaces for Faculty and Students in the National Capital Region to Virginia Tech as set forth in the Contract Documents.

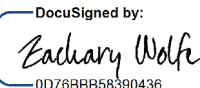
PERIOD OF CONTRACT: From May 1, 2023 through April 30, 2028 with the option for two (2) five-year renewals.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 952642305 dated January 24, 2023, together with Addendum Number 1 To RFP dated February 10, 2023, Addendum Number 2 To RFP dated February 14, 2023, the proposal submitted by the Contractor dated February 24, 2023 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.


(Initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: 
(Signature)
Zachary Wolfe, General Counsel
Name and Title

Virginia Tech
By: 
Reed Nagel
Associate Director for Goods and Services



Request for Proposal # 952642305

For

Provider of Leasable Residential Space for VT Faculty
and Students in the National Capital Region
(specifically, National Landing, Alexandria and Arlington locales)

January 24, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP # 952642305,
Provider of Leasable Residential Space for VT Faculty and Students in the National Capital Region

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until **February 24, 2023 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 on February 9, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

Proposals must be submitted electronically at:

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at support@gobonfire.com.

It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions. Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 1000MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: _____ Date: _____

06/27/2022

[INCLUDE THIS PAGE]

I. PURPOSE:

This Request for Proposal (RFP) seeks to establish relationships with Northern Virginia property management groups to ensure housing is available for Virginia Tech students and faculty to lease while studying and working in the National Capital Region.

As Virginia Tech expands its footprint in the National Capital Region and specifically in the National Landing area of Alexandria, Virginia, there is a need for adequate residential leasing opportunities for our students and faculty.

Given the historically tight housing market conditions of the National Landing region, Virginia Tech is seeking to establish relationships with large property management group(s) who have the capacity to set aside blocks of leasable space and make them available on a priority basis specifically for Virginia Tech students and faculty, who would establish direct leases with those management companies.

Virginia Tech will not be entering into lease agreements for these properties. Any financial relationship shall be between the Virginia Tech student or faculty and the property management group. The University will qualify students as being currently enrolled and in good standing with the university and will guarantee student lease payments. The university will verify the employment status of faculty.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for five (5) year(s), or as negotiated, commencing August 1, 2023. There will be an option for two (2) five (5) year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm

conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS

A. Housing Block Needs:

1. The Property Management Group shall be of a scale to accommodate multiple residential buildings in the National Capital Region with preference to the National Landing region of Arlington County and the City of Alexandria, Virginia. These buildings should be within walking distance of public transportations that service National Landing and other Virginia Tech campuses in the National Capital Region.

In order to create a sense of community between Virginia Tech students, Virginia Tech desires that the buildings chosen for these potential housing blocks be filled with a majority of Virginia Tech students and/or faculty.

2. A variety of unit types shall be available in order to offer students or faculty either the opportunity to live alone or with other Virginia Tech students or faculty.

3. It is desirable that price points for potential leases be varied, along with unit furnishing options, to accommodate students and/or faculty of all economic backgrounds.
4. The set aside housing blocks shall have access to both high speed Internet and access to cable, satellite, or fiber if the students or faculty require these amenities.
5. All set aside housing blocks for students and/or faculty shall be available for occupancy no later than two weeks before the beginning of each academic year (typically being the third week of August). Units could be needed off cycle during anytime of the year for new students starting programs that are not in accordance with the academic year calendar.

B. Quality of Tenants:

1. Virginia Tech shall offer confirmation of the university status of all individuals seeking housing under this agreement. The university's confirmation will ensure prospective tenants are affiliated with Virginia Tech's National Capital Region programs and are currently in good standing with the university at the time they wish to execute the lease.

C. Number of Units for set aside program:

1. The University desires a minimum of 45 units be available as set aside units for students or faculty for the first year of the agreement.
2. In subsequent years, this minimum number of units will be increased as needed in accordance with projected Virginia Tech student growth in the region or as negotiated with the awarded firm.
3. With the planned student enrollment growth associated with the opening of the Virginia Tech Innovation Campus in Alexandria, additional growth of number of units under the program will likely increase year over year for at least the next five (5) years.

D. Marketing to Students and Faculty:

1. The awarded firm(s) will have permission to market their units under this program directly to university faculty and students studying in the National Capital Region.
2. The University will further support this program with direct information being provided to its students and faculty. Marketing space will be made available on the Innovation Campus for advertising by the property management companies at no additional costs but all marketing shall still be subject to approval by Virginia Tech Communications and Marketing.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Property Management firms shall include a list of a buildings by address they are proposing to house Virginia Tech students. This should include a breakdown of available units by building, size, and rent.

2. Provide details on any experience with similar type agreements for other public institutions or private universities.
3. Provide a plan to confirm a commitment to instill a sense of Virginia Tech Community and Culture into buildings that house Virginia Tech students.
4. Provide proposed rent structures.
5. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>
6. The return of the General Information Form and addenda, if any, signed and filled out as required.

D. General Requirements

7. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory

requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	25
4. Diversity of proposed rent structure	15
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

X. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XIII. CONTRACT ADMINISTRATION:

- A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrators in each user departments shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.
- C. Levi Henry, Buyer Senior, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XIV. ATTACHMENTS:

Attachment A - Terms and Conditions

ATTACHMENT A
TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf

ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
5. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
6. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
7. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
8. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

9. CRIMINAL CONVICTION CHECKS: All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

10. INSURANCE:

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

11. LICENSE TO USE VIRGINIA TECH LICENSED INDICIA: By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*

12. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

ADDENDUM # 1 TO RFP # 952642305

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE February 10, 2023

DUE DATE AND HOUR:
February 24, 2023 @ 3:00pm

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Levi Henry, Buyer Senior
E-MAIL ADDRESS: lhenry29@vt.edu TELEPHONE NUMBER: (540) 231-7852
FAX NUMBER: (540) 231-9628 AFTER HOUR MESSAGES: (540) 231-6221

Provider of Leasable Residential Space for VT Faculty and Students in the National Capital Region (specifically, National Landing, Alexandria and Arlington locales)

