

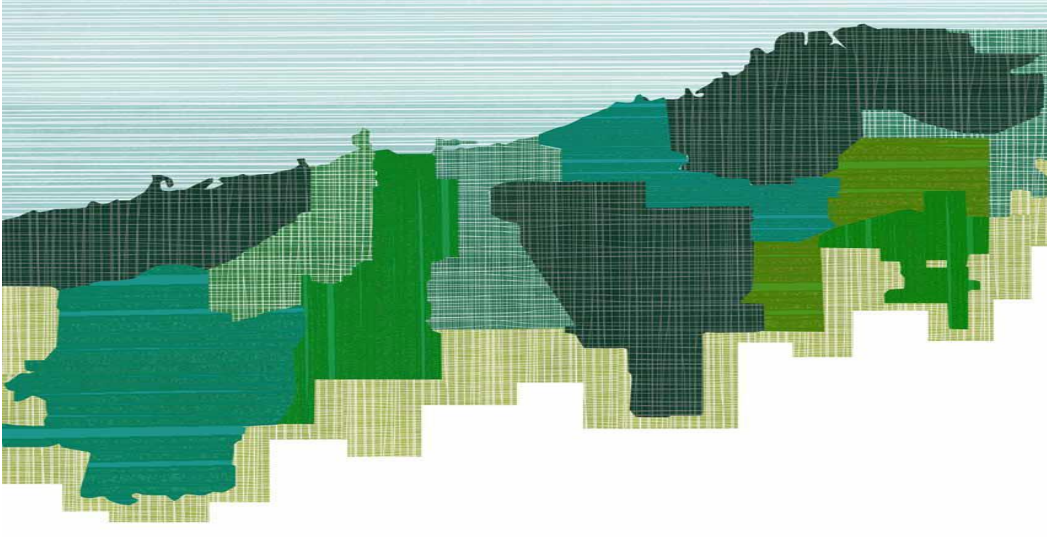


**Department of Procurement and Contracts (DPC)  
Pre-Proposal Conference**

**Request for Proposal (RFP)  
Security Services  
Event No. 3271**

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MARCH 27, 2025



# Agenda

1. EJ Zitkus, Deputy Chief, Safety and Security: Mission & Values, Purpose, Scope of Services, Fee Form
2. Liz Gentile, Procurement Manager: Key Dates, Proposal Requirements, and Submission Information
3. Franchelle White, 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



## **MISSION**

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.

## **VALUES**

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

# Introduction



The Chicago Housing Authority (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 the agency serves over 65,000 households.

## **PROPERTY & ASSET MANAGEMENT-SAFETY & SECURITY**

The Property & Asset Management division consists of six groups including Safety & Security tasked with ensuring the efficient and safe operation of CHA's property-based assets.

# Purpose

CHA requests proposals from qualified professional security firms to provide security services at CHA sites.

There are eight packages or opportunities. Vendors may submit a proposal for one (1) or as many as all eight (8) packages.

## Packages

<b>Area 1 Family (A1F)</b>	<b>Area 3 Senior (A3S)</b>
<b>Area 1 Senior (A1S)</b>	<b>Areas 4 and 5 Family and Senior (A45FS)</b>
<b>Area 2 Senior &amp; Family (A2SF)</b>	<b>Non-Residential Portfolio (NR)</b>
<b>Area 3 Family (A3F)</b>	<b>Community Engagement &amp; Response (CERT)</b>

CHA reserves the right to award multiple contracts for the services requested.

## Scope of Services

CHA requests proposals from qualified professional security firms to provide security services at CHA sites.

### **Respondents must at a minimum:**

- Demonstrate expertise in providing integrated security services for residential and commercial properties of all sizes.
- Provide licensed, certified, and credentialed staff including, but not limited to, Illinois Department of Finance and Professional Regulation FOID, PERC, TAN, CPR, and Safety & Security.
- Utilize current technology for day-to-day operations including, but not limited to, digital incident reports, electronic patrol tracking, GPS vehicle tracking, and electronic payroll systems.

