



**CHICAGO HOUSING AUTHORITY (“CHA”)  
REQUEST FOR PROPOSAL (“RFP”) EVENT NO. 3265 (2024)  
for  
Summer Youth Employment Program (SYEP)**

---

**Required for use by  
RESIDENT SERVICES**  
ISSUED ON: Friday, November 22, 2024  
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:  
Tuesday, January 7, 2025 at 1:00 P.M., CT

Proposals may be submitted early but must be received electronically no later than the date and time listed in the solicitation.

**PROPOSALS WILL NOT BE ACCEPTED AFTER THE DUE DATE AND TIME**

Respondent Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

*This selection process is unique to the Scope of Work described herein and notwithstanding any other proposal, qualification or bid requests provided by the Chicago Housing Authority. Proposers must comply with the requirements as defined in this RFP.*

Angela Hurlock  
Interim Chief Executive Officer

Sheila Johnson  
Deputy Chief Procurement

[www.thecha.org](http://www.thecha.org)

**Table of Contents**

ARTICLE I INTRODUCTION.....4

ARTICLE II INTENT AND PURPOSE.....4

ARTICLE III STATEMENT OF WORK/SCOPE OF SERVICES .....5

ARTICLE IV GENERAL INSTRUCTIONS .....8

ARTICLE V SUBMITTAL REQUIREMENTS.....11

ARTICLE VI INSURANCE REQUIREMENTS.....19

ARTICLE VII EVALUATION PROCESS.....22

ARTICLE VIII DIVERSITY AND INCLUSION GOALS .....25

ARTICLE IX STANDARD PROFESSIONAL SERVICES AGREEMENT .....29

1. Exhibit- CHA SYEP Service Area Map
2. Exhibit- SYEP Program Guide

<b>ATTACHMENT A – FEE PROPOSAL FORM(S)</b>
<b>ATTACHMENT B – INTENT TO BID/SUBMIT LETTER</b>
<b>ATTACHMENT C – VENDOR SUBMISSION CHECKLIST</b>
<b>ATTACHMENT D – STANDARD PROFESSIONAL SERVICES AGREEMENT</b>
<b>ATTACHMENT E – REFERENCE QUESTIONNAIRE</b>
<b>ATTACHMENT F – UTILIZATION PLAN</b>
<b>ATTACHMENT G- ANTICIPATED AND PROPOSED PERFORMANCE GOALS</b>

## KEY INFORMATION

- 1. RESPONDENT CONTACT WITH CHA:** The Procurement Specialist identified below is the *sole point of contact* regarding this RFP from the date of issuance until selection of the successful proposer(s).

**David Martin, Senior Procurement Specialist**

Chicago Housing Authority  
Department of Procurement and Contracts  
60 East Van Buren Street, 8th Floor  
Chicago, Illinois 60605  
Phone: (312) 786-3260  
E-mail: [DPMartin@thecha.org](mailto:DPMartin@thecha.org)

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than Tuesday, **January 7, 2025 by 1:00 p.m., CST.**

**The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will not be accepted.**

An **in-person** pre-proposal conference is scheduled for Wednesday, **December 4, 2024**, at 11:00 a.m. CST to discuss the scope of services and the CHA diversity and inclusion requirements. The meeting address is **60 E. Van Buren Conference Room 736A**. In order to participate onsite, you will need to **RSVP by Monday December 2, 2024 at 10:00 a.m., CST** with David Martin via email at [DPMartin@thecha.org](mailto:DPMartin@thecha.org). Please submit your Company Name, Your Name and email address confirming reservation.

The Letter of Intent to Submit a Proposal, Attachment B, is due Tuesday, **December 10, 2024**, at 11:00 a.m. CST. The Letter of Intent to Submit a Proposal, Attachment B must be submitted via the Supplier Portal at <https://supplier.thecha.org>.

If you do not intend to submit a proposal in response to this RFP, please submit via the Supplier Portal at <https://supplier.thecha.org>, a brief explanation in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and CHA diversity and inclusion requirements must be submitted via the Supplier Portal at <https://supplier.thecha.org>. no later than Friday, **December 6, 2024 by 10:00 a.m., CT.**

**Electronic Submission:** CHA requires Respondents to submit an electronic proposal for the above-described Event. Respondent shall upload all documents via the CHA Supplier Portal at: <https://supplier.thecha.org>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled and separated into a different file as described in "ARTICLE V Submittal Requirements."

**Note:** There is no maximum file capacity size when uploading attachments in the Supplier Portal. If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters. For questions or assistance with the Supplier Portal, please contact Harriet Herron-King, Procurement Coordinator, at 312-913-7356, [HHerron@thecha.org](mailto:HHerron@thecha.org). **Respondent shall bear all costs of responding to this solicitation.**

## **ARTICLE I INTRODUCTION**

CHA is the third largest public housing authority in the nation and the largest single owner of rental housing in Chicago. Through its public housing and voucher programs, CHA serves 135,000 people in over 65,000 households across all 77 of Chicago's community areas. CHA's mission is to create and sustain strong communities where seniors thrive and everyone can unlock their economic power, ensuring that every neighborhood in Chicago has quality affordable housing and everyone feels welcome.

In its procurement of its good and services, CHA seeks relationships with vendors who share our values for inclusive and equitable contracting opportunities. CHA strives to be fair, transparent, and practical, and works to optimize the use of public funds through purchasing decisions. For more information, visit [www.thecha.org](http://www.thecha.org).

## **ARTICLE II INTENT AND PURPOSE**

CHA's Resident Services Division is charged with working to increase the quality of life of all residents and support their path towards economic independence, which includes providing services and support for the following impact areas:

1. Increase Economic Power
2. Support Academic Achievement
3. Enhance Quality of Life & Housing Stability

To accomplish this work, CHA requires specific services, such as those described in this solicitation. Respondents must submit a proposal that addresses all components of this RFP. CHA reserves the right to select one or more Respondents through this solicitation.

CHA anticipates it will award a cost reimbursement contract for a base period of two (2) years and reserves the right to extend the contract(s) at its sole discretion for up to three (3) additional one-year option periods. No award will be made to a Respondent that is on the list of Selected Respondent(s) ineligible to receive awards from CHA or the Federal Government, as furnished from time to time by HUD. CHA anticipates the contract resulting from this RFP to begin in April 2025.

### **Background**

The Summer Youth Employment Program (SYEP) is part of the Mayor's One Summer Chicago initiative, which brings together government institutions, community-based organizations, and companies to offer over 30,000 employment and internship opportunities to youth and young adults. Chicago Housing Authority (CHA) participation in SYEP contributes to the One Summer Chicago total enrollment goal.

CHA has provided summer employment programming for more than 1,000 youth since 2009. Our goal is to foster safe and inclusive spaces for academic and career development through virtual and in person services, using a holistic approach. This includes the health and well-being of our youth.

CHA is interested in assessing longer-term impact and re-engagement of the target population over various contract terms. Respondents must submit proposals designed to re-engage the target population and evolve with the needs of CHA youth.

CHA reserves the right to award multiple contracts for this scope of work. Exhibit 1 includes a map reflecting anticipated service areas for this scope of work, which is subject to change dependent upon the proposals received. All proposals must address service delivery for 200 enrolled participants per service area for which a proposal is submitted. A separate fee form is required for each Service Area proposal. See fee form section for additional instructions.

### **ARTICLE III STATEMENT OF WORK/SCOPE OF SERVICES**

- I. The Selected Respondent(s) will administer and manage a Summer Youth Employment Program targeting CHA public housing residents and Housing Choice Voucher participants, ages 15-24. The Summer Youth Employment Program must include training and knowledge application to enrich career, academic, leadership and social development (Services) of enrolled CHA Residents and Participants using interactive and engaging techniques. CHA will make reasonable efforts to provide language assistance to ensure meaningful access to CHA's programs and activities, for Limited English Proficiency (LEP) persons. For more information visit the Language Assistance page on the CHA website.
- II. Target Population
  - a. The target population consists of current Chicago Housing Authority Public Housing Residents and Housing Choice Voucher participants ages 15-24. Youth who are 15 years of age, must obtain a work permit from their local school or the Illinois State Board of Education, prior to the start of employment.
  - b. Youth are CHA residents if they are included on a lease at one of the CHA's Family, Mixed-Income, Scattered Site or Senior developments or in the private market through CHA's Housing Choice Voucher Program (formerly known as Section 8). To participate in SYEP, youth must [apply](#) online at the designated website.
  - c. Youth must be at least 15 and no older than 24 years by the program start date.
  - d. The Selected Respondent(s) is encouraged to enroll eligible youth residents with barriers to employment, including youth with disabilities (cognitive, emotional, physical), youth not previously connected to programs, English as a Second Language learners, youth that have been touched by the justice system (i.e. parole, probation), youth enrolled in Level 2, Level 3 or Options high schools and those who are neither working nor in school.
  - e. If youth are age 15 at the start of summer employment, they will need a work permit, which involves permission from their parents, school, and letter of intent to hire from their employer. For additional information, [click here](#) or visit <https://www.onesummerchicago.org/docs/WorkPermit.pdf>
- III. Service Areas
  - a. Exhibit 1 includes a map reflecting anticipated service areas for this scope of work, which is subject to change dependent upon proposals received.

- b. Service Area assignments will be determined based on awarded proposals, in collaboration with the Selected Respondent(s).

#### IV. Required Staff to Participant Ratio

- a. For every 25 Participants there must be at least one qualified and properly trained staff member to ensure supervision of Participants and onsite activities. This requirement is not applicable to worksites.

#### V. Program Framework Requirements

- a. The Summer Youth Employment Program is a six-week program operating June 26 to August 4, annually offering meaningful, paid work and skill development for youth ages 15 – 24.
- b. The benefits of SYEP extend beyond earned wages. SYEP provides early exposure to career and education pathways, as well as opportunities that have a positive, life-long impact on participants including:
- i. Better future employment prospects and increased earnings later in life.
  - ii. Transitioning into the labor market while gaining valuable 21st century skills and networks to improve labor market prospects.
  - iii. Developing the building-blocks they need to get to their next job and launch their career through meaningful, paid summer employment.
  - iv. Stemming summer learning loss with enrichment activities and literacy-rich programs.
  - v. Encouraging learning and exploration in a safe, inclusive, and supportive environment.
  - vi. Strengthening social skills that will help them interact positively with others.
- c. SYEP can be delivered in a group setting or individually via worksite partners or the Selected Respondent(s). However, the Selected Respondent(s) is responsible for securing and monitoring all worksite partners to ensure proper safety and supervision of Participants.
- d. The Selected Respondent(s) is responsible for providing transportation resources (e.g., transit cards) for Participants for the first three weeks of service delivery, in accordance with the SYEP Program Guide (Exhibit 2).
- e. Additional Program Framework Requirements for Participants 15 Years of Age
- i. Minors may not work:
    - Before 7 a.m.; or
    - After 9 p.m. (June 1 to Labor Day); or
    - More than 24 hours during school weeks or 48 hours during non-school weeks.
  - ii. Prohibited Occupations: Minors are not allowed to work in 26 hazardous occupations as specified by [IDOL regulations](#).