1. The following inquiries have been received as a result of this solicitation. This does not represent all inquiries and another addendum will follow with further clarifications and answers.
 - i. Is it your intention that the apartments provided would be fully furnished and or include housewares like traditional on campus student and faculty housing?
Virginia Tech Response: Not all apartments will need to be fully furnished; however, if students or faculty may like that as an option from providers.
 - ii. Is VT willing to consider a Co-bid between a property management company and a Serviced Apartment Provider company?
Virginia Tech Response: Yes, we are willing to accept a joint proposal.
 - iii. Is VT providing any sort of stipend to the students or faculty members directly to pay for housing?
Virginia Tech Response: Virginia Tech will not provide any financial stipend or assistance to students or faculty members.
 - iv. To clarify point VI.A.2- will VT be roommate matching or will the provider?
Virginia Tech Response: Virginia Tech will not provide roommate matching. If this is a service your firm can provide please include details in your proposal.
 - v. Can you provide approximate dates around point VI.A.5 "2 weeks before the beginning of each academic year"? Are students and faculty anticipated to stay for the whole calendar year? Or just semesters?
Virginia Tech Response: The beginning of the academic year will vary year to year, but in general it is the 3rd week in August. Lease lengths will be determined between the student and/or faculty member and the provider.
 - vi. Will there be any restrictions around background or credit checks on the students/ faculty occupying the units?
Virginia Tech Response: There will be no restrictions placed by Virginia Tech in regards to background or credit checks; however, Virginia Tech has a population of international students that may not have credit and Virginia Tech would like any awarded firm(s) to take that into consideration.
 - vii. If VT will not be financially responsible for the apartments, do we still need to register in Ariba for purchasing?
Virginia Tech Response: No registration is not required.

- viii. Can you prioritize the following in your decision-making criteria: proximity to campus, quality of apartment, affordability, quality of community, other (please explain).

Virginia Tech Response: All of these metrics are important to Virginia Tech and cannot be prioritized.

2. Remove the following language from Section I. Purpose:
“and will guarantee student lease payments”
3. The inquire period has been extended to February 14, 2023 @ 5:00pm.
4. All other terms, conditions and descriptions remain the same.
5. The due date and time remain February 24, 2023 @ 3:00pm

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

ADDENDUM # 2 TO RFP # 952642305

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE February 14, 2023

DUE DATE AND HOUR:
February 24, 2023 @ 3:00pm

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Levi Henry, Buyer Senior
E-MAIL ADDRESS: lhenry29@vt.edu TELEPHONE NUMBER: (540) 231-7852
FAX NUMBER: (540) 231-9628 AFTER HOUR MESSAGES: (540) 231-6221

Provider of Leasable Residential Space for VT Faculty and Students in the National Capital Region (specifically, National Landing, Alexandria and Arlington locales)

1. The following inquiries have been received as a result of this solicitation. Please find answers below:

i. Can you provide a detailed list of apartment inclusions you are looking for as a part of this RFP?

Virginia Tech Response: Virginia Tech cannot provide a detailed list of inclusions. This would need to be discussed between the lessor and lessee.

ii. As it related to 6.B.1, can you elaborate on the information the university would be willing to provide on prospective tenants that confirms they're "in good standing with the university"?

Virginia Tech Response: Good standing is defined as: no outstanding payments with the University and not on academic suspension.

iii. Could you confirm if the student population will be undergraduate or graduate and the estimated percentages of each?

Virginia Tech Response: The vast majority will be graduate students, however there may be undergraduate students as well. Percentage breakdowns of these populations are unknown at this time.

iv. Do faculty populations need to be separated from the student populations?

Virginia Tech Response: Virginia Tech would prefer providers to have multiple options available for our faculty population. Providers should indicate whether separate housing options are available.

v. For the full 45 units, will we receive payment on all units if we hold them vacant for VT?

Virginia Tech Response: As stated in the RFP, there will be no financial relationship between the leasing providers and the University.

3. All other terms, conditions and descriptions remain the same.

4. The due date and time remain February 24, 2023 @ 3:00pm

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

Redacted Proposal – Approved for Publication if Awarded Contract

Introduction

February 24th, 2023

Levi,

On behalf of National Corporate Housing, thank you for the opportunity to respond to the “Provider of Leasable Residential Space for VT Faculty and Students in the National Capital Region” Request for Proposal #952642305. We are pleased to respond to the specific requirements of the RFP, and we are including some initial insight that we believe will be valuable as you move to the next steps.

Given the program parameters and our previous experience facilitating housing for our clients by both directly and indirectly sourcing inventory, in addition the dozens of other similar programs we service annually, we feel as though we are the best option to provide an exceptional experience for all VT satellite students and faculty residents.

As you review our response below, we believe that it will demonstrate the clear ability to create two housing program paths for your consideration that will drive an exceptional experience. We also believe sharing our experience and knowledge will allow you to make informed decisions and is one of the most valuable strategies we can bring to this process.

Thank you for this opportunity.

Sincerely,
Steve Jones
Global Account Executive
www.nationalcorporatehousing.com

National Corporate Housing, Inc. (National) works closely with clients to design housing programs which specifically meet their business requirements and add value at every level. We understand VT is operating this RFP in hopes to create a home away from home atmosphere for this satellite campus. It is imperative to offer housing programs specifically geared towards this and an exceptional experience to both student and faculty can attend to business at hand - propelling their educational objectives. Below are some of the many ways that National can represent value to the VT satellite campus housing Program. Responses by National Corporate Housing herein referred to as “National.”

Company Overview

National Corporate Housing Inc. is a privately held Delaware corporation headquartered in Denver, Colorado. Founded in 1999 by Tom Atchison, whose professional experience spans the hotel, real estate, insurance housing, and temporary housing industries, National Corporate Housing provides temporary housing throughout the United States, Canada, Asia Pacific, Europe, and the Gulf region. National is an industry leader and has the largest geographical footprint of locations in the United States. Our unique business model of high touch customer service with customized housing solutions provides a single source for temporary living including furnished apartments, international serviced apartments, rental assistance services, destination services, and insurance housing.