# Statement of Work

## **SERVICE AREAS**

- Personnel
- Technology
- Training
- Vehicles
- Foot Patrols
- Scattered Sites Patrols
- Vehicle Patrols
- Communications
- Performance Standards
- Performance Metrics

# Fee Form

- Completed Fee Proposal Form is required for each Service Area for which a proposal is submitted
- Two-year base term; three one-year option terms
- Anticipated contract start date August 2025
- The fee form is to be submitted as a Microsoft Excel spreadsheet and as a signed PDF document



# Fee Form



## EXAMPLE

RFP EVENT NO. 3271 for Security Services							
FEE FORM - PROPOSAL AREA 1 FAMILY PACKAGE							
A	B	C	D	E	F	G	H
2-Year Base Term							
Area 1 Family (A1F) Package	Type of Guard	Estimated Weekly Hours Of Coverage*	Vehicle Patrol	Site Category	Proposed Hourly Rates	Estimated Annual Security Fees	Estimated Compensation for Two Year Base Term
Lake Parc Place	2 Armed Officers	336		F-High Rise		\$0	\$0
Lake Parc Place	2 Armed Officers	336		F High Rise		\$0	\$0
Washington Park	2 Armed Officers	336	1	Mobile- Various		\$0	\$0
7120 S. Merrill	1 Armed Officers	168		F- Small Apt.		\$0	\$0
Bridgeport	2 Armed Officers	336		F- Complex		\$0	\$0
Wentworth Gardens	4 Armed Officers	672		F- Complex		\$0	\$0
Area 1 Supervisor- Mobile	1 Armed Officers	168	1			\$0	\$0
<b>A1F PACKAGE TOTALS</b>		<b>2,352</b>					<b>\$0</b>

Respondents shall enter their hourly rates in dollars and cents with no symbols in **Column F** only. **Column H** will be Respondent's estimated compensation for Two Year Base Term.  
 \*Estimated weekly hours are based on the number of officers per shift.

## Key Dates

- Question Due Date: **Tuesday, April 1, 2025, at 1:00 PM CST**
- Letter of Intent to submit proposal (Attachment B) due: **April 9, 2025, at 1:00 PM CST**
- Proposals Due\*: **April 16, 2025, at 1:00 PM CST**  
*\*Late proposals will be rejected without being read*
- Oral Presentations: **TBD**

## Submittal Requirements (RFP Pages 15-21)

- 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 **Wednesday, April 9, 2025 by 1:00 PM (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: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

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

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

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

Chicago Housing Authority

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

# 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.: 3286	
<b>INITIAL</b>	<b>RFP SUBMISSION REQUIREMENTS</b>
	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 O.-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) MW/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent - MW/DBE and Section 3 Sub*
	Waiver Request - MW/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*
<b>INITIAL</b>	<b>MISCELLANEOUS DOCUMENTS/CORRESPONDENCE</b>

\* These documents are exhibit 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**
  - Specialized Experience and Past Performance (30 points)
  - Approach and Work Plan (30 points)
  - Organizational Structure and Key Personnel (10 points)
  - Contract Requirements (10 points)
  - Proposed Fees (20 points)
- **Oral Presentation (Optional): 30 Points**
  - Vendors with an evaluation score that falls within the competitive range may be invited for oral presentations.



**CHA**

CHICAGO HOUSING  
AUTHORITY™

# Contract Requirements



Fostering constructive partnerships among CHA, prime contractors, and subcontractors. CHA strives to be fair, transparent, and practical to optimize the use of public funds through purchasing decisions.

