



**CHICAGO HOUSING AUTHORITY (“CHA”)  
REQUEST FOR PROPOSAL (“RFP”) EVENT NO. 3283 (2025)  
for  
Youth Academic Support and Career Development**

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**Required for use by  
[Office of Resident Services]  
ISSUED ON: Wednesday, May 14, 2025]  
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS**

**PROPOSALS DEADLINE:  
Wednesday, June 18, 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

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

Sheila Johnson  
Deputy Chief Procurement

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## 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 **Wednesday, June 18, 2025, by 1:00 PM, 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, May 28, 2025**, at 1:00 p.m. CST to discuss the scope of services and the CHA contract goals. The meeting address is 60 E. Van Buren Conference Rooms 736A-B. To participate onsite, you will need to **RSVP by Friday, May 23, 2025, at 12:00 p.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, June 3, 2025**, at 10:00 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 contract goals must be submitted via the Supplier Portal at <https://supplier.thecha.org>. no later than **Tuesday, June 3, 2025, by 10:00 AM, 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 David Martin, Senior Procurement Specialist, at 312-786-3260, [DPMartin@thecha.org](mailto:DPMartin@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 goods 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**

### **A. Project Background**

CHA's Resident Services Division is charged with supporting families on the path toward self-sufficiency, which includes encouraging families to achieve economic independence and academic success. To accomplish this goal, CHA offers academic support and career development for youth residents to ensure they have the basic skills necessary to succeed in the workforce. To be successful, children and young adults need ongoing opportunities to learn and practice essential skills. This is especially true during the summer months.

Research suggests that students typically score lower on standardized tests at the end of summer vacation than they do on the same tests at the beginning of the summer. Fifty-two percent of students experience learning loss during the summer (Atteberry and McEachin, 2020), and children from low-income families typically have fewer opportunities than their peers from more-affluent families for academic activities during this period. This type of difference in opportunity can cause low-income students to fall behind their higher-income peers during summer (Augustine and Thompson, 2020). Summer learning programs have emerged as a promising way to address the growing achievement gap between children of the poorest families and those of the most affluent. Research suggests that during summer, low-income students suffer disproportionate learning loss, and those losses accumulate over time, contributing substantially to the achievement gap between low- and higher-income children. In a five-year period, the average student loses nearly forty percent of their total school year gains each year during the intervening summers (Atteberry and McEachin, 2020).

The Youth Academic Support and Career Development program (also referred to as the Learn and Earn program) seeks to close the achievement gap – a gap which remains constant during the school year but widens during summer break – by addressing the math, writing, and reading skills that low-income students often lose in the summer months. Financial literacy education has historically been incorporated in the program. In recent years, the LRNG platform has been used to engage Youth Academic Support and Career Development participants in financial literacy education.

During the last four calendar years an average of 605 participants enrolled in the Youth Academic Support and Career Development program; the average completion rate (defined as a minimum 80% attendance rate) was 59 percent. Furthermore, as of 2024, more than fifty percent of CHA

youth that participated in the program have enrolled in post-secondary education. Respondents can review the anticipated performance goals included in the solicitation and submit proposed performance goals (see Attachment G).

The Youth Academic Support and Career Development program is free for CHA youth and provides access to meals, books, positive adult mentors, meaningful academic support and career development, and a sense of safety during the summer. Historically, the program has taken place at various City Colleges of Chicago and other local college/university campuses. Program sessions have been held Monday – Friday, 30 hours per week for 6 weeks over the summer. There are two main goals of the Youth Academic Support and Career Development program. First, is to mitigate learning loss that occurs over the summer months, which is more pronounced for youth from low-income families. Second, is to introduce our young residents to a variety of career possibilities so they may begin to explore options as they transition to high school and start preparing for college.