#### VI. Program Timeline

March	<ul style="list-style-type: none"> <li>• One Summer Chicago application opens</li> </ul>
April	<ul style="list-style-type: none"> <li>• Preliminary program approach and schedule due to CHA</li> <li>• Youth recruitment</li> <li>• Cityspan training</li> </ul>

May	<ul style="list-style-type: none"> <li>• Final program approach and schedule due to CHA</li> </ul>
June	<ul style="list-style-type: none"> <li>• Youth participant orientation</li> <li>• Summer Youth Employment program begins</li> </ul>
August	<ul style="list-style-type: none"> <li>• Summer Youth Employment program ends</li> <li>• Administer One Summer Chicago survey</li> <li>• Final Cityspan data entry due w/completion status of Participants</li> <li>• Final program report due to CHA</li> </ul>

#### VII. Personnel Requirements/Qualifications

- a. All Selected Respondent(s) must ensure personnel and partners are properly trained and have a cleared background check on file prior to initiating work for this scope of work.
- b. The Selected Respondent(s) is responsible for ensuring successful completion of personnel and partner training that addresses child labor laws, mandatory reporting requirements, etc. with the goal of ensuring Participant well-being.

#### VIII. Marketing and Outreach

- a. Participants must apply via the One Summer Chicago website. Eligible participants that have submitted a complete One Summer Chicago online application will be referred by CHA to the Selected Respondent(s) based on zip codes in the assigned Service Areas.
- b. CHA will be responsible for costs associated with granting the Selected Respondents(s) with Cityspan access, which is the centralized web-based participant tracking and outcome performance system for this scope of work.
- c. The Selected Respondent(s) is responsible for all costs associated with marketing and outreach for Participant enrollment.
- d. The Selected Respondent(s) is responsible for contacting referred Participants, collecting and verifying eligibility documents to finalize enrollment.
- e. The Selected Respondent(s) is responsible for collaborating with CHA and FamilyWorks providers to promote Services to CHA residents.

#### IX. Participant Files/Database

- a. Cityspan is the CHA's centralized web-based participant tracking and outcome performance system for SYEP. Participant enrollment documents must be uploaded to Cityspan.
- b. The Selected Respondent(s) is responsible for Participant attendance tracking, securing Participant employment verification documents and completing end of year reporting requirements for taxes, which includes remittance of W-2 forms.
- c. Selected Respondent(s) is responsible for administering and processing Participant payroll wages.
- d. Participants 16 years of age and older must earn the current minimum wage, which is anticipated to be \$16.50 per hour at the time of contract award for up to 120 hours of work.

#### X. Reporting Requirements

- a. Respondents should review Attachment G for anticipated goals and outcomes for this scope of work. The Selected Respondent(s) is responsible for achieving goals and outcomes as reflected in Attachment (Reserved).
- b. The Selected Respondent(s) is responsible for submitting bi-weekly Participant attendance records to CHA.
- c. The Selected Respondent is responsible for ensuring files, data, etc. are accessible and submitted to CHA, in the event CHA staff conduct a file review related to service delivery.

## ARTICLE IV GENERAL INSTRUCTIONS

### A. Acceptance of Proposals

Proposals in response to this RFP must be received (electronically) through the CHA Supplier Portal. Proposals must be received electronically no later than the **date and time** listed in the solicitation. **Proposals submitted after the designated date and time will not be accepted for any reason.**

CHA reserves the right to accept or reject any or all proposals, issue addenda, or to waive any informalities. A Respondent whose proposal fails to fully comply with the requirements of the RFP may be determined to be nonresponsive and excluded from further consideration.

### B. Time for Receiving Proposals

Proposals received prior to the due date and time will be maintained in a secure place, unopened. No proposal received after the deadline set forth on the cover page of this RFP will be considered. Proposals will not be publicly opened. Once submitted, proposals will become the property of CHA.

### C. Right To Cancel

CHA reserves the right to cancel this procurement process whenever the best interest of CHA is served. CHA shall not be liable for costs incurred by Respondents associated with this procurement process.

### D. Addenda

Any interpretations, corrections, or changes to the RFP will be made by addenda issued by CHA. Any addenda that are issued will be provided to prospective Respondents, posted on the CHA's Supplier Portal at: <https://supplier.thecha.org>, and noticed on the CHA website. It is the responsibility of the Respondent to inquire of the issuance of any addenda. Respondents shall acknowledge receipt of all addenda in the cover letter of the response. If CHA determines this RFP should be modified, it will inform all prospective Respondents by distributing addendum/addenda to this RFP before the date set for receipt of proposals.

### E. False Statements

Any false statement(s) made by the Respondent (s) will void the response and eliminate the Respondent(s) from further consideration.



#### F. Withdrawal of Proposals

Proposals may be withdrawn by written request by the Respondent. A written withdrawal of a Proposal must be received, prior to the time set for opening of Proposals. A Respondent's negligence in preparing a Proposal creates no right of withdrawal or modification after the date and time set for opening of the Proposals.

#### G. Award of Contracts

CHA may award one or more Contracts according to the Evaluation Criteria contained in this RFP to responsible and responsive respondents, provided their Proposals are in the best interest of CHA. The Selected Respondent(s) will be notified at the earliest practical date. Each award may be subject to HUD approval. No award may be made to a contractor or firm that is on the list of contractors ineligible to receive awards from CHA or the United States, as furnished by HUD.

***CHA reserves the right to reject any and all proposals and reserves the right to secure services solicited by this RFP by means of a non-competitive procurement in accordance with §2 CFR 200.320 (c) or to re-solicit competitive proposals.***

#### H. Notice of Contract Award

Unsuccessful Respondents will be notified in writing after an award of contract has been made by the Contracting Officer and/or Board approval, if required.

#### I. Right to Protest

In accordance with CHA's Procurement Protest Procedures (copies may be obtained by contacting the department of Procurement and Contracts), all protests regarding this solicitation document must be filed no later than five (5) business days before the due date for proposals. All other protests regarding the evaluation of proposals or award of contract by the Authority must be filed no later than ten (10) business days after the notice of contract award. Any protest filed after such date will not be considered.

#### J. Preparatory Costs

All costs incurred in the preparation and presentation of Proposals shall be wholly borne by each Respondent. All supporting documentation and manuals submitted with each Proposal will become the property of CHA unless otherwise indicated by the Respondent at the time of submission. CHA is not liable for any costs incurred by any Respondent prior to issuance of a Notice to Proceed.

#### K. Confidential Material

Any material submitted by a Respondent as part of a proposal that is to be considered confidential must be clearly marked as such but may be subject to disclosure under applicable law.

#### L. Subcontract / Sub consultants

All subcontractors proposed to be used under the Contract must be identified within the proposal. If the proposed services include the use of subcontractors, CHA will hold the prime contractor responsible for the proposed services to be provided by the subcontractors.

M. Minimum Wage Requirements

Any award under this solicitation shall be subject to the current local minimum wage requirement and prevailing wage determination for CHA. The minimum wage requirements shall be specifically incorporated as a contractual requirement in any award and agreement resulting from this solicitation for any of the Selected Respondent's covered employees. The Respondent must take the minimum wage requirement and prevailing wage determination for CHA into consideration in determining its staffing plan for services to be performed or provided by the Respondent under its fee proposal and other submittals. Note that Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any conflicting State prevailing wage rate or the minimum wage requirement when the State prevailing wage rate or the minimum wage requirement is higher than the Federally imposed wage rate (24 CFR 965.101).

N. Disclosure Certification

The Contractor shall be required to make the following certification, which is included in the Contractor's Affidavit, a required submittal to be executed and notarized.

The Contractor certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or sister agency policy, codes, state, federal, or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the contractor becomes aware of such information, it must immediately disclose it to the Agency.

The recommended firm(s) will be required to disclose the following information at the appropriate time during the solicitation process: Vendors' other business relationships including but not limited to: Board affiliations, positions or board memberships with all other non-profit, government and other Chicago businesses.

O. Disqualify for Conflict of Interest

CHA reserves the right to disqualify any Respondent on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to CHA. This disqualification is at the sole discretion of CHA. Any Respondent submitting a proposal herein waives any right to object to such disqualification now or at any future time, before any body or agency, including but not limited to, the Board of Commissioners, City Council of the City of Chicago, Mayor's Office of Chicago or any company.

P. Participation by other Local Government Agencies

Other local government agencies ("Local Government Agencies") may be eligible to purchase Services pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the Chicago Housing Authority Contracting Officer, and if such purchases have no significant net adverse effect on CHA and result in no observed diminished ability on the Bidder to provide the Services to CHA or user departments pursuant to such purchases. Local Government

Agencies shall include without limitation: City of Chicago, Chicago Park District, Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago. All purchases and payment transactions shall be made directly between the Bidder and the requesting Local Government Agency; CHA shall not be responsible for payment of any amounts owed by any Local Government Agency to Bidder. CHA assumes no authority, liability or obligation on behalf of any Local Government Authority

**Q. Bribery, Price Fixing, or Fraud**

No person or business entity shall be awarded a contract or subcontract for a period of five years from the date of conviction or entry of a plea or admission of guilt, if that person or business entity:

1. has been convicted of an act committed of bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in that officer's or employee's official capacity; or
2. has been convicted of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act (15 U.S.C. §1 et seq.), or under the laws of the State of Illinois; or has been convicted of an act of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act (15 U.S.C. §1 et seq.) or under the laws of the State of Illinois; or
3. has been convicted of defrauding or attempting to defraud any unit of state or local government or school district; or
4. has made an admission of guilt of such conduct as set forth in subparagraph 1 through 3 above, which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offense admitted to; or
5. has entered into a plea of nolo contendere to charges of such conduct, as is set forth in subparagraphs 1 through 3 above.

For purpose of the Paragraph, "business entity" means a corporation, partnership, trust, association, unincorporated business or individually owned business. Where an official, agent or employee of a business entity committed the acts as set forth in subparagraphs 1 through 5 above on behalf of such entity and pursuant to the direction or authorization of a responsible official thereof, the business entity shall be chargeable with the conduct and be disqualified.

A business entity shall also be disqualified if it employs as an officer any individual who was an officer of another business entity at the time the latter committed a disqualifying act as set forth in subparagraphs 1 through 5 above.

A business entity shall also be disqualified if any owner directly or indirectly controls 20% or more of the business entity and was an owner who directly or indirectly controlled 20% of another business entity at the time, such business entity committed a disqualifying act as set forth in subparagraphs 1 through 3 above.

Any contract found to have been awarded in violation of this Paragraph may be voided at the discretion of CHA.

**ARTICLE V**

**SUBMITTAL REQUIREMENTS**

### A. Format

Respondents shall present their proposals as a firm offer which, if accepted by CHA in its entirety, shall be binding between the parties. Electronic responses submitted via the CHA Supplier Portal at <https://supplier.thecha.org> only require one (1) complete proposal. The Respondents must also include an indexed version of each submittal section of the electronic proposal shall be formatted, labeled and separated into a different file.

**Note:** There is no maximum file capacity size when uploading attachments in the Supplier Portal. *If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters.*

**Proposals not containing all the submittal requirements (See Attachment C – Vendor Submission Checklist) may be deemed non-responsive to this RFP.**

### B. Cover Letter and Executive Summary Form

A cover letter shall be submitted on the Respondent's letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed; a commitment to provide the services described in the Scope of Services of this RFP; and indicate that the offer is good for one hundred-eighty (180) days from submittal of proposal. In the cover letter, the Respondent shall also include an acknowledgement that the Respondent has read and understands the requirements of the RFP including, but not limited to, the terms and conditions of the attached Professional Services Agreement (refer to Article IX), CHA's Diversity and Inclusion requirements, Insurance and Indemnification requirements, and will comply with these requirements if awarded a contract. Proposers and Bidders shall also include the Executive Summary Form (Article X).

