



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

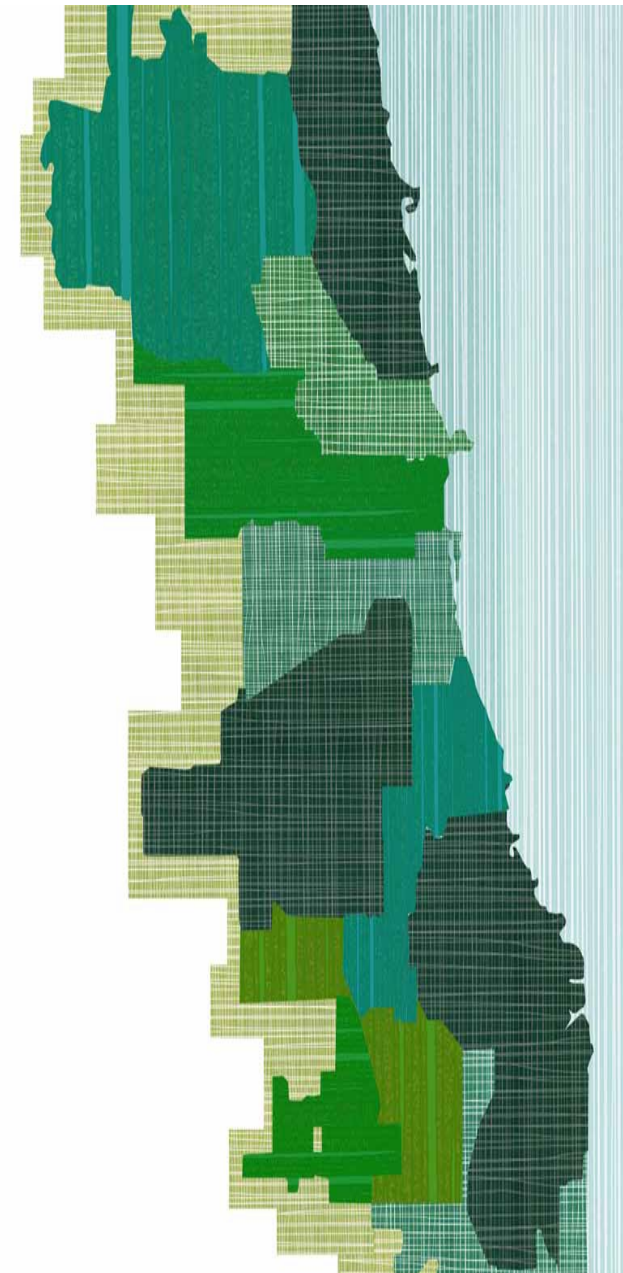
## Invitation for Bid (IFB) Staffing Agency – Temporary, Contract & Permanent Hire (Event No. 3278)

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### Human Resources

TUESDAY, JULY 8, 2025

Event 3278 – Staffing Agency  
Pre-Bid Conference





# Meeting Housekeeping & Reminders



1. Copies of this IFB are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
2. Must registered to [CHA Supplier Portal](#) to download IFB
3. A copy of this presentation and solicitation updates will be posted on the [CHA Supplier Portal](#) and the CHA website.
4. If you have any questions during the presentation, please write them down. We will address them during the Q&A session at the end.
5. Any questions that cannot be answered today will be addressed in an addendum.
6. All communication pertaining to the bidding process for Event #3278 must be issued via the [CHA Supplier Portal](#)

**For assistance with the CHA Supplier Portal, please contact Procurement Specialist, Raymond Adams at [radams@thecha.org](mailto:radams@thecha.org)**



