



ADDENDUM NUMBER 1

July 11, 2025

Invitation For Bid (IFB)

CHA HR Staffing Services

Event Number 3278

Proposal Due Date: Tuesday, July 22, 2025, by 2:00 P.M. CST

Chicago Housing Authority

Department of Procurement and Contracts

60 East Van Buren, 8th Floor

Chicago, IL 60605

Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating, and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum to Solicitation No. 3278 and are to be fully incorporated into Respondent's Response therein.

Respondent acknowledges receipt of Addendum: _____
Respondent's Signature Date

Item Number 1: QUESTIONS AND ANSWERS

1. Requesting copies of the Contractor's Affidavit and Contract Compliance Certification.

Answer: These documents are available on the CHA website (<https://www.thecha.org/contracting-opportunities/forms-and-documents>) as indicated on page twelve (12) of the solicitation document.

2. Letter of intent for MBE/WBE/DBE and or HUD Section 3 subcontractors, Representations Certifications and other statements of bidders, HUD 5369-A Form, General Conditions for non-construction contracts, HUD 5370-C Form

Answer: These documents are available on the CHA website (<https://www.thecha.org/contracting-opportunities/forms-and-documents>) as indicated on page twelve (12) of the solicitation document.

3. Certification of Payments to Influence Federal Transactions, HUD – 50071 Form.

Answer: These documents are available on the CHA website (<https://www.thecha.org/contracting-opportunities/forms-and-documents>) as indicated on page twelve (12) of the solicitation document.

4. Economic Disclosure Statement

Answer: These documents are available on the CHA website (<https://www.thecha.org/contracting-opportunities/forms-and-documents>) as indicated on page twelve (12) of the solicitation document.



5. Does the selected firm have to have a location in the City of Chicago?

Answer: No, it is not required to have a Chicago location to bid on or be selected for this solicitation.

6. Is there a Minority Certificate requirement for this bid?

Answer: Refer to the template outlined in the utilization plan (picture below). This contract is a Professional Service contract, refer to the requirements M/W/DBE, CHA Section 3 Business Subcontracting and Section 3 Labor Hours (25% of which 5% is targeted)*** In order to receive credit for M/W/DBE the contractor must submit certification letters for the certified entities it intends to utilize.

Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (>\$250k)	Section 3 Labor Hours (25% of which 5% is targeted)***
Construction	\$50,001+	30%	10%	25%
Supply & Delivery	\$50,001+	20%	3%*	N/A
Professional Service	\$50,001+	20%	3%**	25%

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

7. Who is the current vendor for staffing?

Answer: The current vendors are LaSalle Staffing, InfoJini, and Robert Half.

8. Will the selection be based on lowest price?

Answer: Yes, as this is an IFB (Invitation for Bid) the winner(s) will be selected based on pricing.

9. Vendor has to bid all industries? Is there a minimum number of industries to bid this Opp, can we bid on one like IT?

Answer: No, you may bid on as many or few industries as you like.

10. What are the specific job requirements outlined by CHA for each industry category listed in the IFB?

Answer: Job descriptions will be provided to the selected vendor(s) when positions are open.

11. Will the services provided under the contract awarded to the successful bidder also be utilized by any of CHA's sister agencies?

Answer: It is possible that Sister Agencies may elect to use this contract.



12. What is the process for submitting original signatures electronically? When submitting through CHA's supplier portal, are documents required to be in Word, PDF, or another specific format?

Answer: Instructions and Submittal Requirements for Bidders are stated on page five (5) of the solicitation.

13. Is it acceptable to submit only the documents required for the bid and omit those that are not applicable (e.g., Scope of Services explanation)? –

Answer: Please submit all required documents as listed on page twelve (12) of the solicitation.

14. In Attachment A – Fee Form, under the Estimated Quantities column and columns D and E (Minimum Unit Price and Maximum Unit Price), should the amounts reflect the total hourly rate billed to CHA by the staffing agency, or should they represent only the staffing agency's markup?

Answer: Please submit your costs "fully loaded" (containing any staffing agency markup).

15. Regarding the Insurance Requirements, is the bidder expected to include a copy of its Certificate of Insurance with the bid submission?

Answer: Yes, bidders are expected to include the Certificate of Insurance with submission.

16. Is it acceptable to leave cell N18 of the MBE/WBE Excel form blank, given that the cell is locked and cannot be edited?

Answer: The cell N18 will self-populate once you enter the aggregate total under cells F, G, H, I and J 10 (top blue section) and under the section MBE/WBE/DBE Utilization Plan, under the M/W/DBE aggregate total the cells J, K, L 18, enter the amount – the contract percentage N18 will then self-populate.

17. Can you share the list of actual job titles and job descriptions along with pay scale so that can help us put a competitive pricing together?

Answer: See table on the following page.



Role	Classification	Minimum	Median	Maximum
CEO	S14	\$208,131.00	\$297,330.00	\$386,529.00
Chiefs	S13	\$169,918.00	\$242,740.00	\$315,562.00
Deputy Chiefs	S12	\$141,573.60	\$202,248.00	\$262,922.40
Senior Directors, Directors	S11	\$117,978.00	\$168,540.00	\$219,102.00
Directors	S10	\$101,826.25	\$140,450.00	\$179,073.75
Asst. Directors, Managers	S9	\$84,842.40	\$117,024.00	\$149,205.60
Managers, PMs	S8	\$70,702.00	\$97,520.00	\$124,338.00
PMs, Executive Assistants	S7	\$58,943.95	\$81,302.00	\$103,660.05
Other Roles	S6	\$51,913.50	\$69,218.00	\$86,522.50
Other Roles	S5	\$44,202.00	\$58,936.00	\$73,670.00
Other Roles	S4	\$37,603.50	\$50,138.00	\$62,672.50
Other Roles	S3	\$33,072.00	\$43,566.00	\$54,457.50
Other Roles	S2	\$33,072.00	\$37,842.00	\$45,410.40
Other Roles	S1	\$33,072.00	\$35,192.00	\$39,432.00
	Baseline (5/2)			
Directors	\$118,000.00			
Managers	\$90,000.00			
Accountants	\$73,000.00			
Senior Accountants	\$85,000.00			
Procurement Specialist	\$73,000.00			
Senior Procurement	\$85,000.00			
Project Managers	\$75,000.00			
Executive Assistants	\$70,000.00			
<u>Legal</u>				
<u>Positions</u>	<u>Grades</u>	<u>Baseline 5/2</u>		
General Counsel	S13	\$225,000.00		
Deputy Chief Legal	S12	\$200,000.00		
Deputy General Counsel	S11	\$175,000.00		
Sup Senior Ast. General Counsel	S11	\$160,000.00		
Senior Assistant General Counsel	10	\$145,000.00		
Assistant General Counsel	S9	\$125,000.00		
Staff Attorney	S9	\$105,000.00		



18. May respondents submit to fill potential opportunities within one or more of the listed industries or must respondents fill potential opportunities within all listed industries?

Answer: No, you may bid on as many or few industries as you like.

***** END OF ADDENDUM NO. 1*******

Chicago Housing Authority

A handwritten signature in black ink that reads "Elizabeth Gentile". The signature is fluid and cursive, with a horizontal line drawn underneath it.

Elizabeth Gentile
Procurement Manager