### C. Qualifications and Experience

1. The Respondent shall submit evidence of the firm's ability to perform the work, as indicated by profiles of the principals and a description of the staff's professional and technical competence, for those principals and staff members who will be involved in the work requested herein.
2. The Respondent must describe its qualifications, resources and experience as it pertains to the requested services. The Respondent must demonstrate it has the experience and capacity to complete all of the required services, which includes proper vetting and oversight of partners and subcontractors.
3. Respondent's proposal **shall** include the following information: (1) the legal name of the firm, (2) a description of the primary area of expertise of the firm, (3) the names of the firm's principal(s), (4) the address, telephone number and names of individuals to be contacted, (5) the size of the enterprise, (6) all of the firm's registration/license numbers(s) in Illinois, (7) the length of time the firm has worked in its area of expertise generally, and in Illinois if different for a different length of time, and (8) the firm may submit a general brochure of their work.

**D. Approach/Work Plan**

The Respondent shall demonstrate in the approach/work plan that it understands the Statement of Work and all tasks required to perform the Statement of Work. The Respondent must provide a narrative describing its approach to the Statement of Work including, but not limited to, project management systems to be utilized, plans for effective communications including reporting tools, timeline, and specific approaches to technical problems that may lead to cost savings for CHA. At a minimum, Respondents should address the information outlined below:

1. Using numbers 1 – 8, rank the preferred Service Area(s) that aligns with your proposal. With '1' representing the most preferred Service Area and '8' representing the least preferred Service Area. **Regarding Service Areas for which your firm is not submitting a proposal, enter '0' next to the corresponding Service Area.** Note: A separate fee form is required for each Service Area proposal.
  - \_\_\_\_\_ Service Area 1
  - \_\_\_\_\_ Service Area 2
  - \_\_\_\_\_ Service Area 3
  - \_\_\_\_\_ Service Area 4
  - \_\_\_\_\_ Service Area 5
  - \_\_\_\_\_ Service Area 6
  - \_\_\_\_\_ Service Area 7
  - \_\_\_\_\_ Service Area 8
  
2. Include the physical location address(es) for each Service Area your firm is proposing to serve for specialized programs. **Regarding Service Areas for which your firm is not submitting a proposal, enter 'N/A' next to the corresponding Service Area.**
  - Service Area 1 Address:
  
  - Service Area 2:
  
  - Service Area 3:
  
  - Service Area 4:
  
  - Service Area 5:
  
  - Service Area 6:
  
  - Service Area 7:
  
  - Service Area 8:
  
3. Attach a list of worksite partnerships your firm has established and the corresponding address for each worksite partnership.
4. Describe the key elements of the proposed program model that aligns with research-based youth development principles. Please cite the research to support the proposed program model.

5. Describe the proposed approach for promoting the CHA SYEP program and plan for collaborating with CHA to achieve enrollment goals.
6. Describe the typical challenges experienced by the target population in this solicitation, that your firm is prepared to address. How will these challenges be addressed?
7. Describe the proposed approach for matching Participants with the appropriate worksite placements?
8. Describe the proposed approach for preparing Participants for a worksite placement.
9. Describe the process for ensuring Participants are properly screened and vetted in accordance with worksite host agency requirements or regulatory standards (e.g., Daycare Center worksite host).
10. Describe the proposed approach for developing specialized programs, such as service projects.
11. Describe the proposed approach for matching Participants with the appropriate specialized program.
12. What is the strategy for addressing Participant basic reading and math skills to ensure success at a worksite placement or specialized program?
13. Describe the strategy and resources to help with serving Participants with disabilities.
14. What is the maximum number of Participants your firm can serve? What is the minimum number of Participants your firm can serve?
15. Describe partnerships your firm has established to accomplish this scope of work? How long has each partnership been in existence?
16. What strategies and tools will be used to track and report data and outcomes related to the scope of work in this solicitation in accordance with scope of work requirements?
17. Describe the strategy to ensure Participant feedback is monitored and incorporated into service delivery, with the goal of ensuring services are effective and meaningful.
18. Describe the strategy and tools for ensuring time and attendance are properly tracked, and payroll wages are paid on time.
19. Describe the strategy to ensure end of year tax forms are sent to Participants.
20. Describe the process for ensuring staff and partners involved in service delivery for this scope of work are properly screened, vetted, trained and supervised to ensure the safety of Participants.
21. Describe the proposed approach to ensuring staff are equipped to address mental health/behavioral challenges that may arise during service delivery.
22. Describe the process for ensuring partners involved in service delivery for this scope of work are properly screened, vetted, and monitored to ensure the safety of Participants.

E. Work History with CHA and other Local Public Agencies

Respondent must list and briefly describe any past work history with CHA and other Local Public Agencies, including the specific project worked on or the specific products delivered to CHA. The project descriptions shall include, at a minimum, the scope of work performed, the location, dollar value, and list the Respondent's key personnel on the project. For each project listed, the Respondent shall provide the client's name, the contact person and their title, address and phone number. Indicate **N/A** if Respondent does not have any work history with CHA and other Local Public Agencies.

#### F. Past Performance

The Respondent must provide a minimum of three (3) and a maximum of five (5) project descriptions that best demonstrate the Respondent's ability to perform the work outlined in the Scope of Services including work performed for CHA as one of the projects identified. The Respondent shall include a maximum one-page narrative for each project description to address, at a minimum, the following:

1. The scope of work performed, the location, dollar value (awarded versus received or reimbursed), the cost per participant, and list the Respondent's key personnel on the project.
2. Demonstrated success in previous and current work and how that work relates to success on this project.
3. Description of the qualitative and quantitative outcomes related to each project, whether or not they met the contract benchmarks, and if applicable, why the benchmarks were or were not achieved.
4. Demonstrated history of completing projects within the awarded budget and timeline of those projects.
5. Highlighted in each of the descriptions should be a summary of challenges encountered and how they were overcome.
6. Performance outcomes demonstrating ability to meet the goals outlined in this solicitation.
7. Disclose any contractual defaults and how they were cured including CHA and non-CHA contracts.

#### G. References

Proposers are required to provide at least three (3) references, excluding CHA, from within the past three (3) years for projects and areas of responsibility similar to those the Respondent desires to provide herein. Please include company name, contact person, mailing address, telephone number and email address. Please include a brief but detailed explanation of services provided and submit with your proposal. CHA will email any questions to the references included in your submission. Please inform your references that they will be contacted by CHA. (Attachment E)

#### H. Organization Structure and Key Personnel

1. The Respondent must provide the name and resume of the program executive that will be accountable for the CHA project. Key Personnel shall not be replaced without the prior written approval of CHA.
2. The Respondent must provide an organization/structure chart and include its key technical and consulting personnel who will be assigned to the CHA project team along with their resumes and provide the following information including, but not limited to:

- i. Detail concerning each primary team member working with the Respondent, as well as those working in a subcontracting capacity. List all current projects that each primary team member may be working on during the term of the Contract, and indicate which team member will have primary responsibility for the CHA account;
  - ii. Correlation of team members to the tasks each will be performing;
  - iii. Describe previous, related experiences and projects (preferably public housing); and
  - iv. If Respondent proposes staff to work on the CHA account who are not located in a Chicago area office (within 25 miles of the city), indicate their office location.
3. If a Respondent is planning to joint venture or subcontract with other companies, incorporate the relationship on the organization chart and provide letters of interest from those firms, the names and credentials of their principals and key personnel, and include their resumes along with evidence of any required licenses. The Respondent should describe the roles and responsibilities of their subcontractors, including the key personnel as they relate to the Scope of Services for the RFP. The Respondent shall clearly articulate in the work plan how it will provide the required Services as outlined in the Statement of Work. Joint ventures shall clearly identify in the work plan the roles and responsibilities of each party to the joint venture.

I. Fee Proposal Form (refer to Attachment A)

Respondents must complete the Fee Proposal Form in its entirety and return it with this RFP package (refer to Attachment A). An electronic Microsoft Excel version of the Fee Proposal Form must be submitted in addition to a signed copy of the Fee Proposal Form; this requirement applies to all proposed subcontractor budgets, as well. Fee Proposal Forms should not include additional or optional services to fulfill the Statement of Work. Anticipated leveraged and in-kind resources should be included in the submitted Fee Proposal Form; Respondents should enter "\$0.00" in the amount column of the Fee Proposal Form to denote in-kind or leveraged resources, if applicable. Include a description and the dollar value of the leveraged and in-kind resources in the description column of the fee form.

One Fee Proposal Form per Service Area is required to be submitted for each Service Area a proposal is submitted. All Fee Proposal Forms must include an SYEP hourly wage for 120 hours for 200 participants, with the assumption that all participants will work 120 hours annually. Following is the anticipated annual wage to be included in each Fee Proposal Form.

<b>Contract Term</b>	<b>Anticipated Hourly Wage</b>
Base Term Year 1	\$ 16.61
Base Term Year 2	\$ 17.03
Option Year Term 1	\$ 17.46



Option Year Term 2	\$	17.90
Option Year Term 3	\$	18.35

Fee Proposal Forms must include a brief description of proposed personnel to fulfill the scope of work and corresponding time allocation. The key personnel responsible for overseeing day to day operations must be identified and denoted as such in the submitted Fee Proposal Form.

J. Insurance Requirements

The Respondent must submit a current certificate of insurance in the form required by this RFP. At the time of contract award, the Selected Respondent shall be required to provide an updated certificate of insurance, and all required endorsements adding CHA and any other required party as an additional insured, meeting the CHA's minimum insurance requirements.

K. Joint Venture Agreement

Firms entering into a joint venture must submit a copy of its joint venture agreement and all required submittals must be signed by a principal of each joint venture partner including, but not limited to, subcontractors' information submittals, and MBE/WBE/DBE and Section 3 Utilization Plans. Indicate **N/A** if Respondent will not be part of a joint venture agreement.

L. Liens, Suits, Disputes, Defaults and Judgments

Respondents shall include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, disputes, defaults and judgments occurring within the last five (5) years, and all current liens, lawsuits, disputes, defaults, and judgments pending including Fair Housing claims, regulatory or tax credit violations. Indicate **N/A** if Respondent does not have any disputes, lawsuits, judgments, disputes, defaults or liens described above.

M. Audit Findings and Other Compliance Reports/Evaluations

Respondents shall submit to CHA's Department of Procurement and Contracts any third party reports or evaluations of Respondent's compliance with any applicable laws, rules, regulations, policies procedures, contract provisions, or requirements with respect to Respondent's performance of services similar in nature to those being solicited by this RFP in the past five years, including, but not limited to, any and all final findings made by an Office of the Inspector General ("OIG") or Internal Auditor (including those conducted by CHA's Inspector General and/or CHA's Internal Auditor) with respect to Respondent's performance of services, compliance with terms of a contract, findings in an Administrative or Internal Investigation, or any findings of failure to cooperate in an OIG inquiry or with Internal Auditors. Indicate **N/A** if Respondent does not have any findings described above.

N. Debarment Statement

Respondent shall submit a statement that the Respondent, its joint venture partner, if applicable, its subcontractors, vendors and staff are not debarred, suspended or otherwise prohibited from conducting business with any Federal, State or local agency.

O. Economic Disclosure Statement

Respondents must complete the economic disclosure statement and affidavit. The economic disclosure forms must be completed by the Respondent and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose the board of directors/corporate officers. All firms must disclose the percentage of ownership. Failure to provide complete ownership information may cause your response to be deemed non-responsive.