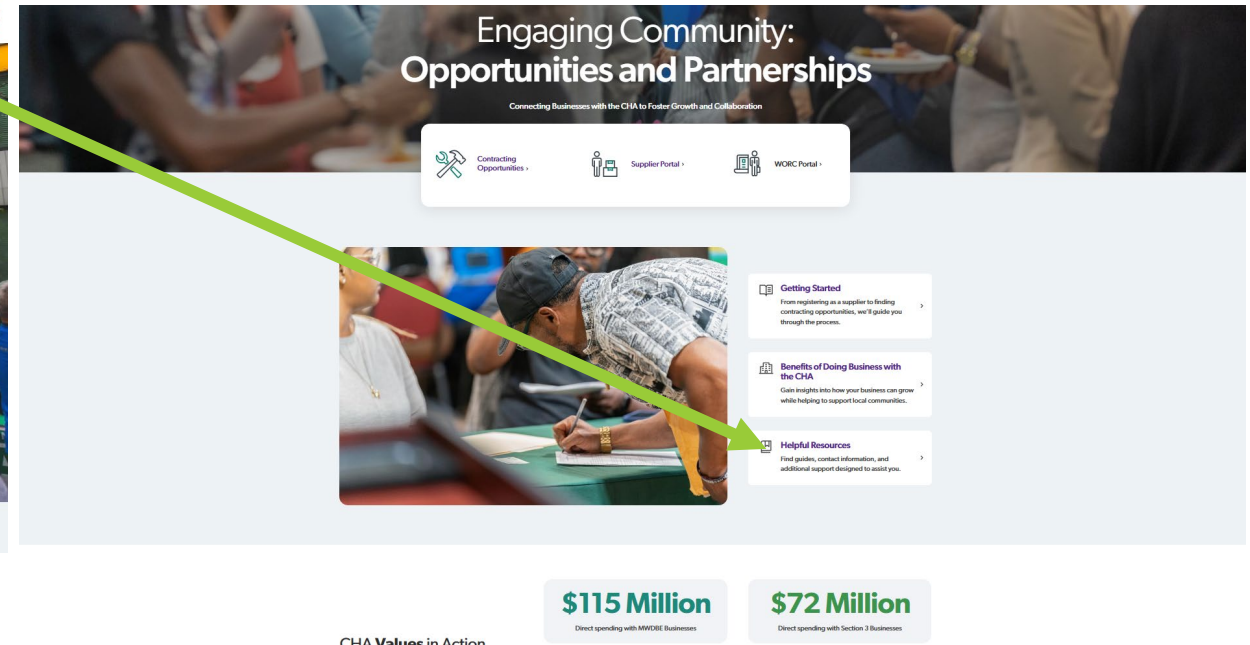
# PANEL OF PRESENTERS AND AGENDA

1. **Raymond Adams, Senior Procurement Specialist:** Key Dates, Bid Requirements, and Submission Information.
2. **Lakeisha Woods, Director, Human Resources:** Project Overview, Scope of Services, Fee Form.
3. **Gloria Quintana, Compliance Specialist:** Compliance Requirements.
4. **Alexis Luna-Walker, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center (WORC).
5. **Questions and Answers.**
  1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
    - Must be registered to download the RFP
  2. A copy of this presentation will be posted on the [CHA Supplier Portal](#)
  3. All communication pertaining to the bidding process for Event #3278 must be issued via the [CHA Supplier Portal](#)

# Finding Procurement @ [www.thecha.org](http://www.thecha.org)

To access the [CHA Supplier Portal](http://www.thecha.org) and learn more about contracting opportunities, download forms and documents not included with the RFP, please visit the CHA Homepage at [www.thecha.org](http://www.thecha.org) and click on

Business Partners ➡ How To Do Business With CHA ➡ Helpful Resources For Business Partners ➡ Forms and Documents



For forms not included with the RFP, please download them from the CHA Website [www.thecha.org](http://www.thecha.org):



### About CHA

CHA is the primary municipal agency responsible for providing housing assistance to low-income families and individuals in Chicago.

As a HUD-designated Moving to Work agency, CHA has regulatory and funding flexibility to design locally-driven programs that help residents thrive, expand housing options and increase our operational efficiency.

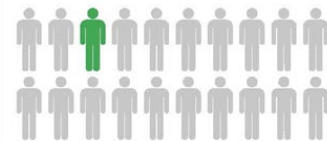
**LARGEST**   
**OWNER OF RENTAL  
HOUSING IN CHICAGO**

**3RD** LARGEST  
**HOUSING  
AUTHORITY  
IN THE NATION**



**\$1.2 BILLION  
OPERATING  
BUDGET**

**572 FULL TIME  
EMPLOYEES**



**1 IN EVERY 20  
CHICAGOANS  
RECEIVES  
CHA SUPPORT**

# Human Resources Overview

Event 3276 - Camera System Network Upgrade  
Pre-Bid Conference



# Scope of Services

The intent and purpose of this IFB is to partner with a highly qualified staffing agency that will play a critical role in supporting the CHA's comprehensive recruitment and workforce management objectives. This agency will be responsible for sourcing, screening, and delivering skilled candidates to fill temporary, contract, and permanent positions across multiple CHA departments. The selected firm must demonstrate the ability to identify candidates who meet the technical and professional qualifications required for each role, and align with CHA's organizational culture, mission, and commitment to serving the community. Additionally, the agency must ensure its compliance with all applicable legal, regulatory and industry standards, fostering a workforce capable of and reflective of CHA's values and operational goals.