We are in the business of passionately creating Exceptional Experiences. We do this by consistently delivering Surprisingly Superior Service worldwide. Despite the challenges presented by COVID-19, we have remained the temporary housing partner of choice across the United States. The 18th Annual Trippel Report for 2022 ranks National Corporate Housing as first in net satisfaction among providers. Other recent noteworthy awards include:

- 2022 Cartus Excellence Platinum Award
- 2022 CHPA Tower of Excellence – Best Green Progress
- 2022 Corporate Housing Provider of the Year - shortlisted, FEM EMEA EMMA's
- 2021 NEI Service Exceeding Expectations winner – Destination Services
- 2021 Masters Cup Award Winner
- 2021 Cartus Silver Award for Citizenship
- 2021 Preferred Partner Status – Graebel Companies
- 2020 Partner in Quality – WHR Group
- 2020 & 2021 Titan 100 Best CEOs
- 2020 Cartus Excellence Silver Award for Corporate Housing and Rental Solutions
- 2020 EcoVadis Silver Medal in Sustainability
- Highest Net Satisfaction, Corporate Temporary Living Services, Trippel Survey & Research, LLC©, 2016, 2017, 2020, 2021, 2022

Mission, Vision, and Guiding Principals

National's mission is to be the most admired and respected global company to our coworkers, customers, and suppliers by maintaining an ethical and financially healthy organization.

Our vision is that we are in the business of passionately creating exceptional experiences. We do this by consistently delivering surprisingly superior service worldwide. Our purpose is to service corporate travelers. We understand the anxiety relocating or being on a short-term assignment can bring and as such, National has made a commitment to our clients and their valued talent that allows us to deliver service at a higher level.

National's core values are Company First, Driven to Success, Do the Right Thing, and People Matter.

The National Difference

National differentiates itself from our competitors in the following ways:

- At National, we believe that each client is unique. We do not deliver canned programs. While we leverage deep industry knowledge, best practices and competitive intelligence, the solutions we craft are specific to each client's business initiatives and goals.
- National has specialized experts who monitor and research trends for future and current clients. By staying ahead of the curve, we help build winning programs that create a competitive advantage for our clients.
- We invest the time with our clients to truly understand their goals to deliver programs with measurable results.
- We create a consistent experience for all clients and their guests with our vast domestic footprint of offices. National has the largest boots on the ground footprint in the US. Other providers frequently utilize National's inventory and associate to fulfill needs in areas where they do not have coverage.

Account Management

Global Account Executive | Born and raised in ever-changing Northern Virginia, he is well versed in adapting to his environment. This truly comes in hand while supporting clients of all shapes and sizes move their most important assets, their people, all over the world. Steve graduated from East Carolina University with a degree in Communications before beginning his career selling network infrastructure equipment for Anixter Inc. He eventually made his way to the corporate housing industry when he joined National Corporate Housing in 2017 as an Account Manager for the DC Metro market. After helping turn DC into one of National's top 3 markets, he was promoted to Account Executive as part of National's Global Solutions Team. From high volume mobility programs to local theatre groups, he continues to extend true duty-of-care to his clients and their travelers.

SVP Global Solutions | She is currently the SVP of Global Solutions for Corporate Housing. In this capacity, her leadership develops comprehensive knowledge of products, competitors, and markets to guide strategy, optimize revenue, and satisfy both client and sales goals. She is a superb change agent with proven talents for building customer-focused teams and processes that exceed client expectations year after year. Her career record of surpassing both revenue and client expectations are driven by offering innovative customer-focused solutions. She joined

National with nearly 20 years of experience in hospitality and customer service and has proven success in optimizing territory and channel revenues through sales, marketing and service excellence. She began her career in hospitality in hotel and restaurant management working for several organizations serving various leadership roles including sales, marketing, operations and business development. She has more than 10 years' experience in the Corporate Housing industry.

Regional Director | He is a graduate from Virginia Tech's Pamplin School of Business, where he concentrated in Hospitality and Tourism Management. After graduating, he accepted a position in corporate housing with Corporate Apartment Specialists, a Washington, D.C. based company. During his tenure with CAS, he held the positions of Account Manager and Director of Sales. In January 2017, he accepted a role with National Corporate Housing as General Manager, overseeing Northern Virginia, Washington, DC, and Baltimore, Maryland. With his dedication to excellence and financial performance, he was promoted to Regional Director with National Corporate Housing to begin 2021. In his current role, he oversees National's Northeast markets, Boston, New York, Philadelphia, Washington, D.C., and Southern Virginia. He is a previous recipient of National Corporate Housing's Rookie of the Year and Innovation Awards. Tom has been a previous guest speaker for CHPA and is a Certified Corporate Housing Professional.

General Manager | He is currently the General Manager overseeing operations for Washington, D.C., Northern Virginia, Suburban Maryland, Baltimore, and Philadelphia markets. The WDC market is currently the largest in National Corporate Housing's portfolio with 450 fully furnished apartments across 50+ properties. He has 10 years of hotel and serviced-apartment leadership experience, through both sales and operations. Prior to National, he worked in various roles with Marriott International, and a Hospitality/Real Estate startup founded in Washington, DC. He is focused on building a customer centric organization and delivering high quality temporary furnished accommodations to all clients.