P. Financial Information

The Respondent/Financially Responsible Party shall demonstrate its financial responsibility by submitting the most recent two years of audited, reviewed or compiled financial statements prepared by a third party licensed Certified Public Accountant (CPA). Listed below are the minimum acceptable required documents based upon the amount of the procurement:

The Respondent must provide Financial Statements, which are compiled, reviewed and/or audited as defined below (which may be subject to different levels depending upon the Respondent's proposal and the projected contract value of the award), and which consist of:

- Accountant's Report
- Balance Sheet (last 2 years)
- Income Statement (last 2 years)
- Cash Flow Statement (last 2 years)
- Financial Statement Footnotes (if applicable)

For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the IRS tax transcript.

For proposals or contract awards valued at less than \$1,000,000 the Respondent must provide complied financial statements.

For proposals or contract awards valued at less than \$2,500,000.00, the Respondent must provide reviewed financial statements.

For proposals or contract awards valued in excess of \$2,500,000.00, the Respondent must provide audited financial statements.

CHA will also evaluate the respondents based upon analysis of third-party reporting agencies, regulatory agencies, bureaus, etc., as it deems necessary to determine the financial adequacy of the respondent entity and confirm that the entity is in good financial standing with governmental agencies.

Other considerations in the evaluation of the financial condition of Respondents follow:

- Financial statements must be from a legal business entity (i.e., corporation, partnership, LLC, etc.). The entity name and address listed on the Financial Report should match the address on file with Dun & Bradstreet report in order for CHA to perform financial review.
- If respondent is not able to provide the Financials 6 months after their fiscal year end, respondents should provide the reason for delay or non-completion.

- Newly created entities (partnerships, LLC's, etc.) must provide financial statements from the entity's general partner and/or any other financially responsible entity that collectively can demonstrate the capability to complete the contract.
- Internally prepared business entity financial reports generated by the respondent will not be accepted.
- Personal financial statements or tax returns will not be accepted.
- CHA reserves the right to request Dun & Bradstreet reports in order to make an award determination. Vendors must provide the address on file with Dun & Bradstreet if it differs from the address listed on the proposal.
- CHA reserves the right to request additional information to complete the financial evaluation and review of any respondents.

Q. Diversity Goals

CHA values diversity, equity and inclusion and seeks vendors with similar share values. Refer to Article VIII for CHA's Contract Requirements for additional detail. To enable CHA to assess this alignment, Respondent should answer the following questions and submit with their proposal (Limit responses to no more than 2 pages). **Any responses that exceed this page limit will not be considered as responsive.**

1. What is your organization's strategy for DEI?
2. What is the racial ethnicity of your Board and staff? What percentage resides Chicago?
3. Describe any opportunities for CHA residents including any internships, job shadowing, employment or mentorships. (Focus on current or upcoming opportunities)

R. Vendor Submission Checklist

Refer to Attachment C for all required submittal requirements. The following documents are exhibits to this RFP and can be found at [www.thecha.org/doing-business](http://www.thecha.org/doing-business):

- A. Contract Compliance Certification
- B. Letter of Intent-MWDBE and Section 3 Subs
- C. Waiver Request-M/W/DBE (If Applicable)
- D. Submittal Requirements Checklist
- E. Contractor's Affidavit
- F. Statement of Bidder's Qualification
- G. Economic Disclosure Statement
- H. EEO Certificate
- I. HUD Form 5370 or 5370-C

**Proposals not containing all submittal requirements may be deemed Non-Responsive.**

## ARTICLE VI INSURANCE REQUIREMENTS

Prior to the commencement of this Agreement, the Vendor shall procure and maintain at all times during the term of this Agreement insurance against claims for bodily injury or property damage which may arise from or in connection with services performed under this Agreement and from the negligent acts, omissions and errors of the Vendor, its officers, agents, representatives or employees. The insurance carriers used must be authorized to conduct

business in the State of Illinois and shall have an A.M. Best rating of not less than A: VII.

### **Minimum Coverage and Limit Requirements**

1. **Commercial General Liability:** General Liability Insurance on an occurrence basis with limits not less than \$1,000,000 per occurrence with an aggregate of not less than \$2,000,000 covering bodily injury and property damage. This coverage shall also include, but not be limited to, contractual liability, products and completed operations, personal and advertising injury.
2. **Workers' Compensation and Employer's Liability:** Coverage must be in accordance with the laws of the State of Illinois and include a waiver of subrogation in favor of Chicago Housing Authority.
  - o Coverage A – Statutory Limits
  - o Coverage B - Employers Liability - \$500,000 bodily injury or disease each accident; each employee
3. **Auto Liability:** Required when any vehicles (owned, hired and/or non-owned) are used in connection with the Services to be performed, coverage limits of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage.
4. **Sexual Abuse and Molestation Liability:** Required when vendors will provide services or activities to minors on (or off) the Premises, Sexual Abuse and Molestation Insurance coverage shall be maintained with a limit of \$1,000,000 per occurrence (or an endorsement of the commercial general liability policy with a separate sublimit in this amount). Manager and CHA shall be endorsed as an additional insured on Manager's policy on a primary and non-contributory basis.
5. **Professional Liability:** Coverage is required when services are performed by licensed professionals and/or Scope involves performing any financial, auditing, consulting, design, engineering, surveying, testing, or other professional services. Professional Liability insurance appropriate to the Contractor's profession shall provide coverage for the acts, errors, or omissions with a limit of not less than \$1,000,000 per claim or occurrence. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of Services under the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years following termination of Agreement.

### **Related Insurance Requirements**

The Certificate of Insurance evidencing the minimum coverages required herein shall be in force on the Effective Date of the Contract and continuously throughout the duration. The required documentation must be received prior to the commencement of work under this Agreement.

It is understood and agreed to by the parties hereto that Chicago Housing Authority and others listed below shall be included as Additional Insureds on Vendor's liability policies, with the exception of Professional Liability and Employer's Liability and such insurance is primary to and will not seek contribution from any insurance, deductibles, self-insured retentions and/or self-

insured programs available to Chicago Housing Authority.

**Certificate Holder:** Chicago Housing Authority  
60 E Van Buren  
Chicago, IL 60605

**Additional Insureds:** Collectively referred to as the "Additional Insureds" shall include Chicago Housing Authority, Chicago Housing Administration, LLC; and/or other Partnership, Limited Liability Company as established by CHA; its respective commissioners, board members, officers, directors, agents, property management firms, agents, employees, invitees and visitors.

**Primary Coverage:** For any claims related to this Agreement, the Vendor's insurance coverage shall be the primary policy. The Vendor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and shall not contribute with insurance provided by the Vendor.

Prior to the issuing of the Notice to Proceed by the CHA, the Vendor shall submit a Certificate of Insurance via PINS Advantage Certificate Tracking System, evidencing compliance with the insurance requirements set forth above. You will receive an email with instructions for the submission of your insurance. Copies of the endorsement(s) adding the CHA to Vendor's policy as an additional insured are required upon request. Updated Certificates of Insurance are required for policies which renew during the term of this Agreement or extensions thereof. Under no circumstances shall the Vendor allow any required coverage to lapse, cancel or non-renew throughout the duration of the Agreement or extensions thereof.

At the CHA's option, non-compliance will result in (1) all payments due the Vendor being withheld until the Vendor has complied with the Agreement; or (2) the Vendor will be assessed Five Hundred Dollars (\$500.00) for every day of non-compliance; or (3) the Vendor will be immediately removed from the premises and the Agreement will be terminated for default. The receipt of any certificates does not constitute agreement by the CHA that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate comply with all Agreement requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to the CHA in the event coverage is substantially changed, canceled or non-renewed.

The Authority in no way warrants that the minimum limits contained herein are sufficient to protect the Authority from liabilities that might arise out of the performance of the work under this Agreement by the Vendor or its Subcontractors. The Vendor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Vendor is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain sufficient insurance.

The Vendor shall require all subcontractors to carry the insurance required and adhere to the same requirements and conditions as outlined above.

The Vendor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and will not contribute with insurance provided by the Vendor and/or any of its subcontractors.

## ARTICLE VII EVALUATION PROCESS

Proposals will be scored on a 100- point scale by an evaluation committee scoring the technical criteria in accordance with the evaluation criteria set forth below with the MBE/WBE/DBE Plan and Diversity and Inclusion Responses scored by Compliance, and pricing scored by Procurement. Each Respondent must indicate its fees on the attached fee form which must be reasonable and justifiable and must reflect the proposed approach/work plan, which is being evaluated under Article VII. The CHA will make an award to the responsive and responsible Respondent whose proposal conforms to the solicitation and whose combined total score for price, compliance, and technical factors and oral presentations is the highest and provides the best value.

The CHA will utilize a ratio method for scoring proposed fees and Best and Final Offers.

Ratio Method. With this method, the proposal with the lowest price receives the maximum points allowed (10-points). All other proposals will receive a percentage of the points available based on their price relationship to the lowest. This is determined by applying the following formula:

$$(A/B) \times C = D$$

A—the lowest Offeror's price.  
 B—the Offeror's price being scored.  
 C—the maximum number of price points available. D—Offeror's pricing score (points).

Lowest proposed price divided by the Respondent's price times the maximum points allowed.

**Example:** The lowest proposed price is \$100,000. The next lowest proposal price is \$125,000. The maximum point total available for price is 10 points. The proposal with the \$100,000 price would receive 10 points (because it is the lowest of all proposals). Using the lowest proposal price as a base (or numerator), we would then divide the second lowest price by the first lowest price (denominator) and then multiply the result by the max point value (10) to determine the point value relative to the lowest price, as follows:

$$\begin{aligned} \$100,000/\$125,000 &= 0.80 \\ 0.80 \times 10 &= 8 \text{ (points)} \end{aligned}$$

As such, the proposed price of \$125,000 would be awarded 8 points out of a maximum point value of 10.