The Selected Respondent(s) will be responsible for staffing, managing, and implementing an approved curriculum at a physical location(s) during the summer months, as defined by the Chicago Public Schools calendar and must have a plan for incorporating a distance learning platform, as a contingency. Respondents must propose a physical location(s) for service delivery and include such costs in the Fee Form accompanying the submitted proposal. CHA anticipates services will be delivered to approximately 600 youth, ages 13-15, for six (6) hours per day, five (5) days a week, for a total of 30 hours per week. At a minimum, participants must engage in an academic support session for 90 minutes per day. The academic support sessions must include evidence-based curriculum that focuses on reviewing or improving academic skills in mathematical problem solving, reading, and writing. Participants must also participate in enrichment sessions that include career development activities, as well as structured recreation or physical activities, arts, service learning, photography, theatre, sports, etc. It may or may not include learning that supports academics, but the primary focus is fun, engaging, holistic youth development. A minimum of 30 minutes of informal time (e.g., free time, lunch, etc.) must be included in service delivery, as well. Youth will receive a stipend of up to \$600 for successful program completion, which has historically been defined as a minimum 80% program attendance rate.

The Youth Academic Support and Career Development program contributes to the overall goal of One Summer Chicago, the city's summer jobs program. CHA may collaborate with the City of Chicago and partner agencies in planning youth programs and tracking youth outcomes; collaboration is essential to ensure program success.

## B. Intent and Purpose

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

1. Increase Earning Power
2. Support Academic Achievement
3. Enhance Stability and Quality of Life

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. CHA may consider alternate contract types upon review of proposals. 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 February 2026.

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

### **A. Scope of Services**

The Selected Respondent(s) shall provide math, reading and writing academic support, financial education, and career development activities ("Services") for youth, ages 13 – 15, residing in CHA family developments, mixed-finance developments, scattered sites and in the private market utilizing Housing Choice Vouchers ("Participants") at a location(s) approved by CHA ("Learning Sites").

### **B. Statement of Work**

#### **1. Recruitment & Enrollment**

- a. The Selected Respondent(s) shall ensure CHA youth interested in participating in Services initiate the registration process by using the registration portal designated by CHA, and the Selected Respondent(s)'s online portal (if applicable).
- b. The Selected Respondent(s) shall monitor registrations submitted through the registration portal designated by CHA and follow up to finalize enrollments. CHA and the Selected Respondent(s) will collaborate to ensure eligibility for program applicants.
- c. The Selected Respondent(s) shall identify sufficient Learning Sites to accommodate the number of Participants enrolled. All expenses related to learning sites are the responsibility of the Selected Respondent.
- d. The Selected Respondent(s) shall assign Participants to Learning Site locations, in collaboration with CHA staff, based on proximity of the Learning Site to the Participant's home address, with some exceptions for Participants with a documented disability that impairs their transportation abilities and placements due to enrollment capacities.
- e. The Selected Respondent(s) shall maintain all enrollment documents (program and payroll forms) and promote and facilitate orientation for Participants and parents/guardians at corresponding Learning Sites or locations approved by CHA.
- f. The Selected Respondent(s) shall provide reasonable accommodations upon request of parent/legal guardian including, but not limited to, the provision of information material in an alternative format, accessible transportation, extended time on assignments and testing in a quiet environment.

#### **2. Assessment**

- a. The Selected Respondent(s) shall ensure a pre- and post-basic reading, writing and math skills assessment is completed for each Participant. Participants should engage in Services in cohorts based on their basic skills assessment and grade level proficiency.

#### **3. Curriculum and Supplies**

- a. The Selected Respondent(s) shall purchase all materials and supplies. The curriculum implemented must be evidence based and age appropriate. The Selected Respondent(s) is responsible for securing and retaining all curricula and

materials and shall ensure appropriate storage of all curricula and materials during non-program times.