The CHA seeks a qualified staffing agency to support our comprehensive recruitment and workforce management needs across all career levels, including early, entry-level, mid-career, and executive positions. The selected agency(s) will be responsible for delivering skilled candidates to fulfill temporary, contract, and permanent roles across various CHA departments, ensuring candidates align with CHA's skill requirements, cultural values, and regulatory standards. Position locations will vary throughout the City of Chicago and CHA offices, including 60 E Van Buren St, Chicago, IL 60605. Remote work will not be available for any new hire during their ninety (90) day probationary period. Certain positions may allow for a hybrid schedule but not guaranteed.

# Scope of Services

All candidates for employment must be available for a two (2) part interview process inclusive of an initial Microsoft Teams meeting followed by an in-person interview at CHA Offices, 60 E Van Buren St, Chicago, IL 60605, or Charles Hayes Family Investment Center, 4859 S Wabash Ave, Chicago, IL 60615.

## Core Responsibilities

- **Candidate Sourcing and Screening:** The agency will identify, screen, and present qualified candidates based on CHA's job requirements. This includes assessing candidates for both technical competencies and cultural fit.
- **Candidate Presentation:** Qualified candidates will be presented to CHA in a timely and organized manner, complete with detailed profiles outlining their experience, skills, and qualifications that align with the position requirements.
- **Transparent Communication:** The agency will maintain open communication with CHA, providing regular updates on candidate availability.
- **Compliance and Reporting:** The agency must adhere to all applicable employment laws and regulations, ensuring that candidates meet all required legal standards. This includes conducting thorough screening processes (i.e., background checks and drug testing) to maintain compliance with CHA policies and industry regulations. Additionally, the agency must provide accurate and timely reporting to document its compliance efforts and hiring outcomes.

# Scope of Services (cont.)

CHA is seeking to fill potential opportunities for early, mid-career or executive-level positions within the following industries:

- Administrative & Customer Service
- Finance, Investment & Accounting
- Healthcare & Social Work
- Human Resources
- Legal & General Counsel
- Government & Public Administration
- Risk Management & Compliance
- Marketing & Communications
- Information Technology
- Construction & Engineering
- Real Estate and Property Management
- Procurement and Contracts
- Private Investigation & Security



## Scope of Services (cont.)

The Selected Bidder shall recruit hires based on the specifications for each position detailed within the request from the designated Human Resources representative at CHA. Under the directives of CHA, the staffing firm shall respond to all requests within three (3) business days with a minimum of three (3) candidates along with a supplemental resume. For urgent placement requests, CHA shall be provided with a minimum of two (2) candidates within 24hrs of the urgent placement request. CHA's review of resumes will be completed within 1-2 business days, with the expectation of scheduling interviews immediately upon selection of a viable candidate.



# Fee Form

## CONTRACT

- Two-year base term
- Anticipated October 2025 start date

## FEE FORM

- A signed and completed Fee Form is required for all services (separate attachment).
- Signed Fee Form should individually list services (may group ancillary services with details of services covered in the group) and fee proposed.
- Use more than one page to list all services and sign every page.
- The fee form should be submitted **both** as a Microsoft Excel spreadsheet and as a signed PDF document

\*Quantities provided are for bid canvassing purposes only.

