



SMALL PURCHASE QUOTE REQUEST FORM

PART 1 – REQUESTOR AND SCOPE OF SERVICES INFORMATION

PROJECT TITLE	HR 83390_CHA American Sign Language (ASL) Services
REQUESTING DEPARTMENT / DIVISION	Procurement & Contracts / Human Resources
SP RELEASED DATE	7/3/2025
QUOTE DUE DATE AND TIME	7/21/2025 at 1:00 PM CT
PERFORMANCE PERIOD Initial and Option Periods (if applicable)	2 Year Base Term with 3– 1 Year Option Periods
PROJECTED CONTRACT START DATE	9/1/2025
CONTACT PERSON NAME/EMAIL	Frederica Juste – FJuste@thecha.org

PART 2 – SCOPE OF WORK

The Chicago Housing Authority (“CHA”) is seeking certified & qualified firm(s) or individual(s) to provide communication access services, hearing and assistive technologies along with support services for persons who are deaf, deafblind, and hard of hearing.

Certified deaf, oral, and relay interpreters as well as real-time captioning services shall provide housing related information to CHA applicants, CHA residents, HCV/PRA owners and City patrons in either public or private setting located throughout the Chicago/Cook County area. Each location will be detailed by the selected CHA representative. ASL services shall be as listed but not limited to:

- **In Person (On-Site) American Sign Language**
- **Virtual Interpretation (VRI) - American Sign Language**
- **Communication Access Real-time Translation (CART) – Live text-based access to spoken language**

The Selected vendor shall provide an online platform for CHA to submit all requests and offer kick-off/refresher training as needed to all CHA representatives. Each request from CHA shall indicate the type of service needed along with location and estimated duration with a minimum two (2) billable hours. When more than one interpreter is available for an assignment, the selected firm shall assign the interpreter closest to the site where services are needed, unless a specific interpreter is requested by CHA.

Required Qualifications:

- A. U.S. citizens or legal residents of the U.S.
- B. Active license from the State of Illinois Deaf and Hard of Hearing Commission
- C. Current RID Certification/ISAS or other state testing and interpreting experience.
 - a. compliant with the RID Code of Professional Conduct
- D. State of Illinois Interpreter License level proficient for CHA’s assignments
- E. Proof of appropriate certification, qualification, skills and specialized training
- F. Reliable and Versatile professional within the professional community
- G. Knowledgeable in U.S. domestic culture, preferably with housing industry
- H. Fully proficient with the Health Insurance Portability and Accountability Act (HIPAA) privacy guidelines.

Assignments shall take place in a variety of settings, but are not limited to, resident briefings/hearings, workshops, CEO forums, public comment hearings, re-examination interviews, Housing Quality Standards (HQS) inspections, owner briefings, board meetings, and outreach events in either public or private settings. Minimum requirements are as listed but not limited:

1. CHA shall have the ability to select a specific interpreter, if request is placed 48 hours in advance of the specified event.
2. Arrive fifteen (15) minutes prior to scheduled event to locate CHA's Point of Contact (POC) and/or access assignment logistics.
 - a. Interpreters shall remain for the entire contracted time unless dismissed by the CHA's POC.
3. Adhere to all security or special requirements described in each request or upon arrival.
4. Review all assignment related information beforehand to avoid confusion regarding dates, times and/or location
5. Interpreters shall be flexible regarding work required during in-person assignment (i.e., the original request states the job is a resident building meeting, but on-site the CHA's POC sets one on-one interpretative service) Please Note: location of service shall not change

Key Responsibilities & Billing:

- ASL (In-Person/Virtual) & CART Requests shall vary between CHA business hours and indicated below:
 - A. Normal Business Hours – Monday through Friday 07:00 AM – 07:00 PM CT
 - B. Evening Hours – Monday through Friday 08:00 PM - 06:00 AM CT
 - C. Weekend Request (Saturday & Sunday) – Saturday 6:00 AM through Monday 06:00 AM CT
 - D. Expedited & Holiday Requests – 7:00 AM – 07:00 PM
- When the anticipated service exceeds 8 hours during a single session, CHA shall allow selected vendor to specify how many interpreters shall be provided but at no additional cost to the CHA.
- Request requiring an onsite presence within 24 hours of notice shall be considered expedited.
- CHA will not reimburse gas nor mileage.
- Requests cancelled within less than 24 hours of the specified event, CHA shall review and approve for payment based on quoted cancellation fee.

A Summary of Experience along with resume(s) of potential interpreters shall be provided along with pricing.

AMERICAN SIGN LANGUAGE SERVICES	*Estimated Annual QUANTITY (HOURS)	RATE PER QTY (HOUR) 2 YEAR BASE TERM	RATE PER QTY (HOUR) OPT YEAR 1	RATE PER QTY (HOUR) OPT YEAR 2	RATE PER QTY (HOUR) OPT YEAR 3
In-Person Translation (On-Site) Normal Business Hours	50				
In-Person Translation (On-Site) Evening Hours	10				
In-Person Translation (On-Site) Weekend & Expedited Hours	10				
In-Person Translation (On-Site) Holiday Hours	10				
Virtual Interpretation (Online VRI) Normal Business Hours	10				
Virtual Interpretation (Online VRI) Evening Hours	10				
Virtual Interpretation (Online VRI) Weekend & Expedited Hours	10				
Virtual Interpretation (Online VRI) Holiday Hours	10				
Communication Access Real-time Translation (CART) Normal Business Hours	10				
Communication Access Real-time Translation (CART) Evening Hours	10				
Communication Access Real-time Translation (CART) Weekend & Expedited Hours	10				
Communication Access Real-time Translation (CART) Holiday Hours	10				
Cancellation Fee Less than 24 hour notice	As Needed Per Occurrence				