Footprint and Experience

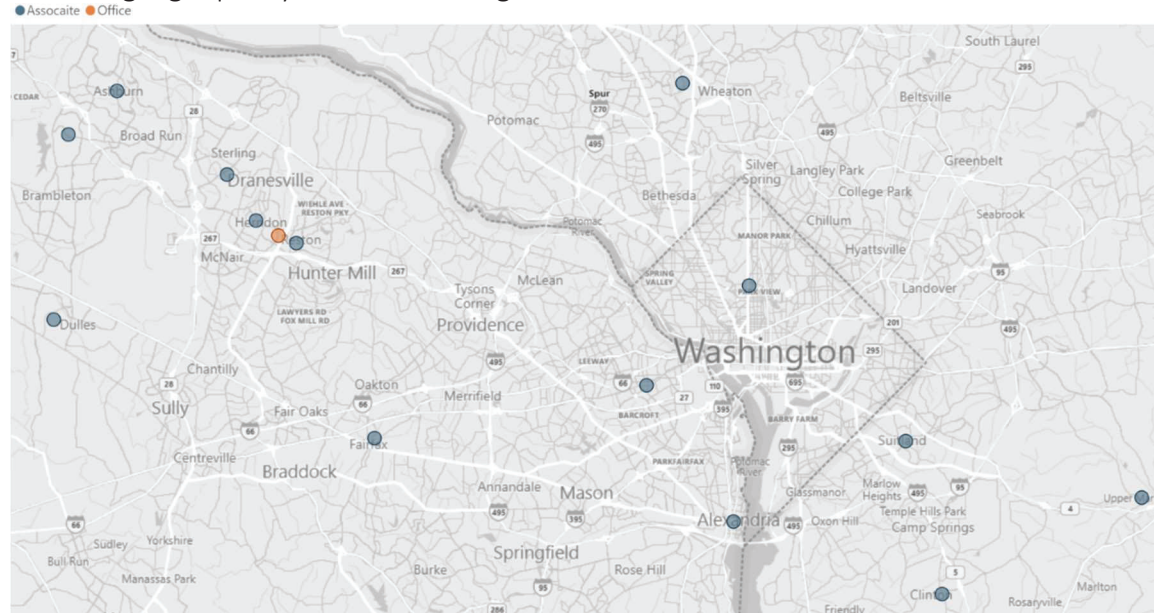
National owns and manages 27 offices throughout the United States making us one of the only true nationwide housing providers in existence. We can service every state in the continental US and work with over 10,000 properties nationwide.

Our traditional unique business model offers a high-touch guest experience with customized solutions in fully furnished corporate apartments. National's inventory model coupled with our extensive network vetted properties and suppliers, enables us to offer housing solutions anywhere our guests need to be. As such, our inventory in locations across the US varies depending on our clients' needs. We don't have owned building that we try to fit our clients into. Our bespoke model listens to what our clients want and need and provides options accordingly.

Leading Market Expert

As National Corporate Housing's first location, the WDC market is one of our largest markets. The WDC team houses over 2,000 guests annually and managed upwards of 450 to 500

apartments during peak seasons. As such, the team has strong relationships with all major properties management companies and premier properties in the Northern Virginia, WDC, and Maryland areas. Our team of 20 tenured associates have a combined 100+ years of experience delivering high quality services to our guests and clients.



Proven Experience – VII.A.2

National has years of experience customizing housing programs across a variety of sectors for our clients. The below case studies are a select few examples of our ability to consult with a client to recommend programs to meet their needs, implement those programs, and see them grow successfully for years once established. Many elements expressed in these case studies are items that we would recommend for your organization.

Product Offerings – VII.A.1; VII.A.4

National is prepared to offer two distinct options for both VT faculty and students for housing for the 2024-25 academic year. Our proposal is to offer both furnished and unfurnished housing options in a variety of locations in critical proximity to the VT satellite campus. Through a consultative process for each person in need of housing and through both our own turnkey existing accommodations as well as unfurnished apartments which we will procure via dedicated property management companies, National will provide a variety of options at varying price points to ensure the best suitable housing is available with equality and uniformity to all. National understands that a cohort feeling is integral to the college experience. To encourage to cohort experience, we aim to place as many students as possible in as few properties as possible. We have housed as many as 80 college interns in one property.

Furnished Housing

National Corporate Housing specializes in fully furnished housing with flexible leasing terms. Furnished housing includes all furniture, housewares, utilities, and internet (see below). We have a minimum 1 semester commitment (4 months) and can accommodate up to an academic year (9 months) and beyond.

Housewares Included

Deluxe Kitchen:

- Large Waste Basket with Liners
- Cookie Sheet
- Cooking Utensils
- Spatula
- Glass Mixing Bowls
- Measuring Cups
- Measuring Spoons
- Cutting Board
- Vegetable Peeler
- Colander
- Grater
- Pitcher with Lid
- Dish Towels
- Pot Holders
- Coffee Maker
- Toaster
- Can Opener
- Broom/Mop/Dustpan
- Dinnerware
- Glassware
- Flatware
- Cutlery Set
- Cutlery Tray
- Steak Knives
- Placemats
- Tongs
- Salt and Pepper Shakers
- Casserole Dish
- Serving Pieces
- Stainless Steel Cookware Set
- Non-Stick Frying Pan
- Baking Dish
- Vacuum
- Iron with Ironing Board
- Laundry Basket

Deluxe Bedroom:

- Deluxe Pillows with Protectors
- Deluxe Flat Sheets
- Deluxe Fitted Sheets
- Deluxe Pillowcases
- Mattress Topper
- Deluxe Comforter
- Blanket
- Clothes Hangers
- Alarm Clock Radio

Deluxe Bathroom:

- Tommy Bahama Bath Amenities
- Fabric Shower Curtain
- Shower Curtain Liner
- Shower Curtain Hooks
- Bath Rug
- Bath Towels
- Hand Towels
- Washcloths
- Small Waste Basket
- Hair Dryer



Standard Furnishings List

Living Room:

- Sofa
- Chair
- Coffee Table
- End Table
- Lamp
- LCD TV with Remote
- TV Stand

Dining Room:

- Dining Room Table
- Four Chairs

Standard Inclusions :

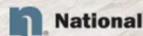
- All Utilities
- Basic Cable or TV Streaming
- Wi-Fi/High Speed Internet
- Washer and Dryer
- Welcome Gift

Master Bedroom:

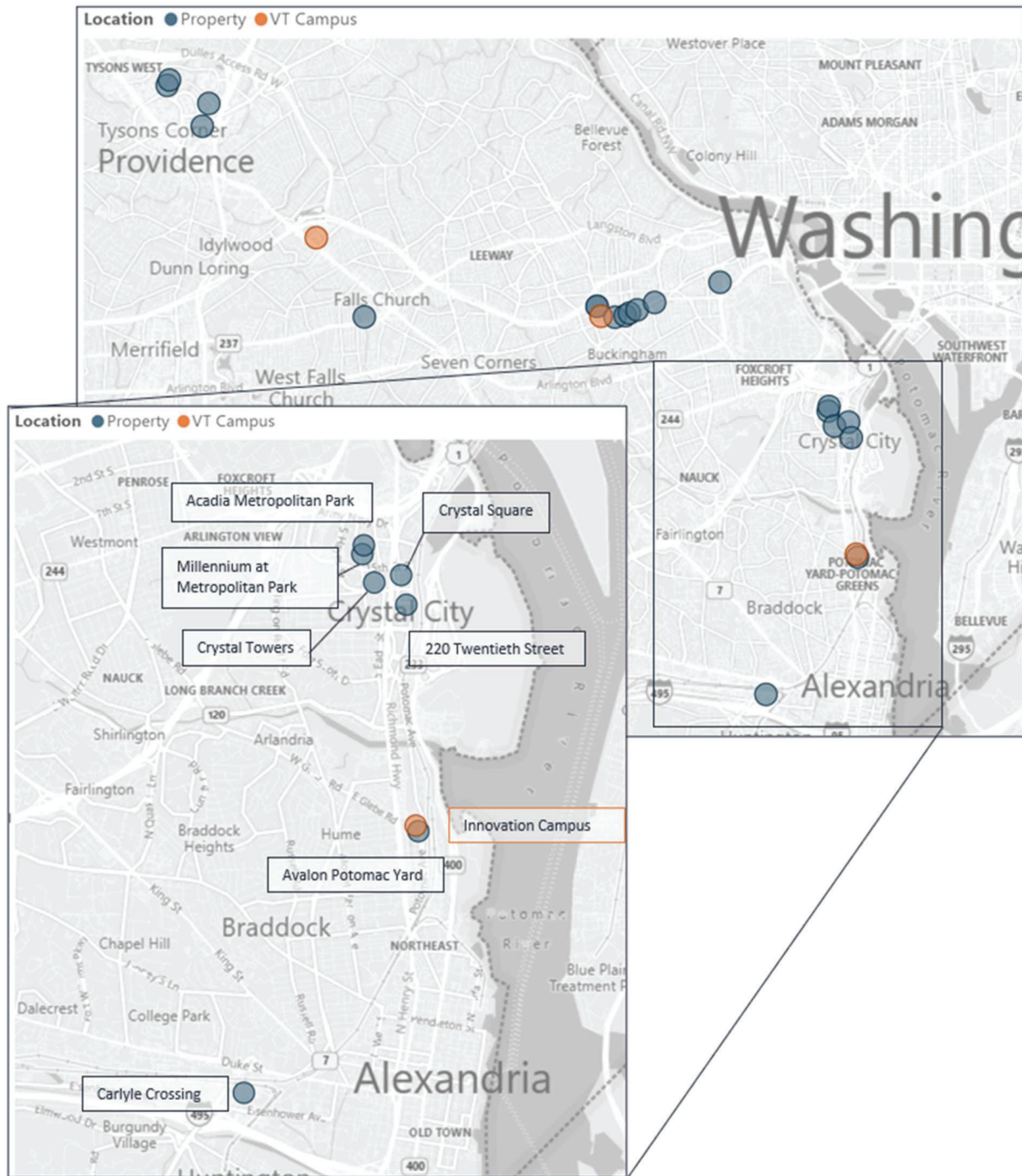
- Queen Bed
- Dresser and Mirror or Chest of Drawers
- Nightstand and Lamp

Second Bedroom:

- 1 Queen or 2 Twin Beds
- Dresser and Mirror or Chest of Drawers
- Nightstand and Lamp



For students that would like double occupancy, we can furnish each bedroom with 2 twin beds to accommodate a total of 4 students in a two-bedroom apartment.



Quality of Service & Management Methodology – VII.A.3

Students and Professors will be able to access the dedicated Virginia Tech Housing Portal through a link that could be easily distributed once they accept their position at the Innovation Campus. Students and Professors will be prompted to create a username and password to request housing.



VT Housing Solutions

Comfort. Style.
Home. Wherever
you are.



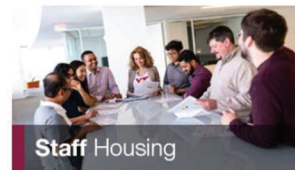
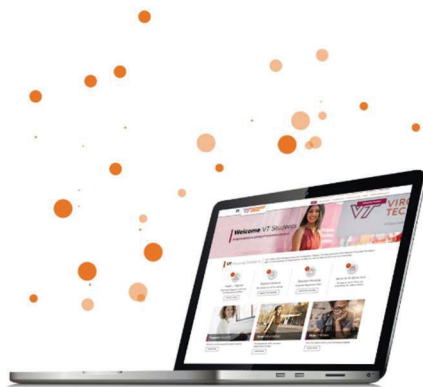
Congratulations VT Innovation Campus!

Don't stress about finding a home or a roommate. Virginia Tech has partnered with National Corporate Housing to offer you this amazing housing resource, so that you can be ready to focus on your work.



Virginia Tech **Housing Portal**

Corporate housing relieves the pressure of making a short-term move, including the stress of apartment shopping and finding a roommate. Register for our housing portal and gain access to numerous options to choose from in desired locations, roommate matching, 24 hour emergency service, and guest communication emails. Please select either **STUDENTS** or **STAFF** below to get started.



Hokies can view Virginia Tech approved housing near their assigned campus and become familiar with the properties and locations of available housing. The site includes sample furnishing and houseware inclusions, a FAQ section, and a housing request form.

The housing request form is designed to register specifics about the intern and their individual preferences. This is submitted directly to the dedicated Virginia Tech account manager who will follow up with the guest regarding location and budgetary needs, as well as match roommates where applicable. The fields are customizable* (to an extent) and include (but not limited) to:

- Personal identifiable information:
 - Name
 - Contact information
 - Arrival/departure information
 - Gender declarations
 - Bringing of an automobile
 - Apartment size preference
 - Roommate preference
 - Comments section for notes
- There are up 50 more customizable fields that can be added or substituted

Students and professors are also able to view area information including preferred Virginia Tech properties close to National Landing.

The FAQ section is designed to answer most of the housing related questions for guests and their families and can be customized as desired by Virginia Tech.

This submission information is feed into our system and the Virginia Tech account manager will manually facilitate roommate matching – in roommate approved programs.

The focus is heavily weighted towards the following fields (listed in order of weight)

- Location
- Gender
- Preferred roommate
- Bringing an automobile
- Preferred property

The portal also supports a chat room feature that allows students and professors to interact and create a sense of community and connection. Since the students and professors will have separate links for the portal, their chat rooms will be separated based on position.