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Axis P3268-LV	EA	\$ -	5,351	\$ -
2	Axis P3238-PIE	EA	\$ -	2,411	\$ -
3	Streamvault Genetec SV-100E-2T-I3-ARC	EA	\$ -	159	\$ -
4	Streamvault Genetec SV-4040EX-R28-120T-12-416	EA	\$ -	83	\$ -
5	Streamvault Genetec SV-2030E-R65-D480-336	EA	\$ -	83	\$ -
Aggregate Total					\$ -

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Monthly Maintenance and Network Support Fee 3 Yr. Base	MO	\$ -	36	\$ -
2	Monthly Maintenance and Network Support Fee Option Yr. 1	MO	\$ -	12	\$ -
3	Monthly Maintenance and Network Support Fee Option Yr. 2	MO	\$ -	12	\$ -
Aggregate Total					\$ -
Aggregate Total for Column F ( 3-Year Base + Option Year One + Option Year Two)					\$ -

Additional Service Fees			
A	B	C	D
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price
2	Time and Material - 3 Year Base Term	Hourly	
3	Trip Charge - 3 Year Base Term (If applicable)	EA	
4	Time and Material - Option Year 1	Hourly	
6	Trip Charge- Option Year 1 (If applicable)	EA	
7	Time and Material - Option Year 2	Hourly	
8	Trip Charge- Option Year 2 (If applicable)	EA	

Date		Telephone Number
Signature of Authorized Company Representative		Title
Print Name of Authorized Representative		E-mail Address
Name of Company		

# Key Dates

- Questions Due Date: **Wednesday, July 9th, 2025 at 2:00 PM CST**
- Bids Due\*: **Tuesday, July 22nd, 2025 at 2:00 PM CST**

**\*\*Late bids will be rejected without being read. To avoid any possible issues we encourage you to submit your bids 2-3 days prior to the bid due date.**

## Submittal Requirements (RFP Pages 25-32)

- All Bids must be in accordance with Section 1. Instructions And Submittal Requirements For Bidders (BF/5 – BF/7)\*
- Forms not included in the IFB may be downloaded on the CHA website

**\*Non-compliance with Section 1 requirements may deem a Bid non-responsive.**

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

Event 3278 Staffing Agency  
Pre-Bid Conference



# Key Information

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Raymond Adams
  - [Radams@thecha.org](mailto:Radams@thecha.org)
- This page contains the solicitation key dates:
  - **Questions are due:** Wednesday, July 9, 2025 at 2:00 PM CST
  - **Bids are due:** Tuesday, July 22, 2025 at 2:00 PM CST

Event 3278 – Staffing Agency  
Pre-Bid Conference

# 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 Bid – if applicable.
- For forms not included with the RFP, please download them from the CHA Website. [www.thecha.org](http://www.thecha.org) :

<https://www.thecha.org/contracting-opportunities/forms-and-documents>

- Bids 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)
- i. For bids or contracts awards valued at less than \$500,000, the Respondent must provide the **IRS Tax transcript**.
  - ii. For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide **compiled** financial statements.
  - iii. For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
  - iv. 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: Computer Provision and Modernization	
RFPEVENT NO.: 3268	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal
	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)
	Insurance Requirements
	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))
	Diversity Goals
	Vendor Submission Checklist
	Contractor's Affidavit
	Contract Compliance Certification
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent -M/W/DBE and Section 3 Subs
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

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

SIGNATURE OF RECEIPT: \_\_\_\_\_ DATE: \_\_\_\_\_  
[For CHA Only]



**CHA**

CHICAGO HOUSING  
AUTHORITY™

# Contract Requirements



## CHA is committed to:

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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.

- 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)**

The image shows three overlapping forms from the Chicago Housing Authority (CHA) Department of Procurement and Contracts. The forms are:

- Waiver Request - M/W/DBE (left):** This form includes fields for BIDDING/PROPOSER, ADDRESS, CONTACT PERSON, TELEPHONE, FEIN, CONTRACT AMOUNT, and a section for the PRIME CONTRACTOR. It also has a section for the PERCENT OF SERVICES.
- Letter of Intent (middle):** This form includes fields for M/W/DBE Certification Status, M/W/DBE Utilization Plan, and a section for the PRIME CONTRACTOR. It also has a section for the PERCENT OF SERVICES.
- Diversity Goals Utilization Plan (right):** This form includes a table for M/W/DBE Utilization Plan, a section for M/W/DBE Commitment, and a section for M/W/DBE Utilization Plan.