## **CHA is committed to:**

- 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 Requirements

In accordance with the Chicago Housing Authority contract requirements, 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)*

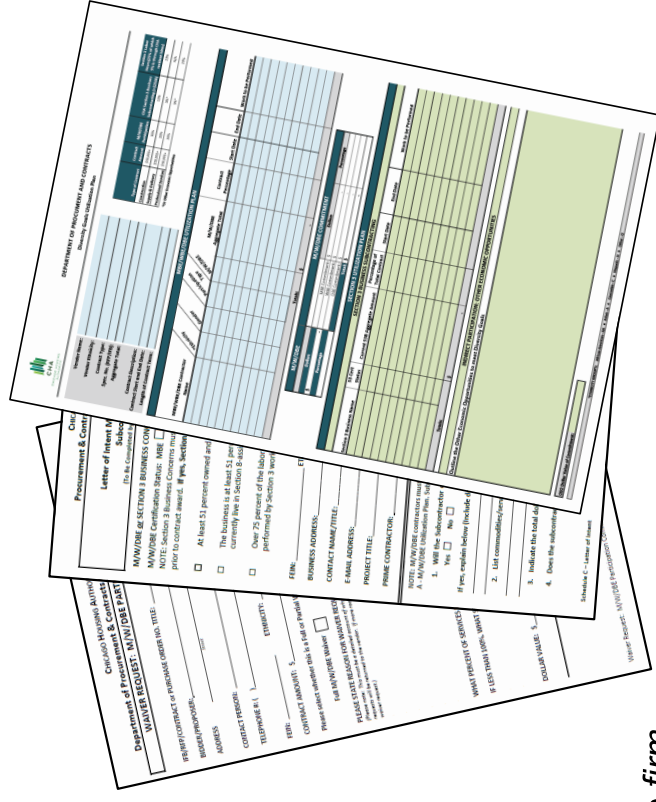


# Required Documents

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

- **Contract Compliance Certification**
- **Utilization Plan (UP)**
- **Letter of Intent**
- **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 MW/DBE and Section 3 Contract requirements under CHA's policy as well as HUD's Section 3 Rule 24.CFR.Part 75.

**CHICAGO HOUSING AUTHORITY (CHA)**  
Department of Procurement & Contracts Contract Compliance Division

**RFP/RFQ/Bidder/Proposer's MW/DBE & Section 3 Contract Compliance Certification**

RFP/RFQ/CONTRACT/PURCHASE ORDER NO: \_\_\_\_\_ DATE FORM COMPLETED: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DEVELOPER NAME: \_\_\_\_\_

PRIME CONTRACTOR NAME(S): \_\_\_\_\_

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

CONTACT NAME/TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

M/W/DBE? (Please specify): \_\_\_\_\_ Certifying Agency: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

**CHICAGO HOUSING AUTHORITY (CHA)**  
Contracts Contract Compliance Division

**Contract Compliance Certification**

M/W/DBE and Section 3 Utilization Plans require the approval of the Compliance Division.

I hereby certify that the contents of the foregoing certification are true and correct and that I am the authorized representative of the contractor to make this certification.

As a respondent to CHA RFP/RFQ/CONTRACT or PO NUMBER \_\_\_\_\_, I 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).

Given that contracts awarded for work under this RFP/RFQ/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.

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:

- Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms
- On a monthly basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into E2Snow (CHA's electronic payment monitoring and labor hour software for contractors and subcontractors)
- Submit weekly payroll information and labor hours for construction contracts with the LCTTracker (CHA's online payroll and labor hour software)