Additionally, we are willing to help create housing related content for Virginia Tech's social media platforms to help socialize the housing options. For other programs, we have included branded welcome bags or program information in the apartments before the guests move in. We are open to discussing options with Virginia Tech.

SWAM Business Classification – VII.A.5

National Corporate Housing is a woman owned business, but we are not certified. We will utilize Small and Woman Owned businesses through subcontracting and we can report on it if required by the program.

National is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion and belonging. Our people are our most valuable asset and is the core of who we are as a company. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture and core values, but our reputation and company's achievement as well. We embrace and encourage our associates'

differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our associates unique.

In 2022, we promoted our Diversity, Equity, and Inclusion specialist to the Head of Environmental Social Governance. We joined the United Nations Global Compact so that we can better align ourselves with likeminded companies across all areas of sustainability, diversity, and governance.

Negotiations Summary - National Corporate Housing

1. **Virginia Tech question:** What are your expectations for the relationship with the University if awarded a contract?

National Corporate Housing response: As discussed in our interview portion of the request for proposal, National does not at this time have any formalized expectations for our relationship with the University. We believe in our dynamic and configurable solution for our clients. At this time, we have put forth a variety of options in the how the University can elect to engage with our organization that would provide housing support for students and faculty across a variety of campuses. During implementation, we would further fill out a formal solution that is both adaptable and scalable over the course of our relationship. National would ask the University to enter into a master service agreement which would outline a statement of work for the established duration of our partnership. We expect support from the University in gathering personal and financial information at the time of acceptance from students who might be traveling from abroad and be challenged with credit due diligence. If awarded look forward to the opportunity to collaborate on the best solution for your needs.

2. **Virginia Tech question:** Provide information on availability of properties outside of National Landing but still within the region and near public transportation/metro.

National Corporate Housing response: National Corporate Housing has existing relationships with both properties and property management companies outside of the National Landing area. As discussed, we do not own these buildings. However, we take our leases directly with the properties. We can leverage these relationships to procure more inventory with matched lease terms to meet the requirements of the student or faculty member in need of housing. Please reference rate and property addendum for more information.

3. **Virginia Tech question:** What is your property availability near the University's other educational facilities in Old Town Alexandria and Falls Church?

National Corporate Housing response: Please reference rate and property addendum for more information.

4. **Virginia Tech question:** Do you have flexibility of different term length offerings for leases?

National Corporate Housing response: Yes, we can offer a variety of lease lengths. We hope to accommodate any lease term of four months or more for off-site student or faculty housing needs. Lease terms may be dictated by the properties or property management companies where availability can be found based on the time of the request.

National has a large portfolio of core inventory in the WDC region. We can offer stays as short as 5 nights and up to annual leases. We have a network of additional inventory that we can secure on an as needed basis. We are prepared to start offering housing options immediately.

5. **Virginia Tech question:** Comment on your flexibility of rates for leases (i.e. discounts for longer term leases).

National Corporate Housing response: National remains committed to having a competitively priced, flexible program regarding rates and locations. Specifically, when we need to acquire unique inventory to meet a specific request, we leverage our partnerships and market knowledge to negotiate lease terms. Cost avoidance or cost savings achieved by National through our long-standing partnerships would in turn be passed along to the lessee.

Rates ranges provided are indicative of 4 and 9-month lease terms reflecting half/full semester commitments. Outside of these standard ranges, National will extend rates which reflect requested commitment length. Longer commits will generate lower rates.

6. **Virginia Tech question:** Provide your best and final pricing for all lease offerings, effective August 2023. Provide a breakdown which shows all costs including administrative, utility, furnishing (if applicable), etc.

National Corporate Housing response: See rate and property addendum.

7. **Virginia Tech question:** Are there any ways to reduce the rental cost burden to the lessees? For example, can certain administrative or other costs/fees be separated from the unit rental cost (i.e. charged to lessees) for payment by the University if allowable?

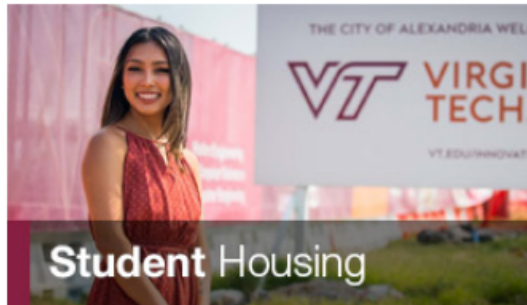
National Corporate Housing response: As a program administrator national would be willing to bill with flexibility as the university sees fit. We can bill the university in full students in full, or any split billing as directed by the university. While our pricing is all inclusive and our solutions will remain turnkey, we will remain flexible to meet your billing needs.

8. **Virginia Tech question:** Provide information on how you would plan to engage different Virginia Tech clientele (i.e. senior-level undergraduates in DC for a semester, full-time graduate students based in the region, and faculty/staff) with the array of leasing options.

National Corporate Housing response: Our recommended solution to meet all demographics is to work with the university to create portals that would allow all Virginia Tech populations to send us their housing requirements and preferences in an online format. From there, our teams will make recommendations based on the type of lessee, length of term, desire for roommates, and any other personal preferences. Our portals are configurable to ensure our initial questionnaire obtains the most detailed and accurate information to provide the best housing solutions for each inquiry.

Virginia Tech **Housing Portal**

Corporate housing relieves the pressure of making a short-term move, including the stress of apartment shopping and finding a roommate. Register for our housing portal and gain access to numerous options to choose from in desired locations, roommate matching, 24 hour emergency service, and guest communication emails. Please select either STUDENTS or STAFF below to get started.



-
9. **Virginia Tech question:** Provide details on your international student validation process.

National Corporate Housing response: We understand it can be difficult to obtain credit approval, especially for international travelers. After our discussion, National agrees that once we have master service level agreement and a statement of work in place, we will assume the calculated risk of supporting international student housing requests. We will outline the minimum criteria necessary to support the international student housing in the service agreement. National will also outline a communication place with the University if a student falls in delinquency of their payment obligations for their housing and what the appropriate follow up actions will be.

Based on our discussions with the university, it is our understanding Virginia Tech has completed a check to ensure financial reliability. Depending on the information available, we could require international traveler prepayment and or a security deposit totaling \$1,500.