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

# Required Document – Contract Compliance Certification

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

CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division	
RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification	
RFP/IFB/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: \$ _____	
<p>As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).</p> <p>Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.</p> <p>Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:</p> <ul style="list-style-type: none"><li>• Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms</li><li>• On a <u>monthly</u> basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA's electronic payment monitoring and labor hour software for contractors and subcontractors)</li><li>• Submit weekly payroll information and labor hours for construction contracts with the LCPTracker (CHA's online payroll and labor hour software)</li></ul>	
Revised 08.04.2021	

CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division			
RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification			
<p>I further understand that any changes to my approved M/W/DBE and Section 3 Utilization Plans require the approval of the Department of Procurement &amp; Contracts' Contract Compliance Division.</p> <p>NOTE: It is the responsibility of the prime contractor to make sure that its subcontractor(s) is/are in compliance with CHA's M/W/DBE, Section 3 (24 CFR Part 75) and Davis Bacon compliance requirements.</p> <p>I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing certification are true and correct, and that I am authorized on behalf of the Prime Contractor to make this certification.</p> <p>ACKNOWLEDGEMENT:</p> <table><tr><td>_____ (Authorized Principal or Agent Signature)</td><td>_____ Date</td></tr></table>		_____ (Authorized Principal or Agent Signature)	_____ Date
_____ (Authorized Principal or Agent Signature)	_____ Date		
Revised 08.04.2021			

Diversity Goals Utilization Plan

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



# Required Document – Letter of Intent

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

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

CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION	
<div>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor AND/OR SELF-PERFORMING PRIME CONTRACTOR)</div>	
M/W/DBE <u>or</u> SECTION 3 BUSINESS CONCERN NAME: _____	
M/W/DBE Certification Status: MBE    WBE    DBE    Section 3 Business Concern: YES    NO	
<small>NOTE: Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</small>	
At least 51 percent owned and controlled by low- or very low-income persons	
The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.	
Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.	
FEIN: _____ ETHNICITY: _____ GENDER: _____	
BUSINESS ADDRESS: _____	
CONTACT NAME/TITLE: _____	
E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____	
PROJECT TITLE: _____ DATE FORM COMPLETED: _____	
PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)	
<small>NOTE: M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</small>	
1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes    No If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____	
Revised 12/2022	Page 1 of 2

CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION	
<div>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor AND/OR SELF-PERFORMING PRIME CONTRACTOR)</div>	
The above-referenced contract: _____	
Requests related to the Prime? Yes    NO	
Contractor that needs to remove or substitute a subcontractor on its removal or substitution of the subcontractor concerned. Only when the removal or substitution of the subcontractor be done by the prime or unilaterally remove or substitute a subcontractor on its CHA/HUD	
<b>AFFIDAVIT</b> With the Prime Contractor listed above within five (5) days after awarding Authority. Perjury that the contents of the foregoing document are true and correct and that the contractor to make this affidavit. _____ (DATE) _____ ON THIS _____ DAY SIGNED (NAME) _____ the foregoing affidavit, and did state that he or she was _____ to execute the affidavit and did so as his  (SEAL): _____ _____	
Revised 12/2022	Page 2 of 2

# 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.*

CHICAGO HOUSING AUTHORITY (CHA)  
Department of Procurement & Contracts Contract Compliance Division  
**WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS**

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: \_\_\_\_\_

BIDDER/PROPOSER: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE #: ( ) \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

FEIN: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ GENDER: \_\_\_\_\_

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

Please select whether this is a Full or Partial Waiver Request:  
Full M/W/DBE Waiver ☐ Partial M/W/DBE Waiver ☐

PLEASE STATE REASON FOR WAIVER REQUEST:  
(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)

WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? \_\_\_\_\_%

IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?

DOLLAR VALUE: \$ \_\_\_\_\_ CONTRACT TERM: \_\_\_\_\_

Page 1 of 2  
Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

CHICAGO HOUSING AUTHORITY (CHA)  
Department of Procurement & Contracts Contract Compliance Division  
**WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS**

I solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct, and I am authorized on behalf of the Bidder/Proposer to make this affidavit.