- b. The Selected Respondent(s) shall submit valid, research-based curriculum samples that address math, literacy, writing, and financial education to CHA for review.
  - c. The Selected Respondent(s) shall implement enrichment sessions with a focus on career awareness, financial literacy, and other structured youth development activities.
  - d. The Selected Respondent(s) shall incorporate guest speakers and field trips as methods for enhancing the enrichment component.
  - e. The Selected Respondent(s) shall purchase and disseminate t-shirts for program Participants. The T-shirts are to be worn by Participants daily while participating at a Learning Site. The T-shirt design must be approved by CHA in advance in writing.
  - f. The Selected Respondent(s) shall coordinate delivery and be responsible for the cost of meals and snacks for Participants. CHA encourages Respondents to apply for and leverage the Illinois State Board of Education Summer Food Service Program to provide meals for Participants.
  - g. The Selected Respondent(s) shall ensure program sessions for Services occur Monday thru Friday, six (6) hours per day, thirty (30) hours per week for six (6) weeks during the summer, as defined by the Chicago Public Schools academic calendar, at the approved locations as reflected in the Service Locations document (Exhibit Reserved).
  - h. Distance learning may be implemented with CHA prior written approval; the Selected Respondent(s) is responsible for all costs associated with implementing a distance learning model to deliver Services.
4. Transportation and Safety
- a. The Selected Respondent(s) shall make a transportation plan, in collaboration with CHA staff, for each enrolled Participant based on proximity of the Learning Site to the Participant's home address, with some exceptions for Participants with a documented disability that impairs their transportation abilities.
  - b. The Selected Respondent(s) shall provide transportation for Participants to travel to and from their assigned Learning Site through Ventra card distribution and coordinated bus services for Participants living outside a one-mile radius of the nearest Learning Site and for Participants whose walk route is determined unsafe by the parent/legal guardian.
  - c. The Selected Respondent(s) shall coordinate a central pick up and drop off location for Participants living at public housing sites, and to the extent possible, HCV Participants, and ensure that all other Participants receive assistance with the cost of public transportation for the duration of the program.
  - d. The Selected Respondent(s) is responsible for ensuring that permission slips are signed by parents or legal guardians, collected, and maintained in a secure location.
  - e. The Selected Respondent(s) shall maintain emergency contact information for each Participant, including names, addresses and telephone numbers of parents or legal guardians that can be contacted as needed.
  - f. The Selected Respondent(s) shall abide by all rules, regulations and guidelines issued by approved CHA partners, as applicable, relating to the use of space and equipment.
  - g. The Selected Respondent(s) is responsible for ensuring that a safe environment is provided for Participants. The Selected Respondent(s) shall develop and adhere

to disciplinary and safety procedures. Disciplinary and safety procedures shall be approved by CHA in advance in writing.

- h. The Selected Respondent(s) is responsible for ensuring that there is adequate staff coverage to supervise Participants while riding the bus (with the exception of public transportation), taking breaks, transitioning from one location to the next, etc. All incidents of altercations, injuries, etc. must be documented using the designated incident form and reported to CHA immediately, and no later than twenty-four (24) hours.
- i. The Selected Respondent(s) should provide wellness services in programming to promote the health and success of Participants.

#### 5. Stipends and Incentives

- a. The Selected Respondent(s) shall process Participant stipend payments. The Selected Respondent(s) is responsible for determining how to monitor the actual attendance rate and corresponding stipend payment. There shall be a plan for determining the stipend value for each Participant; the maximum stipend allowed is \$600.00 per Participant for the duration of Service delivery. Proposed plans for disseminating stipends shall include a minimum of two (2) stipend disbursements to Participants, provided the appropriate CHA benchmarks have been achieved.
- b. The Selected Respondent(s) may propose additional stipend withholdings for inappropriate behavior (e.g., disruptive behavior, sleeping in class, and using phones in class) with written approval from CHA. The Selected Respondent(s) shall implement a fair and equitable escalation procedure that ensures any stipend withholdings are applied in a consistent manner.
- c. The Selected Respondent(s) shall coordinate with CHA-approved FamilyWorks service providers to provide retention and supportive services to Participants, if the Participant has been assigned a family coach.
- d. The Selected Respondent(s) shall ensure participation is maximized and dismissed Participants are replaced as needed.
- e. The Selected Respondent(s) shall plan and execute an end of program ceremony for Participants.