	CONTRACT AGGREGATE TOTAL: 2 Yr Base & 3-1 Yr Options	(Sum of Lines: Est. Qty x Per Hour Rate) * 2	(Sum of Lines: Est. Qty x Per Hour Rate)	(Sum of Lines: Est. Qty x Per Hour Rate)	(Sum of Lines: Est. Qty x Per Hour Rate)
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PART 3 – VENDOR INFORMATION

(INDICATE ABOVE **CORPORATE NAME WITH FEDERAL TAX ID NUMBER**) has thoroughly read HR SP 83390_ CHA American Sign Language (ASL) Services *and all associated Addenda* (if applicable) and can provide the services as described at the offer submitted on this Quote Form.

CONTACT INFORMATION FOR CORPORATE OFFICIAL AUTHORIZED TO BIND RESPONDENT

DATE	
CORPORATE AUTHORIZED REPRESENTATIVE	
CORPORATE OFFICIAL-MAIL ADDRESS	
COMPANY PHONE NUMBER	
COMPANY ADDRESS	
CORPORATE AUTHORIZED REPRESENTATIVE SIGNATURE	

All Quote Responses Must Be Typed & Signed by an Authorized Representative from the Respondent's company.

The successful Respondent(s) will be required to submit mandatory CHA forms and affidavits within seven days of notice of award. Forms should be completed, signed, and notarized where required or marked "not applicable" where appropriate. The mandatory forms are:

- Utilization Plan**
- Compliance Certification Form**
- Contractors Affidavit**
- Economic Disclosure Statement Form**
- HUD 5369-A Representations, Certifications and Other Statements of Bidders**
- HUD-50071 - Certification of Payments to Influence Federal Transactions**
- Required Insurance Certificate (see below **Insurance Requirements**)

****These documents can be found at www.thecha.org/contracting-opportunities/forms-and-documents**

Failure by the Respondent to provide such information within the allotted time may render the Respondent ineligible for award.

CHA may reject any or all quotes. Action to reject all quotes shall be taken only for unreasonably high prices, error in the solicitation, cessation of need, unavailability of funds, failure to secure adequate competition, or any other reason deemed appropriate by CHA.

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; each employee
3. **Auto Liability:** Required when any vehicles (owned, hired and/or non-owned) are used in connection with the Services to be performed, coverage limits of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage.
4. **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.

PART 4 – ADMINISTRATIVE TERMS AND CONDITIONS

- **Required CHA Vendor Registration**

In order to do business with CHA, Respondent must be a registered vendor prior to submitting a response. If Respondent has already registered with CHA, the Respondent’s (Vendor) profile must be up to date.

Respondent is responsible for contacting their local authorities to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in the Territory. All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract. Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to carry out the services performed under the contract.

- **Acceptance Period**
All Respondents submitting a quote must agree to honor the terms and conditions contained herein for a period of one hundred twenty (120) days.
- **Quote Signature**
The person signing the Quote Form must be a person authorized to bind the Respondent contractually. Unsigned offers will be rejected. Unsigned offers cannot be signed after the quote has been received.
- **Ownership of Documents**
All work products generated, prepared, assembled and provided to CHA pursuant to this RFQ become the property of CHA upon receipt. Work products include but are not limited to reports, memoranda, data, survey responses, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract. Respondents shall not copyright, or cause to be copyrighted, any portion of any document submitted to CHA as a result of this RFQ.
- **Contractor Status**
The Contractor shall be an independent Contractor and will not be an employee of CHA.
- **Funding Limitations**
This procurement may be funded, in whole or in part, by grant funds provided by the U.S. Department of Housing and Urban Development ("HUD"). CHA will not be bound to any contract if funding has been disallowed by HUD.
- **Taxes**
CHA is exempt from sales tax. The Contractor agrees to pay all taxes incurred in the performance of an awarded contract. Freight, handling costs, and taxes shall not be charged to the CHA.
- **Advertising**
Respondent agrees not to use the fact of or the results from submission of a quote as a part of any commercial advertising. CHA does not permit the use of CHA's relationship with an entity of purposes of marketing efforts, unless CHA specifically agrees otherwise.
- **Government Restrictions**
In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful Respondent to immediately notify CHA in writing specifying the regulation which requires an alteration. CHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to CHA.
- **Compliance & Law**
The Respondent shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint, and shall provide for such compliance in the contract documents.

To the extent the work required under this contract is related to development, Respondents shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, Respondent shall comply with the provisions of 24 CFR ' 941.208. The Respondent shall obtain, at Respondent's expense, such permits, certificates and licenses as may be required in the performance of the work specified.

Vendor Name	M/W/DBE and/or Section 3 Status	Certification Attached (Y/N)



Chicago Housing Authority 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	HUD 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,



Chicago Housing Authority Contract Requirements

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.

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



Chicago Housing Authority Contract Requirements

2. 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
Utilization Plan (UP) M/W/DBE and Section 3 Businesses	Prime Contractor	This Excel worksheet will include all M/W/DBE and Section 3 Businesses subcontracting as well as proposed indirect, etc.
Letter of Intent	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.
Letter of M/W/DBE Certification	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.
Waiver Request-M/W/DBE	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.
Other Economic Opportunities (OEO)	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.

3. Reporting Requirements:

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



Chicago Housing Authority Contract Requirements

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/how-do-business-cha>