Signature of Authorized Principal or Agent \_\_\_\_\_ DATE: \_\_\_\_\_

Name of Affiant (Print or Type): \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

WHEREFORE I HAVE APPEARED (NAME) \_\_\_\_\_ to me personally known who, being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (Name of Company) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

ATTEST: \_\_\_\_\_ (SEAL)

EXPIRATION DATE: \_\_\_\_\_

**BELOW FOR CHICAGO HOUSING AUTHORITY USE ONLY**

APPROVED BY: \_\_\_\_\_ REVIEW: \_\_\_\_\_  
Contract Compliance Specialist Compliance Manager

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

APPROVAL: \_\_\_\_\_  
Chief Procurement Officer

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

Page 2 of 2  
Waiver Request: M/W/DBE Participation Commitments Revised 12.2022



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# The Workforce Opportunity Resource Center (WORC)

SECTION 3

# WORC: Assistance for Contractors

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

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

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

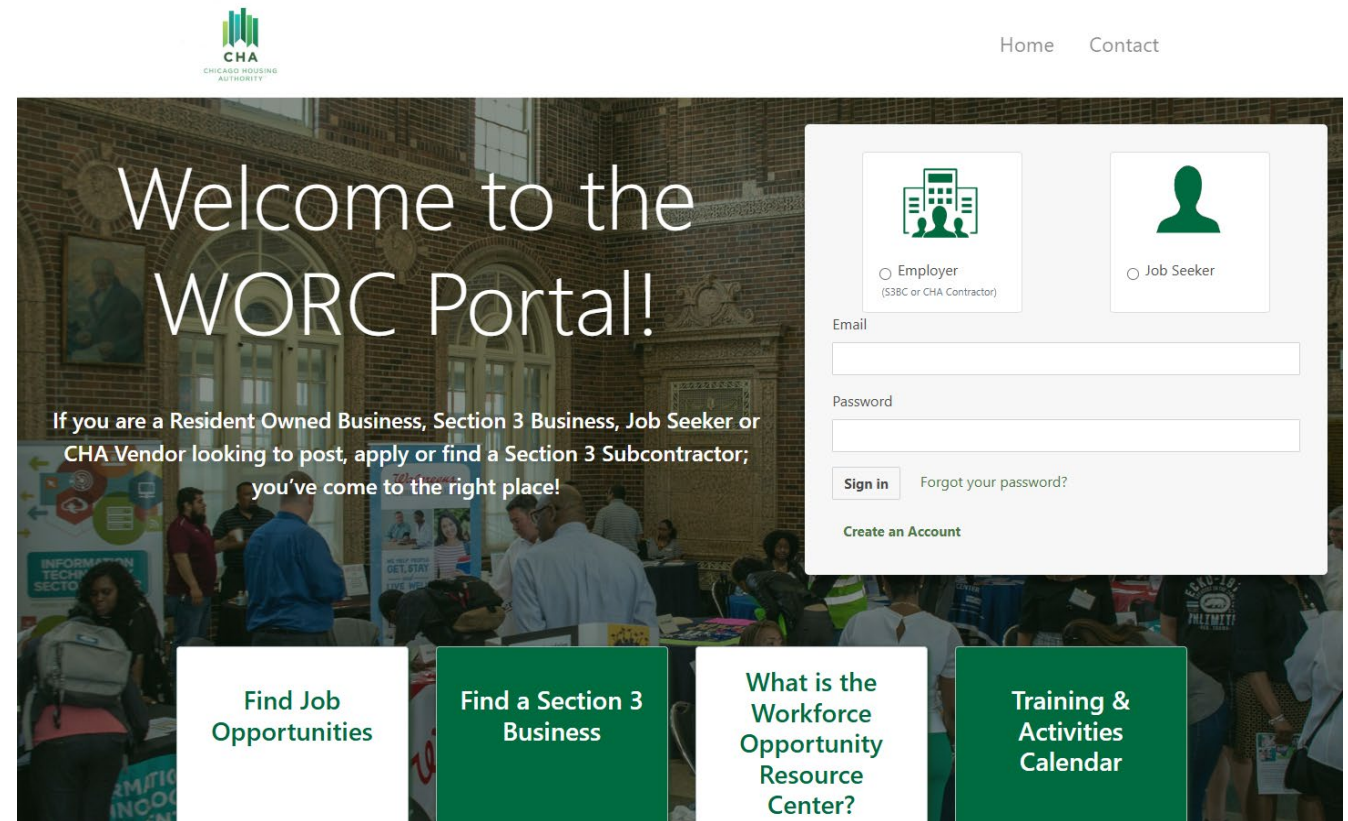
Email: [worc@thecha.org](mailto:worc@thecha.org)