1

Revised 08/04/2021





# 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.**

<p style="text-align: center;"><b>Chicago Housing Authority (CHA)</b> Department of Procurement &amp; Contracts Contract Compliance Division <b>WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS</b></p> <p>PIR/PF/ CONTRACT or PURCHASE ORDER NO. TITLE: _____          BIDDER/PROPOSER: _____          ADDRESS: _____          CONTACT PERSON: _____ TITLE: _____          TELEPHONE F ( ) _____ FAX F ( ) _____          FERN: _____ ETHNICITY: _____ GENDER: _____          CONTRACT AMOUNT: \$ _____          Please select whether this is a Full or Partial Waiver Request:          Full M/W/DBE Waiver <input type="checkbox"/> Partial M/W/DBE Waiver <input type="checkbox"/></p> <p><b>PLEASE STATE REASON FOR WAIVER REQUEST:</b>  <small>(Please note: This must be in a separate account of any 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 from what is provided below, please attach a clearly printed document to this waiver request.)</small></p> <p>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: _____</p> <p style="text-align: right;">Page 1 of 2          Waiver Request: M/W/DBE Participation Commitments          Revised 12.2022</p>	<p style="text-align: center;"><b>Chicago Housing Authority (CHA)</b> Department of Procurement &amp; Contracts Contract Compliance Division <b>WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS</b></p> <p>penalty of perjury that the contents of the foregoing document are true and correct to the best of the Bidder/Proposer to make this affidavit.</p> <p>COUNTY OF _____ DATE: _____</p> <p>_____ TO _____          I do execute the foregoing affidavit, and did state that he _____ to me          (Company) _____          _____ (SEAL)          _____          _____</p> <p style="text-align: center;"><b>CHICAGO HOUSING AUTHORITY USE ONLY</b></p> <p>REVIEW: _____          Compliance Manager _____          DATE: _____</p> <p style="text-align: right;">Page 2 of 2          Waiver Request: M/W/DBE Participation Commitments          Revised 12.2022</p>
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# The Workforce Opportunity Resource Center (WORC)

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Event 3271 – Security Services  
Pre-Proposal Conference

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

# 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

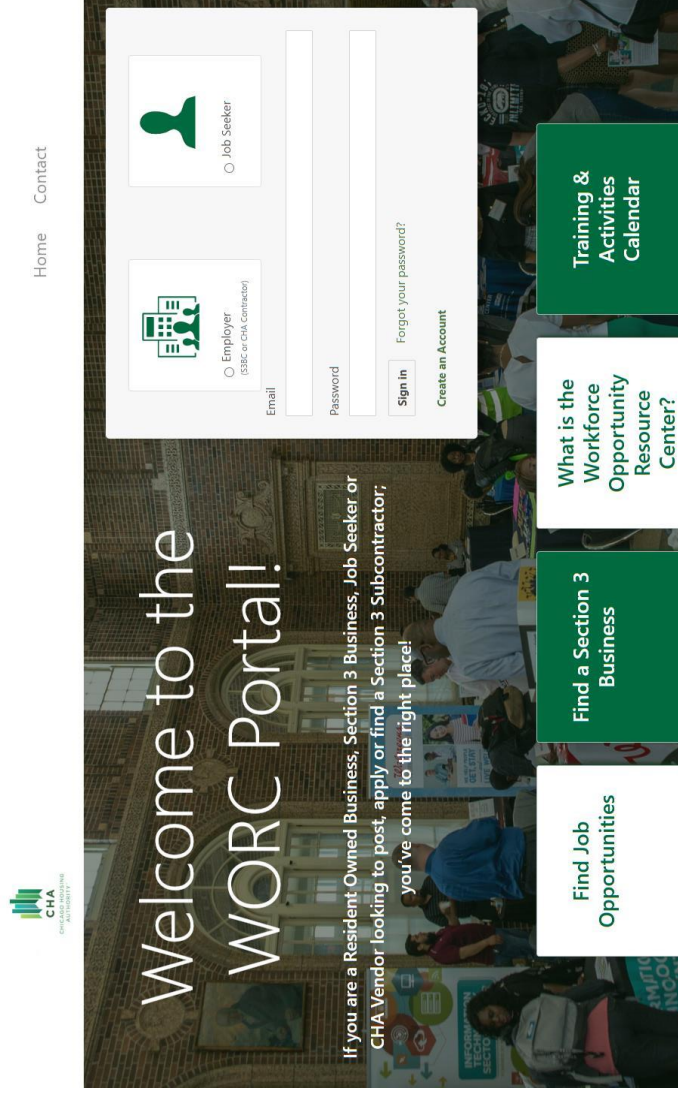


# Section 3 Hiring



The Workforce Opportunity Resource Center (WORC) supports contractors in their hiring efforts by:

- Assisting with posting open positions in the WORC Hiring Portal

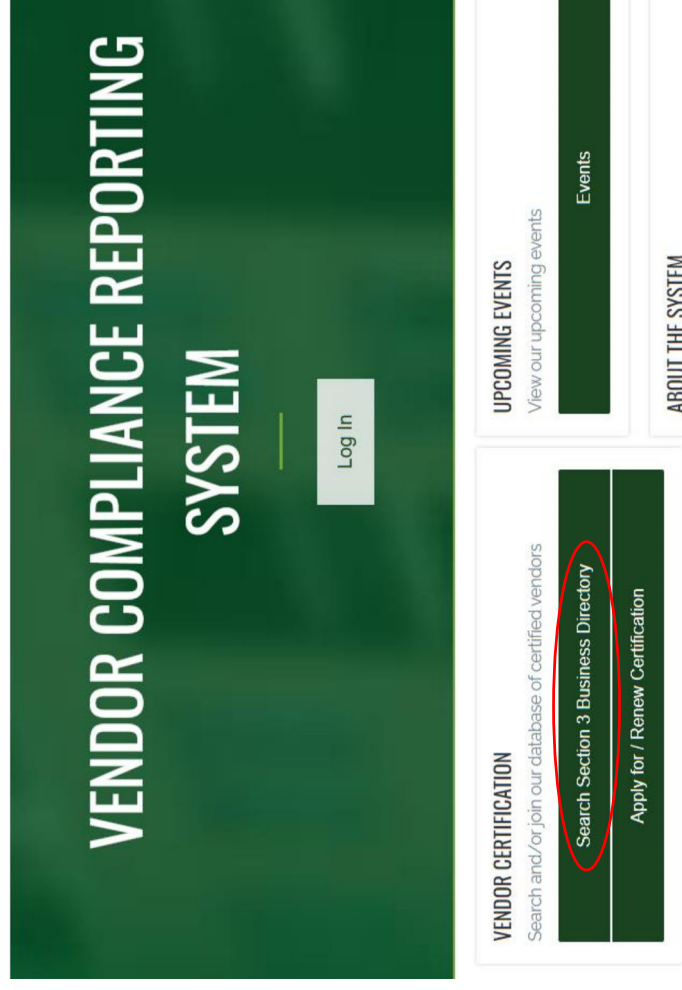


# Finding Section 3 Subcontractors



The Section 3 Business Directory can be found at: [cha.diversitycompliance.com](http://cha.diversitycompliance.com)

Clicking "Search Section 3 Business Directory" allows contractors to search by business name, business description and download the entire directory.



## Section 3 Hiring



The Workforce Opportunity Resource Center (WORC) also supports contractors by:

- Engaging workforce contractors to create awareness with Targeted Section 3 Workers
- Providing technical assistance to contractors with specialty hiring needs

# Finding Section 3 Subcontractors



## Chicago Housing Authority Section 3 Business Directory

Search our directory of self-certified Section 3 Businesses by entering search criteria and clicking Search. You must select at least one certification type. You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Enter either a Business Name or a Business Description, then scroll to the bottom of the screen to complete the search.

<b>Search by Certification Type</b>
CERTIFICATIONS <input checked="" type="checkbox"/> HUD Section 3 (Section 3)
<b>Search by Business Name or DBA</b>
<input type="text" value="BUSINESS NAME/DBA"/> <b>Vendor Name</b> Tip: Try just a few letters of the firm's name.
<b>Search by Business Description</b>
<input type="text" value="BUSINESS DESCRIPTION"/> <b>Landscaping</b> Tip: Try just a few letters of a keyword.

# Finding Section 3 Subcontractors



**Search Parameters** HUD Section 3 (Section 3)  
landscaping

CERTIFICATIONS  
BUSINESS DESCRIPTION

Edit Parameters Clear Parameters

Download Search Results

The Search Results will display all vendors with active Section 3 certifications, that fit the search parameters.