#### 6. Reporting

- a. The Selected Respondent(s) shall update a Participant roster in CHA's system of record at least five (5) business days prior to the start of Service delivery and weekly during the program. All final Participant data must be entered within one (1) week of program completion.
- b. Participant attendance shall be tracked at the beginning and end of each day, at a minimum. Participant attendance shall be submitted to CHA weekly throughout the program.
- c. Progress and verification of satisfactory completion of the goals as reflected in the approved Performance Goals and Objectives (see Attachment G) shall be validated using data in the database designated by CHA.
- d. The Selected Respondent(s) shall ensure reports of upcoming field trips are submitted to CHA in advance in writing on a weekly basis.
- e. The Selected Respondent(s) shall ensure staff and Participant satisfaction surveys are completed at the end of the program.
- f. The Selected Respondent(s) shall comply with all progress report requests from CHA and the City of Chicago.

#### 7. Staff



- a. The Selected Respondent(s) shall maintain a minimum teaching staff to Participant ratio of 1:10 for classrooms and a staff to Participant ratio of 1:5 for field trips.
- b. There shall be at least one (1) staff person assigned per learning site that is certified in CPR and first aid, and Selected Respondent(s) staff shall include a combination of certified teachers that include teachers with experience with diverse learner supports and services.
- c. The Selected Respondent(s) shall hire all staff to deliver Services at least two (2) weeks prior to the start of the program.
- d. In collaboration with CHA during the week prior to the beginning of the program, the Selected Respondent(s) shall secure a location and coordinate training for staff to include the following topics:
  - i. Curriculum review
  - ii. Administration of the standardized pre and post-tests
  - iii. Evaluation and assessment
  - iv. Classroom and behavior management
  - v. Clinical intervention and supports / Trauma Informed Care
  - vi. Culturally relevant teaching
  - vii. Day-to-day expectations
  - viii. CHA attendance and discipline policy
  - ix. Attendance and data entry in the tracking database designated by CHA
  - x. General program policies and procedures
  - xi. Illinois Department of Children & Family Services Mandated Reporter Training; and
  - xii. Distance learning platform (if applicable)
- e. The Selected Respondent(s) shall ensure the following activities are completed for all program staff prior to the start of the program:
  - i. Pre-employment screenings, including criminal background check and drug testing.
  - ii. Execution of employment contracts, including rates of compensation and payroll procedures.
  - iii. Mandated Reporter training through the Illinois Department of Children and Family services.
  - iv. The designated partner non-employee application is submitted with a copy of a completed background check for all staff that may be assigned to a specific learning site, if designated by CHA.
- f. The Selected Respondent(s) shall ensure that one or more staff have the capability to manage and analyze large sets of data needed to successfully coordinate with CHA related to recruitment, transportation planning and overall program reporting.
- g. The Selected Respondent(s) shall ensure staff exhibit superior customer service at all times when interacting with Participants, CHA staff, CHA contracted service providers, Local Advisory Councils., CHA elected leaders who work on local issues, activities and community improvements, employers, etc.
- h. The Selected Respondent(s) shall ensure a certified teacher will be available to support staff when the curriculum is being selected and classroom activities are being planned for the academic support sessions.

## **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 contract goals, 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 staffs' 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 shall demonstrate it has the experience and capacity to complete all the required services, whether they are conducted at the same time or separately.

**D. Approach/Work Plan**

The Respondent must provide a narrative describing its approach to the Scope of Services and Statement of Work including, but not limited to, project management systems to be utilized, plans for effective communications including reporting tools, and specific approaches to technical problems that may lead to cost savings for the CHA. At a minimum, Respondents should address the information outlined below:

1. Describe the outreach and orientation process for parents and participants. How will the CHA youth online application portal be promoted during the outreach process? What is the minimum and maximum number of participants that can be served in the proposed program model?
2. Describe how the impact of the evidence-based program model proposed and approach will have the greatest impact. Describe the proposed evidenced-based curriculum for service delivery. If it has been utilized before, briefly discuss the impact your agency has seen in other populations. If your agency has not used the curriculum previously, provide information relative to the anticipated impact, including how you will incorporate training of the curriculum into your training plan for staff.
3. Describe the staffing plan per classroom, per learning site and for overall program management. What training preparation is provided to staff prior to the program start? Describe the proposed minimum qualifications of academic support personnel that will work with participants.
4. Describe your overall vision for achieving the goals for service delivery. What is your approach to academic support and career exploration? Summarize the evidence that promises success for the program, with the anticipated population, based on your approach. Complete Attachment G to communicate proposed goals and outcomes.