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

# 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



Event 3278– Staffing  
Pre-Bid Conference





# Section 3 Hiring

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

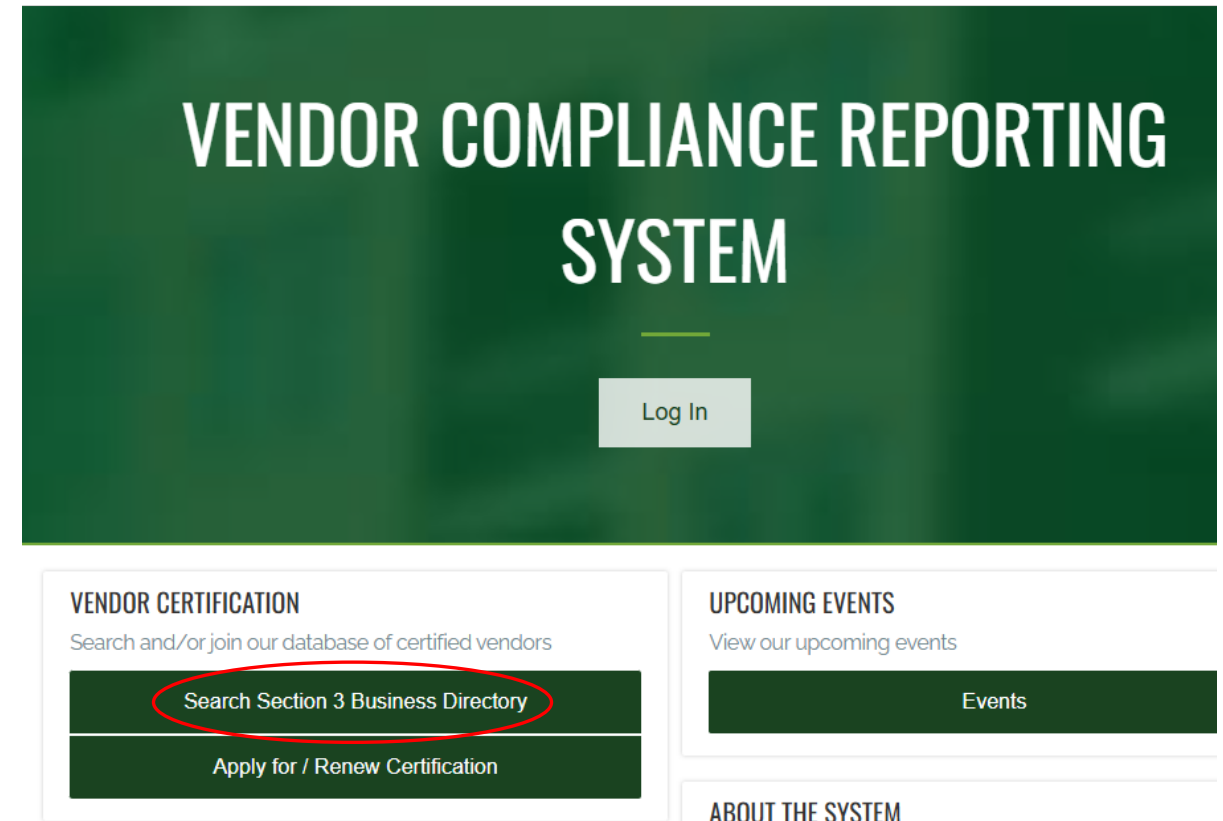
- Engaging workforce contractors to create awareness with Targeted Section 3 Workers
- Providing technical assistance to contractors with specialty hiring needs



# Finding Section 3 Subcontractors

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

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



Event 3278 Staffing  
Pre-Bid Conference



# Finding Section 3 Subcontractors



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

## 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.

Search by Certification Type	
CERTIFICATIONS	<input checked="" type="checkbox"/> HUD Section 3 (Section 3)

Search by Business Name or DBA	
BUSINESS NAME/DBA	<input type="text" value="Vendor Name"/> <small>Tip: Try just a few letters of the firm's name.</small>

Search by Business Description	
BUSINESS DESCRIPTION	<input type="text" value="Landscaping"/> <small>Tip: Try just a few letters of a keyword.</small>

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# Finding Section 3 Subcontractors

**Search Parameters**

Edit ParametersClear Parameters

CERTIFICATIONS

HUD Section 3 (Section 3)