10. **Virginia Tech question:** As requested during our interview on March 15, please provide pricing for inventory available in August 2023 that is considered below class A spaces, furnished and unfurnished, as well as trade-offs related to proximity or travel time.

National Corporate Housing response: See rate and property addendum.

11. **Virginia Tech question:** As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. If awarded a contract, is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

National Corporate Housing response: Please see attached.

12. **Virginia Tech question:** Are there any additional financial or value-added incentives you would like to offer at this time?

National Corporate Housing response: Although National has proposed a solution where the housing can be paid entirely by the student, we would be willing to negotiate further discounts if the University would consider payment in full to National Corporate Housing. Our motivation in doing this is that we can save money in our back office by administering payments to one party versus individuals. If considered, National Corporate Housing would be willing to offer a volume-based rebate to the University once financial obligations and net payment terms are established and contracted.

13. **Virginia Tech question:** If awarded a contract, are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.

National Corporate Housing response: We would request a statement of work be included in the contract document that outlines both parties' responsibilities as well as those of the individual travelers. National requires a credit check for individual lease holders. Should the University decide to hold a master lease, individual credit checks would not be required. Individual travelers may be subject to background checks which will be shared in advance of their confirming their housing request. This is a requirement of some of the apartment communities we partner with and not a requirement of National Corporate Housing's.

14. **Virginia Tech question:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

National Corporate Housing response: Yes, we agree.

15. **Virginia Tech question:** Do you further agree that Virginia Tech will not provide any employment benefits to the contractor or contractor's employees?

National Corporate Housing response: Yes, we agree.

16. **Virginia Tech question:** If awarded a contract, do you agree that the initial contract period shall be five years?

National Corporate Housing response: Yes. While the term of the agreement shall be five years, the pricing revisited and will be renewed on an annual basis.

17. **Virginia Tech question:** Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for two (2) five-year periods, under the terms of the current contract?

National Corporate Housing response: Yes, we agree.

18. **Virginia Tech question:** If awarded a contract, please provide your details for how you plan on implementing price increases.

National Corporate Housing response: Due to the nature of our services and the ever-changing climate of the real estate market, it is in both National and the University's best interest to revisit pricing on an annual basis. We will commit to having these discussions as a part of our account management services no less than 45 days prior to the start of each academic year.

19. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm on an annual basis?

National Corporate Housing response: We can commit to holding our prices on an annual basis with a renewal opportunity at minimum every 12 months.

20. **Virginia Tech question:** Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

National Corporate Housing response: Yes, we agree.

21. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642305 shall govern the contract if a contract is awarded to your company?

National Corporate Housing response: Yes, we agree.

22. **Virginia Tech question:** For a lease with multiple lessees in one unit, how does the billing work? For example, does one lessee bear responsibility for making the full payment and collecting reimbursement from others or will each lessee be billed individually?

National Corporate Housing response: Each lessee will sign an individual lease and be billed individually. The billing amount will be an even division of the rent across total residents.

23. **Virginia Tech question:** Does the total rent due decrease if a lessee vacates or does it increase for those remaining?

National Corporate Housing response: If a lessee vacates within their agreed upon notice period, the rent will increase for those remaining. If a lessee vacates without providing proper notice, they'll be responsible for their portion of the rent until their notice period is satisfied. In this case, the rent will only increase for those remaining once that notice period has been satisfied. In effect the remaining roommates will have, at minimum, a 30-day notice before any change to the rent.

24. **Virginia Tech question:** Virginia Tech hosts students from other Universities in the DC area in collaborative academic programs. These students also have housing needs that your solution could provide. Would you be willing to make accommodations for these collaborative partners of the University? If so, what

credentials would be needed to provide in order to verify these students are associated with the University?

National Corporate Housing response: We would absolutely be willing to make accommodations for these partners. We'd require the same level of documentation and attestation that Virginia Tech is providing for their students as well as confirmation from Virginia Tech that the student is part of a joint program.

25. **Virginia Tech question:** How would the pricing you have provided be shared with end-users "shopping" for housing solutions? Specifically, we would want to know how your different housing options would be marketed and what end-users will see. We would like to see a fully loaded per-person monthly cost for each unit and location.

National Corporate Housing response: Please refer to documents attached in email containing a sample Options Template along with a sample invoice which further relays expected costs. The end-user will receive the Options Template in response to their housing request. The sample invoice can be provided upon request.

26. **Virginia Tech question:** What is the minimum amount of lead time needed to finding accommodation for students and faculty?

National Corporate Housing response: While there is no standard lead time, a 30+ day window will allow National to provide a wider variety of available apartments. However, we frequently operate under short notice and can provide options for a same day or next day move-in.

27. **Virginia Tech question:** For users hoping to be placed in a multi-room unit, do they have to wait for other roommates to be identified before their housing is confirmed?

National Corporate Housing response: Each apartment accommodation is a set cost based on apartment size, which must be collected monthly – either billed collectively as one or broken out amongst roommates. If roommate numbers do not match, we will place a reservation on-hold until another roommate can be identified.

28. **Virginia Tech question:** What sort of financial commitment are lessees asked to make upfront when committing to a lease?

National Corporate Housing response: If the lease starts on the first of the month, the lessee will pay that amount 2-3 business days before their move in date. If the lease is starting mid-month, the initial payment will be prorated. Depending on the result of their credit inquiry, they may also be required to pay a refundable security deposit.

29. **Virginia Tech question:** What would be required for validating international students with regards to the credit and background check given that as part of Virginia Tech's international student validation process we typically collect/confirm the following:

- I-20 Form- issued by VT (proves that an individual is a legitimate student who is enrolled in an accredited college or university (VT) and confirms funding for first year)
- Sample I 20
- Passport or Proof of ID
- Ability to sign lease before arrival to US

National Corporate Housing response: Yes, these would be sufficient for National's approval process. Certain properties may require a property specific background check which the guest would need to complete before moving into the apartment. We cannot guarantee the documents listed above would fulfill the property's background requirements.

National will approve all international students with copy of valid passport and confirmation from Virginia Tech that the student has been vetted and is enrolled at Virginia Tech. Lease must be signed in advance, and 1st months payment along with \$1500 security deposit paid.