Materials, information or explanations should be included in each Respondent's proposal, as required in Article V Submittal Requirements, and/or as otherwise necessary to allow the following evaluation criteria to be considered:

EVALUATION CRITERIA	MAXIMUM POINTS
<p><b>APPROACH AND WORK PLAN (TECHNICAL):</b></p> <ul style="list-style-type: none"> <li>• Demonstrates understanding of the Statement of Work and provides a complete summary of proposed services. <b>(5 points)</b></li> <li>• Demonstrates a thorough understanding of the target population for services. <b>(5 points)</b></li> <li>• Provides a high-quality strategy for orientation implementation and parent/guardian engagement techniques to ensure thorough transfer of information regarding program expectations, services, etc. <b>(10 points)</b></li> <li>• Proposes a high-quality strategy for proper outcome tracking, participant attendance tracking, participant payroll processing and participant end of year tax statement processing. <b>(10 points)</b></li> <li>• Proposes a high-quality strategy to ensure target population is engaged in meaningful and appropriate services. <b>(5 points)</b></li> <li>• Proposes a high-quality strategy for cultivating and maintaining relevant relationships with community-based organizations and resources to benefit the target population and service delivery. <b>(10 points)</b></li> <li>• Proposes a high-quality strategy to ensure personnel and partners have relevant skills/training and proper vetting to fulfill the Statement of Work. <b>(10 points)</b></li> </ul>	<b>55</b>
<p><b>PAST PERFORMANCE (TECHNICAL):</b></p> <ul style="list-style-type: none"> <li>• Possesses a verifiable and successful past performance of projects of similar scope as outlined in the Scope of Services and the Statement of Work. <b>(5 points)</b></li> <li>• Demonstrates relevant past experience/work history working with the target population described in this solicitation. <b>(5 points)</b></li> <li>• Demonstrates a history of measuring, tracking, and documenting outcomes related to the Scope of Services and the Statement of Work outlined in this solicitation. <b>(5 points)</b></li> </ul>	<b>15</b>
<p><b>QUALIFICATIONS OF KEY PERSONNEL (TECHNICAL):</b></p> <ul style="list-style-type: none"> <li>• Describes, in detail, the roles and responsibilities of key personnel, partners, and sub-contractors (if applicable) and of the experience of key personnel to complete the Statement of Work. <b>(5 points)</b></li> <li>• Demonstrated ability and experience and proper licensure of personnel to complete all of the required services outlined in the Scope of Services and the Statement of Work. <b>(5 points)</b></li> </ul>	<b>10</b>
<p><b>DIVERSITY AND INCLUSION GOALS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding and quality of CHA's diversity goals, including MWD/BE and Section 3 goals (10 Points)</li> </ul>	<b>10</b>

<b>PROPOSED FEES</b> <ul style="list-style-type: none"> <li>Respondent's overall proposed fee to fulfill the Statement of Work. <b>(10 Points)</b></li> </ul>	<b>10</b>
<b>TOTAL COMBINED POINTS for TECHNICAL, DIVERSITY AND INCLUSION GOALS and PROPOSED FEES</b>	<b>100</b>

After the evaluation committee has evaluated and scored the Respondents proposals submitted in response to the RFP, MBE/WBE/DBE, and Proposed fees have been evaluated and scored, the CHA's Contracting Officer shall establish the competitive range. If deemed necessary for the purpose of efficiency and economy, the CHA has the right to limit the number of Respondents in the competitive range. Respondents within the competitive range will be notified and unless otherwise indicated, will be required to participate in presentations/discussions with the CHA. The CHA may also require further information or clarification from the Respondents in the competitive range regarding their proposals prior to the presentations/discussions.

The CHA, however, reserves the right to make its decision to award a contract based solely on the written submitted Proposals without any requests for presentations, formal interviews, negotiations or further discussions.

The objectives of the presentations and/or discussions are to answer questions, clarify issues, and/or provide additional information regarding a Respondent's proposal and negotiation. Presentations will be evaluated according to the criteria established by the evaluation committee. Respondents in the competitive range will be scored on a 30-point scale. The resulting points will be added to their written proposal scores for a total score.

<b>ORAL PRESENTATION EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>TOTAL ORAL PRESENTATION POINTS</b>	<b>30</b>

Following the presentations and discussions, the evaluation committee members will evaluate and summarize their findings for each firm that participated and will submit the scores to Procurement. CHA will make an award to the responsive and responsible Respondent(s) whose proposal best conforms to the solicitation requirements and whose combined total score for price, compliance, technical factors, and oral presentations provides the best value to CHA. Notwithstanding anything contained herein, CHA reserves the right to make an award based on any other relevant considerations and in the best interest of CHA.

**The CHA reserves the right to reject any and all proposals and reserves the right to secure services solicited by this RFP by means of a non-competitive procurement in accordance with §2 CFR 200.320 (f)(4) or to re-solicit competitive proposals.** For the purpose of efficiency and economy the CHA has the right to limit the number of Respondents in the competitive range.



## ARTICLE VIII DIVERSITY AND INCLUSION GOALS

In its procurement of goods and services, CHA seeks relationships with vendors who share our values for inclusive and equitable contracting opportunities. CHA values contract diversity and is committed to strengthening workforce development and economic opportunities for low-income workers, and Minority, Women, and Disadvantaged Business, including Section 3 Businesses.

### 1. Summary of Contract Requirements

Type of Contract	M/W/DBE	Section 3 (Labor Hours)	S3 Business subcontracting (> \$250,000)	Davis Bacon
Construction	Yes	Yes	Yes	Yes
Professional Service (licensure required)	Yes	No	Yes	No
Professional Service (non- licensure required)	Yes	Yes	Yes	No
Professional Services (direct services to residents)	Yes	Yes	No	No
Material & Supply	Yes	No	Yes	No

\* if not self-performing

### Minimum Thresholds for Contract Diversity:

#### Minority/Women/Disadvantaged Business Enterprises (M/W/DBEs)

Certified Minority, Women, and Disadvantaged Business Enterprises (M/W/DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Vendors and their subcontractors or suppliers must take all necessary and reasonable steps to ensure that M/W/DBEs have the maximum opportunity to compete for and perform contracts financed in whole or in part by federal funds. CHA establishes minimum **thresholds** for all contracts over \$50,001. The percentage is required for the entire project amount and not limited to CHA's funding. Vendors unable to meet the threshold requirement may propose indirect participation subject to CHA's written approval.

**Section 3 Business Subcontracting** – For contracts >\$250,000, vendors are required to subcontract to Section 3 Businesses, unless self-performing. CHA establishes minimum thresholds. To locate a Section 3 Business, visit the [Workforce Opportunity Resource Center](#) (WORC) site. Professional Services that directly provide support services for CHA residents are not required to sub-contract to Section 3 Businesses but are encouraged to sub-contract when feasible. Vendors unable to meet the threshold requirement may propose indirect participation subject to CHA's written approval. These may include, but are not limited to mentorship

programs, internships, training, and employment opportunities for non-CHA funded projects, or payment into CHA's Workforce & Education Fund.

### Section 3 Labor Hours

CHA supports HUD's Section 3 requirement which counts labor hours. All applicable contracts **require at least 25% of the labor hours** performed on a project are done so with Section 3 workers and businesses, of which 5% of those hours must be performed by Targeted Section 3 workers (i.e. CHA residents and HCV participants). Vendors will report these hours via B2Gnow and/or LCPtracker or through required affidavits based on the contract type (HUD Section 3 24 CFR part 75).

### Davis Bacon and Minimum Wage Requirements:

The Davis-Bacon & Related Acts apply to construction contracts over **\$2,000** and ensures that all construction employees are paid under the US Department of Labor's wage decision. Union contractors must ensure that Davis-Bacon wages are met, in accordance with the contract.

All CHA contracts must comply with the current local Minimum Wage requirement. The Minimum Wage Requirements shall be specifically incorporated as a contractual requirement in any award and agreement resulting from this solicitation for any of the Selected Respondent's covered employees. The Respondent must consider the Minimum Wage Requirement in determining its fees for services to be performed or provided by the Respondent under its fee proposal and other submittals. Note that Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any conflicting State prevailing wage rate or the Minimum Wage Requirement when the State prevailing wage rate or the Minimum Wage Requirement is higher than the Federally imposed wage rate (24 CFR 965).

The following chart indicates the goals set by CHA for each type of contract.

**Minimum Thresholds**

Type of Contract	Contract Amount	MBE/WBE/DBE Participation	Section 3 Business Subcontracting (>\$250,000)	Section 3 Labor Hours (25% of which 5% is through CHA resident hires)***
Construction	\$50,001+	30%	10%	25%
Supply & Delivery	\$50,001 +	20%	3%*	N/A
Professional Services	\$50,001 +	20%	3%**	25%

\*Or indirect \*\*excludes direct support service providers \*\*\* Required regardless of contract amount

### 1. Utilization Plan:

This chart is a list of items needed to evaluate a full utilization Plan (UP). All respondents to CHA solicitations must submit a UP which enables CHA to evaluate how they will fulfill contract requirements.

Document Name	To be Completed By	Details
<b>Utilization Plan (UP) M/W/DBE and Section 3 Businesses</b>	Prime Contractor	This Excel worksheet will include all M/W/DBE and Section 3 Businesses subcontracting as well as proposed indirect, etc.
<b>Letter of Intent</b>	Each M/W/DBE and Section 3 subcontractor listed on the UP including a self-performing Prime Contractor	If a Prime is a M/W/DBE and they are self-performing, they must submit a Letter of Intent. A Letter of Intent for each sub-contractor that is MWD/BE or Section 3 Business must also be submitted. The information outlined in the UP must correspond with the Letters.
<b>Letter of M/W/DBE Certification</b>	Each M/W/DBE listed on UP, including a self-performing Prime Contractor	This form must be submitted with every UP and Letter of Intent and include current certification letters. Applications are not accepted.
<b>Waiver Request-M/W/DBE</b>	Prime Contractor	This form is only to be used if a vendor cannot meet their subcontracting requirements and all good-faith efforts, including indirect participation, have been exhausted. The form must include (1) the scope of work and (2) the reason the Prime cannot meet the commitments outlined.
<b>Other Economic Opportunities (OEO)</b>	Prime Contractor	If vendor is unable to subcontract to a Section 3 Business in full or in part they will need to propose indirect participation through the OEO section on the UP or make commensurate payment upfront into the Workforce and Education Fund, subject to approval by CHA.
<b>Contract Compliance Certification</b>	Prime Contractor	Acknowledgment by the Vendor of their understanding of the CHA's diversity and inclusion contract requirements.

## 2. Reporting Requirements:

Contract Requirement	System	Details
<b>Construction Contracts</b>	LCPtracker	Certified Payroll Reports must be entered into LCPtracker weekly. This system also tracks compliance with Davis Bacon and Section 3 hours.
<b>Professional Services</b>	B2GNow	Payments must be entered into B2Gnow for every pay application monthly. This system tracks and verifies Prime and Subcontractor payments made and received.

**Additional Information:**

(a) COUNTING M/W/DBE AND SECTION 3 BUSINESS (S3B) CREDIT: A business that is both self-identified /certified as a Section 3 Business and certified as a M/W/DBE will count towards subcontracting requirements for both the M/W/DBE and Section 3 sub-contracting requirements.

(b) PROVIDING OPPORTUNITIES TO SECTION 3 WORKERS: In accordance with 24 CFR part 75.9, Prime and sub-contractors (including Section 3 Businesses) on CHA/HUD-funded contracts must ensure that Section 3 workers are provided economic opportunities with the following preference when applicable: a) residents of the project where the assistance is being provided; b) residents of other public housing or Section 8; c) Youthbuild participants; and d) resident of the metropolitan area.

(c) SUBSTITUTION/REMOVAL OF SUBCONTRACTOR: A prime contractor that needs to remove or substitute a subcontractor on its approved utilization plan must submit a written request for the removal or substitution of the subcontractor concerned. Only when Department of Procurement and Contracts (DPC) approves such a request in writing can the removal or substitution of the subcontractor be done by the prime contractor. Under no circumstance should a prime contractor unilaterally remove or substitute a subcontractor on its CHA/HUD-funded contract without prior approval by DPC.

**Definitions**

Section 3 Business are defined a business that either is a) 51% owned by public housing or housing choice voucher participant(s); b) 51% owned by a low-income person(s); or c) 75% of the labor hours are performed by low-income workers.

Davis-Bacon and Related Acts directs the US Depart of Labor to determine prevailing wage for construction projects.

Indirect Participation refers to the value of payments made to MWD/BE firms for work that is done outside of the proposed project or commensurate value to S3 Business or CHA residents/participants in other economic opportunities.