5. Describe the proposed pre- and post-assessment to measure reading, writing and math skills lost by participants.
6. Describe the proposed pre- and post-assessment to measure reading, writing and math skills gained by participants.
7. Describe the learning methods under consideration and how it aligns to the varied learning process for 13-15-year-olds.
8. Describe the overall plan to serve participants with special needs, including but not limited to:
  - a. Students with Individualized Education Plans or Section 504 plans
  - b. English Language Learners; and
  - c. Students identified as intellectually gifted.

Describe how the program curriculum, daily schedule, staffing plans, and support strategies and resources will meet or be adjusted for the diverse needs of participants. Describe the proposed credentials staff will possess demonstrating qualifications to serve participants with special needs.

9. Describe the strategy to incorporate wellness and crisis intervention efforts fit into the proposed plan. How will challenging participant behavior be addressed?
10. Describe interventions and support services used in the classroom that provide the highest opportunity for participant learners to succeed and be retained in the program. What is the proposed strategy for re-engaging participants that are absent from the program for three or more consecutive days? What type of collaboration with CHA partners will occur to assist with participant re-engagement efforts?
11. Describe the proposed physical learning site(s), which can be used to accommodate Service delivery. Include building name, address, etc.
12. Describe the plan to ensure Participants have access to meals and snacks at each physical learning site.
13. Describe the plan for monitoring and enforcing attendance requirements, whether in-person or distance learning, to ensure successful completion of Participants based on the definition outlined in the Proposed Performance Goals (see Attachment G).
14. Describe the distance learning platform that can be used to engage participants from various locations, in lieu of instruction at the designated learning site(s). Can math, reading and writing pre- and post-assessments be administered via the distance learning platform without compromising the validity of assessment results?
15. What is the minimum and maximum number of participants the proposed distance learning platform can accommodate simultaneously? How will participant progress and engagement be monitored and measured using a distance learning platform?
16. How will career exploration be incorporated in the distance learning model?

17. Describe the proposed financial literacy curriculum? Is the proposed financial literacy curriculum computer based or taught by an instructor on site? Is the financial literacy compatible with distance learning? Does it offer a certificate or digital badge upon successful completion?
18. Describe the strategy to provide excellent customer service when communicating with participants, parents/guardians, and partner organizations.
19. Describe the strategy and ability of your organization to administer the program described in this solicitation, including, but not limited to:
  - a. Ensuring safety of participants.
  - b. Ensuring participant transportation to and from program sites.
  - c. Ensuring that the proper payments are made to participants.
  - d. Ensuring that CHA and program policies and procedures are adhered to, etc.

Respondents 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.

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 shall 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. 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 the 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 challenges encountered and how they were overcome.
6. Performance measures of the program's demonstrated ability to meet the indicators included in the proposal.



## 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:
  - a. 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.
  - b. Correlation of team members to the tasks each will be performing.
  - c. Describe previous, related experiences and projects (preferably public housing).
  - d. 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.

## I. Fee Proposal Form (refer to Attachment A)

Respondent 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 sub-Respondent(s) budgets, as well. Anticipated leveraged and in-kind resources should be included in the submitted fee 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.

Participant stipend costs described in the RFP statement of work must be allocated for every 12-month contract term in submitted Fee Proposal Forms. The Cost Reimbursement Procedures applicable to the Selected Respondent(s) are included in this solicitation (Exhibit 1).

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. 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. 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.
  - Coverage A – Statutory Limits
  - Coverage B - Employers Liability - \$500,000 bodily injury or disease each accident; employee each
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 CHA Contract Goals scored by Compliance and Pricing scored by Procurement. Each Respondent must indicate its fees on the attached fee form. Fees must be reasonable and justifiable and must reflect the proposed approach/work plan, which is being evaluated under Article VII. 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, technical factors, and oral presentations provides the best value. 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. CHA reserves the right to perform site visits that may be included in the evaluation scoring.