30. **Virginia Tech question:** As a follow-up to your previous response to question 13, any potential contract resulting from this solicitation will consist of our RFP document, the proposal submitted by the provider, and the list of negotiation questions. These documents should outline the responsibilities of both parties as well as what has been mutually agreed upon through negotiations. If any other specific documents would be required to be incorporated, please provide.

National Corporate Housing response: Nothing further would be required by National

31. **Virginia Tech question:** For your property listings that fall under the category of 3 bedrooms for 6 lessees, where are these properties located?

National Corporate Housing response: 3 bedrooms for 6 lessees will exclusively be in Arlington, predominantly in the Ballston area.

32. **Virginia Tech question:** Under the rates you provided for B-Grade properties, the cost per person is the same for a single bedroom with one occupant and a single bedroom with two occupants. Please confirm this is correct.

National Corporate Housing response: This has been corrected on the original document and attached to this response.

33. **Virginia Tech question:** Follow-up to response on question 25, could you please provide a sample invoice so we can see what a lessee seeking a bedroom in a furnished or unfurnished apartment with roommates looks like?

National Corporate Housing response: The invoice would appear exactly the same. When we create a shared unit in our system, we also create individual reservations and ledgers for the individual residents. This ensures each resident is billed separately and only for the costs they're responsible for.

34. **Virginia Tech question:** Follow-up to response on question 27, when you place a reservation on-hold until another roommate can be identified, how does this work? Will National help look for other options?

National Corporate Housing response: National will keep a running list of “pending housing program participants”. Once the individual confirms their desire to utilize National and that they want a roommate set up, they’ll be added to the list. National will audit the list as each confirmation is received and look to assign a complete reservation accordingly. This keeps us proactively looking to add to the list and close out complete reservations. Guests that wish to have an apartment to themselves will be booked immediately.

35. **Virginia Tech question:** Follow-up to response on question 32, we noticed that the rates for three-bedroom apartments do not differ between Class A and Class B properties. Is this correct?

National Corporate Housing response: Confirmed this is correct. The rate range provided for three-bedroom apartments is much wider and thus captures both Class A and B properties. Three-bedroom apartments are, in most cases, considerably more expensive than 1’s and 2’s regardless of the property level.

Rate and Property Addendum

A Grade Properties

Alexandria/Pentagon City/Crystal City

Property Name	Address	Old Town Alexandria
Avalon Potomac Yard	731 Seaton Ave Alexandria, VA 22305	0.2 Mile
Crystal Towers	1600 S Eads St Arlington, VA 22202	2.2 Mile
Millennium at Metropolitan Park	1330 S Fair Street Arlington, VA 22204	2.4 Mile
220 Twentieth Street	220 S 20th Street Arlington, VA 22202	1.9 Mile
Carlyle Crossing	2495 Mandeville Lane Alexandria, VA 22314	4.2 Mile
Acadia at Metropolitan Park	575 12th Rd S Arlington, VA 22202	2.6 Mile

North Arlington

Property Name	Address	Distance to 900 N Glebe Road
Courtland Towers	1200 N Veitch St Arlington, VA 22201	2.2 Mile
Randolph Towers	4001 North 9th Street Arlington, VA 22203	0.5 Mile
Virginia Square Towers	3444 Fairfax Drive Arlington, VA 22201	0.9 Mile
The Rixey	1008 N Glebe Rd Arlington, VA 22201	0.6 Mile
Meridian at Ballston Commons	900 N. Stuart St Arlington, VA 22203	0.3 Mile
Ballston Place	901 North Pollard Street Arlington, VA 22203	0.7 Mile
AVA Ballston Square	850 North Randolph Street Arlington, VA 22203	0.4 Mile

Rate and Property Addendum contd.

Tysons/ Reston/ Fairfax

Property Name	Address	Distance to 7054 Haycock Road
Nouvelle	7911 Westpark Drive Mclean, VA 22102	4.4 Mile
Vita	7902 Tysons One Place Mclean, VA 22102	3.3 Mile
Avalon Park Crest	8250 WestPark Drive Mclean, VA 22102	4.6 Mile
Pearson Square	410 S Maple Ave Falls Church , VA 22046	1.9 Mile
Ovation at Park Crest	8231 Crestwood Heights Drive Mclean, VA 22102	4.6 Mile
The Rixey	1008 N Glebe Rd Arlington, VA 22201	5.5 Mile
Avant at Reston Town Center	12025 Town Square Street Reston, VA 20190	12.7 Mile

A Grade Rates

	Nightly Rate	1 Semester- Fully Furnished with Housewares (monthly rate per guest)
1 bedroom apartment, single occupancy	\$135-145	\$4,050- 4,350
1 bedroom apartment, 2 occupants	\$135-145	\$2,025-2,175
2-bedroom apartment, 2 occupants	\$165-175	\$2,475-2,625
2-bedroom apartment, 4 occupants	\$165-175	\$1,237.50-1312.50
3-bedroom apartment, 3 occupants (subject to limited availability)	\$189-\$259	\$1890-\$2590
3-bedroom apartment, 6 occupants (subject to limited availability)	\$189-\$259	\$945-\$1295

B Grade Properties

Property Name	Address	Distance to 900 N Glebe Road
Crystal Square	1515 Richmond Hwy Arlington, VA 22202	4.8 miles
Buchanan	320 23rd St S Arlington, VA 22202	5.2 miles
Crystal House	1900 S Eads St Arlington, VA 22202	4.9 miles
The Wellington	1850 Columbia Pike Arlington, VA 22204	3 miles

B Grade Rates

	Nightly Rate	1 Semester- Fully Furnished with Housewares (monthly rate per guest)
1 bedroom apartment, single occupancy	\$125-135	\$3,750- 4,050
1 bedroom apartment, 2 occupants	\$125-135	\$1,875 – 2,025
2 bedroom apartment, 2 occupants	\$155-165	\$2,325-2,475
2 bedroom apartment, 4 occupants	\$155-165	\$1,162.50-1,237.50
3 bedroom apartment, 3 occupants (subject to limited availability)	\$189-\$259	\$1890-\$2590
3 bedroom apartment, 6 occupants (subject to limited availability)	\$189-\$259	\$945-\$1295