**Additional information on CHA's contract requirements and forms can be found at [www.thecha.org/doing-business](http://www.thecha.org/doing-business).**

**[REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK]**

## ARTICLE IX STANDARD PROFESSIONAL SERVICES AGREEMENT

Upon the award of a contract, the Selected Respondent(s) will execute CHA's Professional Services Agreement in substantially the same form with the same terms and conditions as set forth in the attached Agreement. A Respondent shall include, as part of its cover letter for its proposal to CHA, an acknowledgement that it has read, understands and accepts the terms and conditions of the Agreement. **If there are any terms and conditions to which the Respondent has objections, such objections and the specific section numbers must be noted in the cover letter. The Respondent's proposed alternative language, if any, must be included as an attachment to the cover letter and such requests for revisions will be taken into consideration when determining a Respondent's responsiveness to the RFP.** A Respondent who fails to provide objections and propose alternative language shall waive its right to subsequently object to any terms of the agreement if awarded a contract by CHA (refer to Attachment D).

**[REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK]**

**ARTICLE X EXECUTIVE SUMMARY FORM**

- A. The undersigned, hereby acknowledges having received a full set of the Request for Proposal (RFP) Event # 3265.
- B. The undersigned proposes, in accordance with all terms of the contract documents of which this proposal is a part, to perform all services in accordance with the terms and conditions specified herein. The proposer also agrees that this proposal to offer services to CHA will remain in effect for one hundred eighty (180) days from the date on which proposals are due unless a written letter of withdrawal is submitted to CHA Contracting Officer prior to the award of the contract.
- C. All prices quoted herein shall remain firm for the period of this contract and shall not increase during the initial term of the contract.

D. Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.

Name of Preparer (print)	Title
--------------------------	-------

Signature	Date
-----------	------

Attesting Signer's name (required for corporations)	Title
---	-------

Attesting Signature (required for corporations)	Title
---	-------

\_\_\_\_\_  
Contact Person's Name and Title

Telephone Number	Fax Number
------------------	------------

\_\_\_\_\_  
Email Address

Note: Executive Summary Sheet must be completed, or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal

**ATTACHMENT B**

**LETTER OF INTENT TO SUBMIT A PROPOSAL  
REQUEST FOR PROPOSALS (RFP) EVENT # 3265  
Summer Youth Employment Program (SYEP)**

**Resident Services**

I, \_\_\_\_\_, the undersigned being a duly authorized official of \_\_\_\_\_ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

\*\*\*\*\*

PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT [HTTPS://SUPPLIER.THECHA.ORG](https://supplier.thecha.org). NO LATER THAN Tuesday, December 10, 2024, BY 11:00 AM, CST.

\*\*\*\*\*

**FIRM'S NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIPCODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**PRINCIPAL CONTACT:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIRECT PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_



## **Department of Procurement and Contracts (DPC) Pre-Proposal Conference**

### **Request for Proposal (RFP) Summer Youth Employment Program (SYEP) (Event No. 3265)**

---

DECEMBER 4 , 2024





# Agenda

1. **Angela Williams, Operations Director:** Mission & Values, Purpose, Scope of Services, Fee Form
2. **David Martin, Senior Procurement Specialist :** Key Dates, Proposal Requirements, and Submission Information
3. **Brenda Maldonado, Senior Contract Compliance Specialist:** Compliance Requirements
4. **Kaeva Powell, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center(WORC)
5. **Questions and Answers**



1. Please be sure to sign in with your company name, your name and contact information on the sign in sheet that can be found on the table.
2. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
  - Must be registered to download the RFP
3. A copy of this presentation will be posted on the [CHA Supplier Portal](#)

# Mission & Values



CHA's mission is to create and sustain strong communities where seniors thrive and everyone can unlock their economic power.

## **RESIDENT SERVICES MISSION**

Resident Services works to improve the quality of life of all residents and support those on a pathway towards economic power.

## **CHA VALUES**

- ✓ People first
- ✓ Public-private partnerships extend our impact
- ✓ We are stewards of the public trust
- ✓ Diversity makes us stronger
- ✓ We measure what we value

# Purpose

CHA requests proposals from qualified professional firms to provide services for the Summer Youth Employment Program (SYEP).

- Mayor's One Summer Chicago initiative
- Six-week program, typically June 26 – August 4
- CHA participation since 2009; more than 1,000 participants annually
- Meaningful work experience and skill development
  - Foster safe and inclusive spaces
  - Academic and career development
  - Virtual and/or in person

# Scope of Services

## TARGET POPULATION

- Ages 15 – 24, at program start date
- One Summer Chicago and Illinois Department of Labor websites for work permit information
- CHA Public Housing resident (mixed income and scattered site included); Housing Choice Voucher participant

# Scope of Services

## PROGRAM FRAMEWORK

- Meaningful paid work and skill development activities
- Exposure to career and education pathways
- Group setting or individually via worksite partner/Selected Respondent
- SYEP Program Guide Exhibit

# Scope of Services

## PROGRAM FRAMEWORK

Month	Activities
March	<ul style="list-style-type: none"><li>• One Summer Chicago application opens</li></ul>
April	<ul style="list-style-type: none"><li>• Preliminary program approach and schedule due to CHA</li><li>• Youth recruitment</li><li>• Cityspan training</li></ul>
May	<ul style="list-style-type: none"><li>• Final program approach and schedule due to CHA</li></ul>
June	<ul style="list-style-type: none"><li>• Youth participant orientation</li><li>• Summer Youth Employment program begins</li></ul>
August	<ul style="list-style-type: none"><li>• Summer Youth Employment program ends</li><li>• Administer One Summer Chicago survey</li><li>• Final Cityspan data entry due w/completion status of Participants</li><li>• Final program report due to CHA</li></ul>

# Scope of Services

## **SERVICE AREAS**

- Eight Service Areas; assignments in collaboration with Selected Respondent(s)
- Two hundred participants annually
- 25 participants to 1 staff member

## **PERSONNEL AND PARTNER REQUIREMENTS**

- Background checks and vetting required for all staff/partners
- Responsible for ensuring staff/partner training address child labor laws, mandatory reporting requirements, etc.

# Scope of Services

## MARKETING AND OUTREACH

- Target population must apply via Once Summer Chicago website
- CHA will refer participants to Selected Respondent(s)
  - Selected Respondent(s) to follow up; verify eligibility documents
- Selected Respondent(s) is responsible for marketing/outreach costs
- Collaboration with CHA and FamilyWorks providers



# Scope of Services

## FILES

- Cityspan is system of record – performance and participant files
  - One Summer Chicago survey disseminated by CHA staff
- Payroll wages; see Fee Proposal form section for budgeting
- Attendance tracking, securing employment verification documents and end of year tax statements for participants.

## REPORTING REQUIREMENTS

- Anticipated performance goals and objectives attachment
- Bi-weekly participant attendance record submission
- CHA reserves the right to review participant files

# Fee Form

- Completed Fee Proposal Form is required for each Service Area for which a proposal is submitted
  - Preference communicated by completing number ranking system
- Cost Reimbursement
- Two-year base term; three one-year option terms
- Anticipated contract start date April 2025

# Fee Form

- Must include service delivery for 200 participants per service area for which a proposal is submitted
  - Anticipated participant hourly wage chart
  - 120 hours per participant for six weeks
- The fee form is to be submitted as a Microsoft Excel spreadsheet and as a signed PDF document

# Key Dates

- Question Due Date: **Friday, December 6, 2024, at 10:00 AM CST**
- Letter of Intent to submit a proposal (See-Attachment B)  
Due Date: **Tuesday, December 10, 2024, at 11:00 AM CST**
- Proposals Due\*: **Tuesday, January 7, 2025, at 1:00 PM CST**
- ***\*Late proposals will be rejected without being read***
- Oral Presentation: **TBD/2025-TBD**

## Submittal Requirements (RFP Pages 11-19)

- All proposals must be in accordance with Article V– Submittal Requirements\*

***\*Non-compliance with Article V requirements may deem a proposal non-responsive***

- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- **Manual submissions will not be accepted**

# Request For Proposal - Letter of Intent



Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Tuesday December 10, 2024 by 11:00 AM (CT)** if your firm intends to submit a proposal.

**Important:**

Once uploaded you **do not** have to hit submit. You may keep your submission in “draft” until you are ready to submit your complete and final proposal.

RFP Event 3265 (2024) Summer Youth Employment Program (SYEP) Resident Services

**ATTACHMENT B**

LETTER OF INTENT TO SUBMIT A PROPOSAL  
REQUEST FOR PROPOSALS (RFP) EVENT #3265  
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)  
Resident Services

I, \_\_\_\_\_, the undersigned being a duly authorized official of \_\_\_\_\_ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

\*\*\*\*\*

PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT [HTTPS://SUPPLIER.THECHA.ORG](https://supplier.thecha.org). NO LATER THAN Tuesday, December 10, 2024 BY 11:00 AM, CST.

\*\*\*\*\*

FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PRINCIPAL CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECT PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Chicago Housing Authority

# Required Forms - Vendor Submission Checklist

- Notice the Vendor Submission Checklist to the right of this slide: Please be sure you include all items in your proposal – if applicable.
- If forms are not included with the RFP, please download from the CHA Website. [www.thecha.org](http://www.thecha.org) : Home Page → Doing Business → Documents and Forms
- Proposals not containing all the submittal requirements may be deemed non-responsive. **Each form must be individually uploaded & identified.**

The **Financial Information** required for this RFP are:

- Accountant’s Report
  - Balance Sheet (last 2 years)
  - Income Statement (last 2 years)
  - Cash Flow Statement (last 2 years)
  - Financial Statement Footnotes (if applicable)
- For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the IRS Tax transcript.
  - For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide compiled financial statements.
  - For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide reviewed financial statements.
  - For proposals or contracts awards valued in excess of \$2,500,000, the Respondent must provide audited financial statements.



## VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: Summer Youth Employment Program (SYEP)	
RFP EVENT NO.: 3285	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal (Attachment B)
	Qualifications & Experience
	Approach /Work Plan
	Work History with CHA and other Local Public Agencies
	Past Performance (min of 3, max of 5)
	References (3 current) (Attachment E)
	Organization Structure & Key Personnel
	Fee Proposal Form (Attachment A)
	Anticipated and Proposed Performance Goals (Attachment G)
	Insurance Requirements
	3 DEI Questions (Found on page 19 of the RFP under Submittal Requirements Article V, Section Q. -Diversity Goals)
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Economic Disclosure Statement & Affidavit*
	Financial Information (Accountant’s Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	Vendor Submission Checklist
	Contractor’s Affidavit*
	EEOC Certificate*
	Contract Compliance Certification*
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent -M/WDBE and Section 3 Subs*
	Waiver Request - M/W/DBE Participation Commitments (if applicable)
	Statement of Bidder’s Qualification*
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370-C); When applicable*
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

\* These documents are exhibits to this RFP and can be found at [www.thecha.org/doing-business](http://www.thecha.org/doing-business)

VENDOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RECEIPT: \_\_\_\_\_ DATE: \_\_\_\_\_

[For CHA Only]

# Evaluation Criteria

- Technical/ Compliance/ Proposed Fees: 100 Points
  - Approach and Work Plan (55 points)
  - Past Performance (15 points)
  - Qualifications of Key Personnel (10 points)
  - Diversity and Inclusion Goals (10 points)
  - Proposed Fees (10 points)
- Oral Presentation (Optional): 30 Points
  - Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.