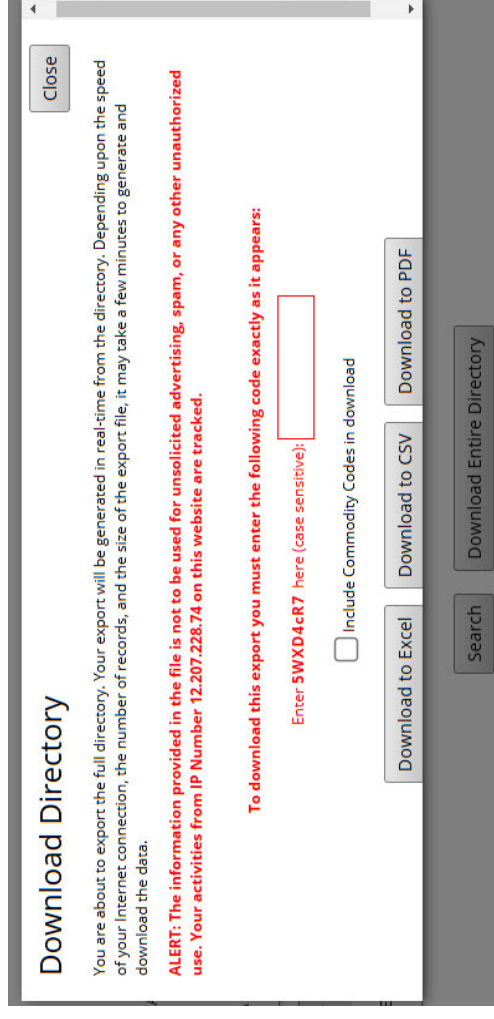
**Search Results** 21 firms with 21 certifications found  
Click the certification type for contact information and certification details

Vendor	Location	Certification
3 brothers landscaping & snow services llc	Chicago, IL	<a href="#">Section 3</a>
A & L ENVIRONMENTAL LLC	Chicago, IL	<a href="#">Section 3</a>
A & M General Contractors, Inc.	Chicago, IL	<a href="#">Section 3</a>
A Plus Contractors	Chicago, IL	<a href="#">Section 3</a>
A&E CONSTRUCTION-CLEANING INC.	Chicago, IL	<a href="#">Section 3</a>
Arthington Ventures, LLC	Chicago, IL	<a href="#">Section 3</a>
ASPIRE CONCEPTS LLC - LAWN CARE AND SNOW REMOVAL	Chicago, IL	<a href="#">Section 3</a>
AVD DEVELOPMENT GROUP LLC	Chicago, IL	<a href="#">Section 3</a>

# Finding Section 3 Subcontractors

To download the entire Section 3 Business Directory:

- Click "Search Section 3 Business Directory"
- Scroll the bottom of the window
- Follow the prompts to get to the "Download Entire Directory" button
- Click the button, enter the code and choose a download option



For more information visit:



**WORC**  
CHA  
WORKFORCE OPPORTUNITY  
RESOURCE CENTER

4859 S Wabash Ave. Chicago, IL 60615.

Phone: 773-342-WORC (9672)

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

[www.thecha.org/hire-cha-residents](http://www.thecha.org/hire-cha-residents)

## Key Dates

- Question Due Date: **Tuesday, April 1, 2025, at 1:00 PM CST**
- Letter of Intent to submit a proposal (Attachment B) Due: **April 9, 2025, at 1:00 PM CST**
- Proposals Due: **Wednesday, April 16, 2025, at 1:00 PM CST**
- Oral Presentation : **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.
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e. bidder financials should be a stand-alone file, and the file name should include Financials)
- For issues with the Portal, contact **Liz Gentile, [egentile@thecha.org](mailto:egentile@thecha.org)**.

All solicitation communication such as project questions, submitting your bid, uploading documents, etc. must be completed via supplier portal.

# Questions?



**Note:** This presentation is a reference and is not a replacement for the comprehensive RFP