CHA will utilize a ratio method for scoring proposed fees. 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 Respondent's price.

B—the Respondent's price being scored.

C—the maximum number of price points available. D—Respondent'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:

$$\$100,000/\$125,000 = 0.80$$

$$0.80 \times 10 = 8 \text{ (points)}$$

As such, the proposed price of \$125,000 would be awarded 16 points out of a maximum point value of 20.

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

EVALUATION CRITERIA	MAXIMUM POINTS
<b>APPROACH AND WORK PLAN (TECHNICAL):</b> <ul style="list-style-type: none"> <li>Understanding of the target population and the services described in the solicitation (<b>10 points</b>)</li> <li>Strategy for outreach and engagement of participants and parents (<b>5 points</b>)</li> <li>Effectiveness of training model and curriculum and anticipated outcomes (<b>10 points</b>)</li> <li>Strategy for assessment and evaluation of participant progress for each participant (<b>10 points</b>)</li> <li>Strategy and management plan to address critical incidents, including wellness and crisis intervention efforts (<b>10 points</b>)</li> <li>Provides description of overall staffing plan, including strategy for program management and administration (<b>5 points</b>)</li> <li>Strategy for ensuring that high quality customer service is provided to participants, parents, and partners (<b>5 points</b>)</li> <li>Strategy for implementing distance learning (<b>5 points</b>)</li> </ul>	<b>60</b>
<b>EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):</b> <ul style="list-style-type: none"> <li>Provides measurable outcomes to demonstrate history and success of providing academic support activities to youth. (<b>5 points</b>)</li> </ul>	<b>15</b>

<ul style="list-style-type: none"> <li>Provides measurable outcomes to demonstrate history and success of providing career development activities to youth. <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>ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):</b> <ul style="list-style-type: none"> <li>Describes, in detail, the roles and responsibilities of key personnel, partners, subcontractors (if applicable) and experience of key personnel to complete the Statement of Work. <b>(5 Points)</b></li> </ul>	<b>5</b>
<b>CONTRACT REQUIREMENTS:</b> Demonstrated understanding and quality of CHA's contract requirements, including MWD/BE and Section 3 goals <b>(10 Points)</b>	<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, MBE/WBE/DBE, SECTION 3 PLAN and PROPOSED FEES</b>	<b>100</b>

After the evaluation committee has evaluated and scored the Respondents' proposals, the MBE/WBE/DBE and Section 3 Business Utilization Plans and the proposed fees have been evaluated and scored, CHA's Contracting Officer shall establish the competitive range. If deemed necessary for the purpose of efficiency and economy, 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 CHA. CHA may also require further information or clarification from the Respondents in the competitive range regarding their proposals prior to the presentations/discussions.

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 objective of the presentations/discussions is to answer questions, clarify issues, and/or provide additional information regarding a Respondent's proposal and negotiate. Presentations will be evaluated according to the criteria established by the evaluation committee. Respondents in the competitive range will be scored on a maximum 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, the evaluation committee members will evaluate and summarize their findings for each firm that participates in the presentations, and the evaluation committee will submit scores to Procurement. CHA will make an award to the responsive and responsible Respondent(s) whose proposal 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.

**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 proposal process in accordance with §2 CFR 200.320 (c) or to re-solicit competitive proposals.**

## ARTICLE VIII CONTRACT REQUIREMENTS

CHA is committed to contracting with vendors who share our values for inclusive and equitable contracting opportunities. CHA strives to be fair, transparent, and practical, and to optimize the use of public funds through purchasing decisions.

### 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 Contract Requirements:

#### 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. Vendors unable to meet the 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. To locate a Section 3 Business, visit the [Workforce Opportunity Resource Center](#) (WORC) site. Professional Services that directly provide social 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 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 the 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.

## 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.
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***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 <https://www.thecha.org/contracting-opportunities/cha-contract-requirements>.**

## 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 # 3283
- 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 # 3283  
Youth Academic Support and Career Development (Learn & Earn Program)  
Office of 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, June 3, 2025 BY 10:00 AM, CST.

\*\*\*\*\*

**FIRM'S NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

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

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

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

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