FIDELITY SOCIAL JUSTICE **DIVERSITY** HUMILITY SUPPORT SYSTEM COURAGE CATALYST DIFFERENCE  
CULTURE RESPECT **DIVERSITY** MUTUAL INTERSECTIONAL GROWTH INTERSECTIONALITY  
BELONGING COURAGE TRUST ACCOUNTABILITY WELCOMING VALUED GROWTH CENTERING COMMUNITY  
WELCOMING TRANSPARENCY INTERACTING ACTIVE FAIRNESS JUSTICE NEEDS DIGNITY  
POWER **EQUITY** FAMILY TRANSPARENCY RECEPTIVENESS CONNECTION  
OPENNESS **EQUITY** EQUALITY COLLECTIVE RESPONSIBILITIES ACCOUNTABILITY  
TRUST INTERSECTIONALITY COMMUNITY DIFFERENCE EXPERIENCES HONESTY WELCOMING RESPECT  
HONESTY DIFFERENCE AFFIRMING IDENTITIES **INCLUSION** FIDELITY  
LEADERSHIP INFORMATIVE VALUED PERSPECTIVES **INCLUSION** AFFIRMING  
FRIENDLINESS SUPPORT SYSTEM SOLIDARITY **INCLUSION** BELONGING  
RECEPTIVENESS CATALYST THRIVING CONSCIOUS COMMUNITY APPRECIATION CARE

# Diversity & Inclusion Requirements



# CHA is committed to:

Diversity, Equity, and Inclusion using our resources to further advance minority, women, disadvantaged businesses (including Section 3 Businesses) and residents.

- We achieve this by:
  - Contracting with and hiring MWD/BE and S3 Businesses
  - Upholding HUD's Section 3 rule
  - Facilitating business relationships between vendors and contractors

# Contract Goals – Diversity Requirements

In accordance with the Chicago Housing Authority **Diversity policy**, the following are required:

## M/W/DBE utilization requirement is:

Type of Contract	Contract Amount	MBE/WBE/DBE Participation	Section 3 Business Subcontracting (>\$250,000)	Section 3 Labor Hours (25% of which 5% is through CHA resident hires)***
Construction	\$50,001+	30%	10%	25%
Supply & Delivery	\$50,001+	20%	3%*	N/A
Professional Services	\$50,001+	20%	3%**	25%

\*Or indirect    \*\*excludes direct support service providers    \*\*\* Required regardless of contract amount

## Section 3 Supplemental Business subcontractor participation requirement is:

- 10% of Construction and 3% of professional services >\$250k and 3% of supply and delivery >\$2M are required to contract with a section 3 business.
- Contractor’s providing services directly to CHA residents (i.e., services for the benefit of CHA youth, employment opportunities, and self-sufficiency programs) are exempt from CHA’s Supplemental Section 3 Business Participation Requirements.

# Contract Requirements– Section 3

The CHA will require vendors to document all labor hours using the B2GNow or LCP Tracker platform.

HUD requires CHA's compliance under the new Section 3 rule:

- ✓ 25% or more of the total labor hours worked are completed by **Section 3 Workers**
- ✓ 5% or more of the total labor hours worked are completed by **Targeted Section 3 Workers** (this 5% is part of the overall 25% requirement)

*Further regulation details can be found at the provided link:  
[https://www.hud.gov/program\\_offices/field\\_policy\\_mgt/section3](https://www.hud.gov/program_offices/field_policy_mgt/section3)*



# Diversity Goals



CHA values diversity, equity, and inclusion (DEI) and seeks vendors with similar shared values, as outlined in Article VIII of CHA’s Contract Requirements. To assess alignment with these principles, Respondents should answer the following questions and submit with their proposal.

**01**  
What is your organization’s strategy for Diversity Equity & Inclusion?

**02**  
What is the racial/ethnic breakdown of your Board and staff? What percentage resides in Chicago?

**03**  
Describe any opportunities for CHA residents including any internships, job shadowing, employment, or mentorships.

\*Limit responses to no more than 2 pages

# Required Documents

Documents needed to capture compliance with CHA's contract requirements are:

- Diversity Goals Utilization Plan
- Letter of Intent
- Contract Compliance Certification
- Waiver Request-M/W/DBE (if applicable)



*\*Each requires a signature from the Authorized Principal of the firm.*

# Required Document – Contract Compliance Certification



The *Contract Compliance Certification* is completed by the Prime Contractor. This form certifies that the Prime Contractor adheres to meeting the M/W/DBE and Section 3 Contract requirements under CHA's policy as well as HUD's Section 3 Rule 24.CFR.Part 75.

<p style="text-align: center;">CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement &amp; Contracts Contract Compliance Division</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">RFP/RFQ/Bidder/Proposers' M/W/DBE &amp; Section 3 Contract Compliance Certification</p> <p>RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____</p> <p>PROJECT TITLE: _____</p> <p>DEVELOPER NAME: _____</p> <p>PRIME CONTRACTOR NAME(S): _____</p> <p>ADDRESS: _____ TELEPHONE: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____</p> <p>M/W/DBE? (Please specify): _____ Certifying Agency: _____</p> <p>Ethnicity: _____ Gender: _____</p> <p>FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: _____</p> <p>CONTRACT AMOUNT: \$ _____</p> <hr/> <p>As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).</p> <p>Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.</p> <p>Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:</p> <ul style="list-style-type: none"> <li>• Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms</li> <li>• On a <u>monthly</u> basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA's electronic payment monitoring and labor hour software for contractors and subcontractors)</li> <li>• Submit weekly payroll information and labor hours for construction contracts with the LCPTTracker (CHA's online payroll and labor hour software)</li> </ul> <p style="text-align: right;">1</p> <p style="font-size: small;">Revised 08.04.2021</p>	<p style="text-align: center;">CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement &amp; Contracts Contract Compliance Division</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">RFP/RFQ/Bidder/Proposers' M/W/DBE &amp; Section 3 Contract Compliance Certification</p> <p>RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____</p> <p>PROJECT TITLE: _____</p> <p>DEVELOPER NAME: _____</p> <p>PRIME CONTRACTOR NAME(S): _____</p> <p>ADDRESS: _____ TELEPHONE: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____</p> <p>M/W/DBE? (Please specify): _____ Certifying Agency: _____</p> <p>Ethnicity: _____ Gender: _____</p> <p>FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: _____</p> <p>CONTRACT AMOUNT: \$ _____</p> <hr/> <p>As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).</p> <p>Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.</p> <p>Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:</p> <ul style="list-style-type: none"> <li>• Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms</li> <li>• On a <u>monthly</u> basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA's electronic payment monitoring and labor hour software for contractors and subcontractors)</li> <li>• Submit weekly payroll information and labor hours for construction contracts with the LCPTTracker (CHA's online payroll and labor hour software)</li> </ul> <p style="text-align: right;">2</p> <p style="font-size: small;">Revised 08.04.2021</p>
---	---

# Required Document – Diversity Goals Utilization Plan



In order to ensure the validity of the work, the Prime Contractor must complete the *Diversity Utilization Plan*, listing the M/W/DBE and Section 3 firms they will contract work with, along with other pertinent contract information.

The Prime Contractors are required to **subcontract 30% of the total contract value for construction contracts** and **20% of the total contract value for professional contracts** that total over \$50,001 to an M/W/DBE certified business.

SECTION 3 UTILIZATION PLAN						
SECTION 3 BUSINESS SUBCONTRACTING						
Section 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed
Totals:		\$	-			

INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES

Outline the Other Economic Opportunities to meet Diversity Goals

OEO Dollar Value of Commitment: \_\_\_\_\_

Diversity Goals Utilization Plan

DEPARTMENT OF PROCUREMENT AND CONTRACTS

Diversity Goals Utilization Plan

<p>Prime Contractor Name: _____</p> <p>Vendor Ethnicity: _____</p> <p>Contract Type: _____</p> <p>Document Date: _____</p> <p>Proposal Type: _____</p> <p>Spec. No. (RFPI/IFB): _____</p> <p>Aggregate Total: _____</p> <p>Contract Description: _____</p> <p>Contract Start and End Date: _____</p> <p>Length of Contract Term: _____</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th>Type of Contract</th> <th>Contract Amount</th> <th>M/W/DBE Participation</th> <th>CHA Section 3 Business Subcontracting</th> <th>Section 3 Labor Hours (25% of which 5% is to go to S3)**</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$50,001+</td> <td>30%</td> <td>10%</td> <td>25%</td> </tr> <tr> <td>Supply &amp; Delivery</td> <td>\$50,001+</td> <td>20%</td> <td>3%*</td> <td>N/A</td> </tr> <tr> <td>Professional Service</td> <td>\$50,001+</td> <td>20%</td> <td>3%**</td> <td>25%</td> </tr> </tbody> </table> <p><small>*Or indirect **excludes direct support service providers ***Required regardless of contract amount</small></p> <p>Compliance Contact Name: _____</p> <p>Contact Phone Number: _____</p> <p>Contact E-mail: _____</p>	Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3)**	Construction	\$50,001+	30%	10%	25%	Supply & Delivery	\$50,001+	20%	3%*	N/A	Professional Service	\$50,001+	20%	3%**	25%
Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3)**																	
Construction	\$50,001+	30%	10%	25%																	
Supply & Delivery	\$50,001+	20%	3%*	N/A																	
Professional Service	\$50,001+	20%	3%**	25%																	

MBE/WBE/DBE UTILIZATION PLAN									
MBE/WBE/DBE Contractor Name	Ethnicity	Gender	Participation Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed
Totals:					\$	-			

The Prime Contractors are required to **subcontract 10% of the total contract value for construction contracts** and **3% of the total contract value for professional contracts** that total over \$250,000 to Section 3 Business Concerns.

A Prime Contractor who has demonstrated its attempts, to the maximum extent feasible, to meet its CHA Section 3 contracting goals may satisfy Section 3 obligations by proposing Mentorship Program Participation, and/or Other Results-Oriented Economic Opportunities as alternative means to achieving Section 3 goals.

# Required Document – Letter of Intent



The *Letter of Intent* is completed by the M/W/DBE and/or the Section 3 Business Concern.

The CHA does not certify M/W/DBE businesses but will accept certifications from the following agencies or reciprocal agencies: City of Chicago, Cook County, Pace, Metra, Chicago Transit Authority, State of Illinois Central Management Services, Small Business Administration, WBENC and the National Minority Supplier Development Council and affiliates.

<p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT &amp; CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p><b>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor and/or Self-Performing Prime Contractor)</b></p> <p>M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____</p> <p>M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO</p> <p><i>NOTE:</i> Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</p> <p>At least 51 percent owned and controlled by low- or very low-income persons</p> <p>The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.</p> <p>Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.</p> <p>FEIN: _____ ETHNICITY: _____ GENDER: _____</p> <p>BUSINESS ADDRESS: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____</p> <p>PROJECT TITLE: _____ DATE FORM COMPLETED: _____</p> <p>PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)</p> <hr/> <p><i>NOTE:</i> M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</p> <p>1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No</p> <p>If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____</p> <p style="text-align: center;">Page 1 of 2</p> <p style="text-align: left; font-size: small;">Revised 12.2022</p>	<p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT &amp; CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p><b>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor and/or Self-Performing Prime Contractor)</b></p> <p>M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____</p> <p>M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO</p> <p><i>NOTE:</i> Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</p> <p>At least 51 percent owned and controlled by low- or very low-income persons</p> <p>The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.</p> <p>Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.</p> <p>FEIN: _____ ETHNICITY: _____ GENDER: _____</p> <p>BUSINESS ADDRESS: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____</p> <p>PROJECT TITLE: _____ DATE FORM COMPLETED: _____</p> <p>PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)</p> <hr/> <p><i>NOTE:</i> M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</p> <p>1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No</p> <p>If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____</p> <p style="text-align: center;">Page 2 of 2</p> <p style="text-align: left; font-size: small;">Revised 12.2022</p>
--	--



# Required Document – M/W/DBE Waiver Request



If a Prime Contractor cannot meet the required *M/W/DBE* participation requirements in whole or part, they may submit an *M/W/DBE* waiver request for consideration.