BUSINESS DESCRIPTION

landscaping

Download Search Results

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>	

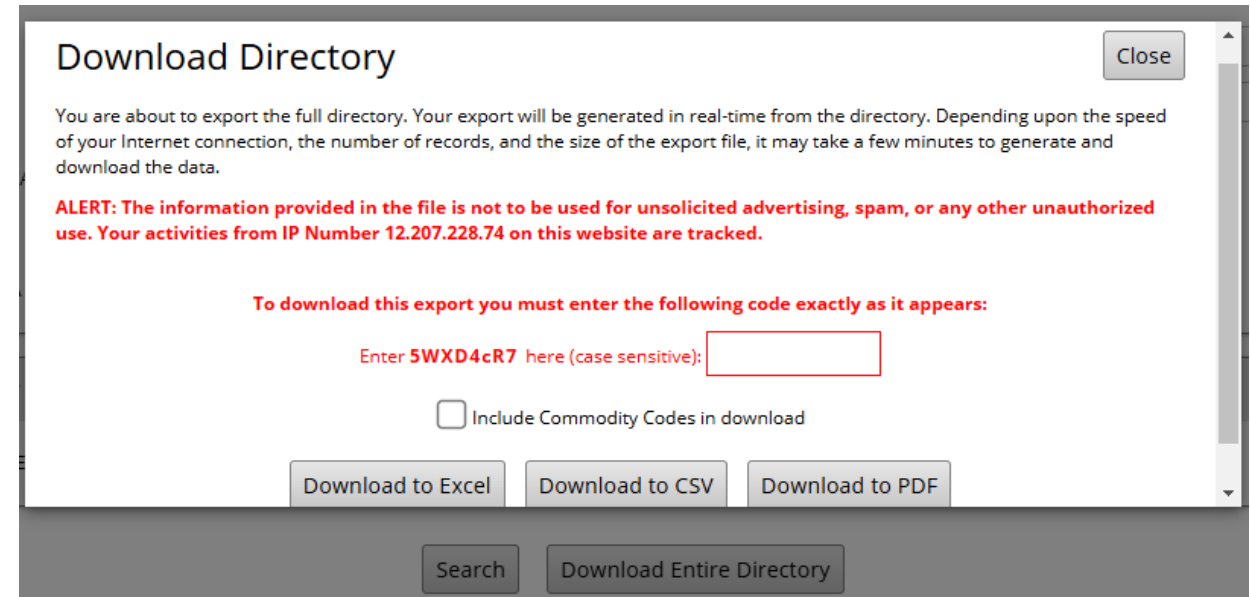
The Search Results will display all vendors with active Section 3 certifications, that fit the search parameters.

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# 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



The screenshot shows a 'Download Directory' dialog box with a 'Close' button in the top right corner. The main text states: 'You are about to export the full directory. Your export will be generated in real-time from the directory. Depending upon the speed of your Internet connection, the number of records, and the size of the export file, it may take a few minutes to generate and download the data.' Below this is a red alert message: 'ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 12.207.228.74 on this website are tracked.' A red instruction follows: 'To download this export you must enter the following code exactly as it appears:'. Below this is a text input field with the placeholder text 'Enter 5WXD4cR7 here (case sensitive):'. Underneath the input field is a checkbox labeled 'Include Commodity Codes in download'. At the bottom of the dialog are three buttons: 'Download to Excel', 'Download to CSV', and 'Download to PDF'. Below the dialog box, on a grey bar, are two buttons: 'Search' and 'Download Entire Directory'.



For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

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

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

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## KEY DATES

- Question Due: **Wednesday, July 9, 2025 at 2:00 PM CST**
- Bids Due: **Tuesday, July 22nd, 2025 at 2:00 PM CST**

**\*\*Late bids will be rejected without being read. To avoid any possible issues we encourage you to submit your Bids 2-3 days prior to the bid due date.**



# SUPPLIER PORTAL

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



- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline.
- Limit file names to 50 characters.
- Edit Bids as often as necessary but Responses must be submitted before the posted deadline.
- 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 **Raymond Adams at Radams@thecha.org**.

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# ANY QUESTIONS?



**THE CHICAGO HOUSING AUTHORITY  
LOOKS FORWARD TO YOUR  
HIGH QUALITY BIDS  
IN RESPONSE TO  
RFP Event 3278 – Staffing Agency Temporary, Contract  
Permanent Hire**

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