*\* The waiver submission option is only applicable to M/W/DBE utilization goal requirement and NOT for Section 3 contracting goals.*

The image shows two overlapping copies of a form titled "CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS".

**Page 1 of 2 (top copy):**

- IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: \_\_\_\_\_
- BIDDER/PROPOSER: \_\_\_\_\_
- ADDRESS: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_
- TELEPHONE #: ( ) \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_
- FEIN: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ GENDER: \_\_\_\_\_
- CONTRACT AMOUNT: \$ \_\_\_\_\_
- Please select whether this is a Full or Partial Waiver Request:  
Full M/W/DBE Waiver  Partial M/W/DBE Waiver
- PLEASE STATE REASON FOR WAIVER REQUEST:  
(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)
- WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? \_\_\_\_\_%
- IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?
- DOLLAR VALUE: \$ \_\_\_\_\_ CONTRACT TERM: \_\_\_\_\_

**Page 2 of 2 (bottom copy):**

- CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS
- I, \_\_\_\_\_, do hereby certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am not aware of any information that would cause the foregoing to be untrue and incorrect in any material respect.
- DATE: \_\_\_\_\_
- COUNTY OF \_\_\_\_\_
- \_\_\_\_\_ 20\_\_\_\_
- \_\_\_\_\_ to me
- \_\_\_\_\_ and did state that he
- (Company) \_\_\_\_\_
- for her free act and deed.
- (SEAL)
- CHICAGO HOUSING AUTHORITY USE ONLY
- REVIEW:  
Compliance Manager  
DATE: \_\_\_\_\_

# The Workforce Opportunity Resource Center (WORC)

---

SECTION 3

# Assistance for Contractors



The Workforce Opportunity Resource Center (WORC) provides technical assistance to CHA contractors by:

- Assistance in posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting
- In addition, they will connect with the right team if proposing an OEO opportunity.

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: [worc@thecha.org](mailto:worc@thecha.org)

[www.thecha.org/residents/worc](http://www.thecha.org/residents/worc)

# Timeline

- Question Due Date: **Friday December 6, 2024, at 10:00 AM CST**
  - Letter of Intent to submit a proposal (Attachment B)
- Due: Tuesday December 10, 2024, at 11:00 AM CST**
- Proposals Due: **Tuesday January 7, 2025, at 1:00 PM CST**
  - Oral Presentation : **TBD/2025 at TBD**

**Late Proposals Will Not Be Accepted**

# Supplier Portal



- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline.
- Limit file names to 50 characters.
- Edit Proposals as often as necessary but Responses must be submitted before the posted deadline. Please do not wait until deadline to submit to avoid any technical issues etc.
- For issues with the Portal, contact **Harrette Herron-King at [hherron@thecha.org](mailto:hherron@thecha.org)**.

# Questions/Answers



## **OPEN TO ATTENDEES**



CHICAGO HOUSING  
AUTHORITY

PRE-PROPOSAL MEETING ATTENDEE REGISTER  
SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Page \_\_\_ of \_\_\_

Department: Procurement and Contracts

Meeting Date: December 4, 2024

Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

Attendee Name: <u>Crystal Bross</u> Company Name: <u>Metroadita Family Services</u> Company Address: <u>950 E 132nd Pl</u> <u>Chicago IL 60637</u> Telephone: <u>773-407-2463</u> Fax: _____ E-Mail: <u><del>bross</del> brossc@metrowfamily.org</u> Please print clearly	{Business Card}
Attendee Name: <u>Tony Diaz</u> Company Name: <u>After School Matters</u> Company Address: <u>66 E. Randolph St</u> Telephone: <u>312-212-6654</u> Fax: _____ E-Mail: <u>tony.diaz@afterschoolmatters.org</u> Please print clearly	{Business Card}
Attendee Name: <u>Nancy Zambrano</u> Company Name: <u>Centers for New Horizons</u> Company Address: <u>4150 S. King Drive</u> Telephone: <u>773-357-4228</u> Fax: _____ E-Mail: <u>nancy2@cnh.org</u> Please print clearly	{Business Card}
Attendee Name: <u>Marlon Rucker</u> Company Name: <u>Youth Advocate Programs</u> Company Address: <u>1111 E. 87th St. Suite 200</u> <u>Chicago, IL 60619</u> Telephone: <u>773 374-6100</u> Fax: _____ E-Mail: _____ Please print clearly	{Business Card}





CHICAGO HOUSING  
AUTHORITY

PRE-PROPOSAL MEETING ATTENDEE REGISTER  
SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Page \_\_\_\_ of \_\_\_\_

Department: Procurement and Contracts

Meeting Date: December 4, 2024

Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

<p>Attendee Name: <u>Jeffrey Shelby</u></p> <p>Company Name: <u>New Life Covenant Church</u></p> <p>Company Address: <u>7621 S Greenwood Ave</u> <u>Chicago IL 60619</u></p> <p>Telephone: <u>773-936-0227</u></p> <p>Fax: _____</p> <p>E-Mail: <u>Jshelby@nlcse.org</u></p> <p style="text-align: center;"><small>Please print clearly</small></p>	<p>{Business Card}</p>
<p>Attendee Name: <u>Moet Dixon</u></p> <p>Company Name: <u>Centers for New Horizons</u></p> <p>Company Address: <u>4150 S. King Dr</u></p> <p>Telephone: <u>773-633-3197</u></p> <p>Fax: _____</p> <p>E-Mail: <u>moetd@cnh.org</u></p> <p style="text-align: center;"><small>Please print clearly</small></p>	<p>{Business Card}</p>
<p>Attendee Name: _____</p> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-Mail: _____</p> <p style="text-align: center;"><small>Please print clearly</small></p>	<p>{Business Card}</p>
<p>Attendee Name: _____</p> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-Mail: _____</p> <p style="text-align: center;"><small>Please print clearly</small></p>	<p>{Business Card}</p>



PRE-PROPOSAL MEETING ATTENDEE REGISTER  
SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Department: Procurement and Contracts

Page \_\_\_\_ of \_\_\_\_

Meeting Date: December 4, 2024

Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

Attendee Name: <u>Eugene Hodges</u> Company Name: <u>Helping Greater Community</u> Company Address: <u>7142 S. South Chicago</u> Telephone: <u>312-405-3395</u> Fax: _____ E-Mail: <u>Helpinggreatercommunity@gmail.com</u> <small>Please print clearly</small>	{Business Card}
Attendee Name: <u>Eric Walker</u> Company Name: <u>Metro Chicago Development</u> Company Address: <u>511 W. Taft Dr South Holland, IL 60473</u> Telephone: <u>708-837-0078</u> Fax: _____ E-Mail: <u>ewalk001@yahoo.com</u> <small>Please print clearly</small>	{Business Card}
Attendee Name: <u>Alina Sepanski</u> Company Name: <u>After School Matters</u> Company Address: <u>64 E Randolph St Chicago IL</u> Telephone: _____ Fax: _____ E-Mail: <u>alina.sepanski@afterschoolmatters.org</u> <small>Please print clearly</small>	{Business Card}
Attendee Name: <u>LADONIA TAYLOR</u> Company Name: <u>NEW WEST SIDE CDC</u> Company Address: <u>2110 S. HOGNE CHICAGO IL 60612</u> Telephone: <u>312-733-9403</u> Fax: _____ E-Mail: <u>ltaylor@newwestsidecdc.org</u> <small>Please print clearly</small>	{Business Card}



CHICAGO HOUSING  
AUTHORITY

PRE-PROPOSAL MEETING ATTENDEE REGISTER  
SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Page \_\_\_\_ of \_\_\_\_

Department: Procurement and Contracts

Meeting Date: December 4, 2024


Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

<p>Attendee Name: <u>Jamal Crawford</u>  Company Name: <u>with Advocate Programs (VAP) Inc</u>  Company Address: <u>2890 W 87th St Chicago, IL 60619</u>  Telephone: <u>502 398 7889</u>  Fax: _____  E-Mail: <u>jamal@vapinc.org</u>  <small>Please print clearly</small></p>	<p>{Business Card}</p>
<p>Attendee Name: <u>Warshaw King</u>  Company Name: <u>Airzone Heating &amp; Cooling</u>  Company Address: <u>2027 W 82nd St, Chicago, IL 60620</u>  <u>Same as above</u>  Telephone: <u>773-457-4137</u>  Fax: _____  E-Mail: <u>Warshaw@AirzoneHeatingandCooling.com</u>  <small>Please print clearly</small></p>	<p>{Business Card}</p>
<p>Attendee Name: _____  Company Name: _____  Company Address: _____  Telephone: _____  Fax: _____  E-Mail: _____  <small>Please print clearly</small></p>	
<p>Attendee Name: _____  Company Name: _____  Company Address: _____  Telephone: _____  Fax: _____  E-Mail: _____  <small>Please print clearly</small></p>	<p>{Business Card}</p>



CHICAGO HOUSING  
AUTHORITY

# PRE-PROPOSAL MEETING ATTENDEE REGISTER SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Department: Procurement and Contracts

Page \_\_\_\_ of \_\_\_\_

Meeting Date: December 4, 2024

Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

Attendee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Please print clearly



PROJECT EDUCATION PLUS

**VINCE CARTER**  
*Executive Director*

312.520.0905  
542 W.Hobbie  
Chicago, IL 60610

312.520.0905  
pepdemons@aol.com  
projecteducationplus.org

Attendee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Please print clearly

{Business Card}

Attendee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Please print clearly

{Business Card}

Attendee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Please print clearly

{Business Card}



CHICAGO HOUSING  
AUTHORITY

PRE-PROPOSAL MEETING ATTENDEE REGISTER  
SOLICITATION EVENT NO. 3265-SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Page \_\_\_\_ of \_\_\_\_

Department: Procurement and Contracts

Meeting Date: December 4, 2024

Time: 11:00 AM CST

Location: CHA Corporate Office-60 E. Van Buren St., Chicago, IL. Conference Room 736A

Procurement Specialist: David Martin, Senior Procurement Specialist

Telephone Number: 312-786-3260

E-mail Address: DPMartin@thecha.org

<p>Attendee Name: <u>Paul Thompson</u>  Company Name: <u>YWCA of Metro Chicago</u>  Company Address: <u>1 N. LaSalle</u>  <u>Chicago, IL 60602</u>  Telephone: <u>(312) 371-0171</u>  Fax: _____  E-Mail: <u>Paul.Thompson@YWCAChicago.org</u>  Please print clearly <u>OR6</u></p>	{Business Card}
<p>Attendee Name: _____  Company Name: _____  Company Address: _____  Telephone: _____  Fax: _____  E-Mail: _____  Please print clearly</p>	{Business Card}
<p>Attendee Name: _____  Company Name: _____  Company Address: _____  Telephone: _____  Fax: _____  E-Mail: _____  Please print clearly</p>	{Business Card}
<p>Attendee Name: _____  Company Name: _____  Company Address: _____  Telephone: _____  Fax: _____  E-Mail: _____  Please print clearly</p>	{Business Card}