



# Department of Procurement & Contracts

**Pre-Proposal Conference,  
RFP Event No. 3298: Insurance Brokerage &  
Consulting Services**

**Tuesday, August 26, 2025**

*Note: This presentation is for informational purposes, respondents shall refer to the formal solicitation package*

# Meeting Housekeeping & Reminders

1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
2. Must registered to [CHA Supplier Portal](#) to download RFP
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 #3298 must be issued via the [CHA Supplier Portal](#)



**For assistance with the CHA Supplier Portal, please contact Mauricio Beltran at [mbeltran@thecha.org](mailto:mbeltran@thecha.org)**

# Pre-bid Conference Participants & Agenda

## **1. Jennifer Maul (Manager, Risk Management)**

- Project Background, Scope of Services and Fee Form

## **2. Robert Thompson (Procurement Specialist)**

- Bid Requirements
- Key Dates
- Submission Information

## **3. Franchelle White (Contract Compliance Specialist)**

- Contracting Requirements

## **4. James Matheny (Program Specialist / WORC Advisor)**

- Workforce Opportunity Resource Center (WORC)

## **5. Questions and Answers**

# Project Background

The purpose of this Request for Proposals (RFP) is to secure professional services for brokerage support, not to select insurance carriers for the Chicago Housing Authority. Services shall cover insurance programs for CHA's central office and operational exposures associated with traditional Public Housing, Rental Assistance Demonstration (RAD) and mixed-income properties. A dedicated account team with specialized coverage expertise is required. All deliverables are to be coordinated with CHA's Risk Management. The selected firm will be responsible for the following:

1. Coverage analysis and recommendations for program improvements, including commercial and alternative risk transfer options
2. Competitive marketing, negotiation, and placement of insurance
3. Quarterly reporting and annual stewardship reporting
4. Coordination of annual/bi-annual claim review with Third Party Administrator (TPA)
5. Assistance with claims strategy and carrier interface
6. Maintenance of accurate and timely policy documentation
7. Risk advisory and strategic planning services

# PROJECT SCOPE OF WORK

## STATEMENT AND DELIVERABLES

The Selected Respondent is responsible for providing the following services to CHA:

### 1. Insurance Placement Services

As the Broker of Record, represent the CHA in the renewal process of all standard forms of business-related insurance which include, but are not limited to, the following coverages:

- Auto Liability
- Builders Risk
- Cyber Liability
- Employed Lawyers
- Employee Benefits Liability
- Employment Practices Liability
- Environmental Liability
- Excess Liability
- Fiduciary Liability
- General Liability
- Property, Boiler & Machinery
- Public Officials Errors and Omissions Liability
- Sexual Abuse & Molestation Liability

# PROJECT SCOPE OF WORK (continued)

## 2. Program Analysis

Conduct an analysis of the current insurance programs and provide recommendations for modifications, such as alternative risk transfer programs, to the impact and feasibility of coverage design changes. The analysis must include the cost impact/savings based on historical premium history and analysis of current insurance market conditions. All recommendations will be presented to CHA's Risk Management before solicitations are made to the marketplace to ensure that proposed coverages, exposures and retentions are appropriate for the CHA and its properties.

## 3. Renewal process preparation

- a) Present a renewal action plan that meets timelines for CHA's Executive Office and Board of Commissioners' (BOC) board item review meetings. The plan is to include benchmarking data costing, limits, conditions, claim frequency and severity, as well as the financial strength of the insurers.
- b) Collect all required exposure information in conjunction with CHA Risk Management for underwriting purposes four (4) months prior to the renewal date of each insurance program.
- c) Provide analyses of quarterly loss runs from TPA and carriers.

# PROJECT SCOPE OF WORK (continued)

## 4. Marketing phase of the renewal process

- a) Provide a forecast of market conditions, six months prior to each program renewal.
- b) The Selected Respondent shall solicit and procure insurance coverage for the CHA in compliance with all applicable federal guidelines, especially HUD's "Common Rule on Grantee Procurement" at 24. C.F.R. 85.36 et. seq. To ensure adequate competition, a minimum of three (3) bids are required for each line of insurance coverage and submit vendor responses if less than three (3) bids are submitted.
- c) The proposal will include all solicitation documents and responses, bid summaries along with policy recommendations.
- d) The Selected Respondent shall provide the CHA with proposed renewal costs, along with all solicitation documents according to the Executive Office / BOC meeting calendar timelines, if available, but no later than thirty (30) days before the renewal date
- e) The Selected Respondent must notify CHA Risk Management immediately of any delays in the renewal process that will impact CHA Executive Office and/or BOC meeting timelines.

## 5. Documentation after renewal - placement of insurance

- a) Deliver final policy by sixty (60) days from renewal date, having reviewed all policies and endorsements for accuracy.
- b) Maintain listing of recurring certificate holder list for all insurance program and issue certificates of insurance within five (5) business days of renewal and no later than fifteen (15) business days;
- c) Review policies and endorsement for accuracy and conformity to specification and negotiated coverages and notify CHA Risk Management of any corrections required from carrier;
- d) Deliver certificates of insurance and auto identification cards upon renewal

# PROJECT SCOPE OF WORK (continued)

## 7. Brokerage Services

- a) Perform regular reviews of the current program to identify potential gaps, recommend appropriate changes in retentions, limits, coverage, program structure and discuss potential strategies for improvement, in accordance with industry best practices
- b) Provide a dedicated account service team including professionals with expertise in specialty lines of coverage (i.e., pollution legal liability / environmental insurance) and provide advance notice of any changes in the dedicated account service team
- c) Requests for new certificates shall be issued within one (1) business day after receiving a request from the CHA; and process rush requests within four (4) hours
- d) Produce and verify the accuracy of bills, audits, and any other premium adjustments
- e) Conduct on-site or virtual meetings with CHA Risk Management team on a quarterly or as-needed basis to review current service performance and discuss open items, status of deliverables, and establish future projects and objectives
- f) Provide technology solutions to support Risk Management's Construction, Occupancy, Protection, and Exposure (COPE) data, loss control, development of renewal submission packages
- g) Provide guidance with emerging risk management issues, coverage questions, or perform other consultative services as needed



# Fee Proposal Form



## CONTRACT

- Two-year base term
- Three (1) one-year option term
- Anticipated December 2025 start date

## FEE PROPOSAL FORM

- A signed and completed Fee Proposal Form is required for all services (separate attachment).
- Signed Fee proposal 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

2 Yr. Base Term (Base Year One)			
No.	Description	Unit of Measure	Total Service Rate
1	Brokerage and Consulting Services	Yearly	
Base Term Year One Total \$ -			
(Base Year Two)			
2	Brokerage and Consulting Services	Yearly	
Base Term Year Two Total \$ -			
Aggregate 2-Year Base Term Total \$ -			
Option Yr. 1			
3	Brokerage and Consulting Services	Yearly	
Option Term Year 1 Total \$ -			
Option Yr. 2			
4	Brokerage and Consulting Services	Yearly	
Option Term Year 2 Total \$ -			
Option Yr. 3			
5	Brokerage and Consulting Services	Yearly	
Option Term Year 3 Total \$ -			
Aggregate 3-Year Option Term Total \$ -			
5-Year Aggregate Total for all Services \$ -			
Signature of Authorized Company		Telephone Number	
Print Name and Title of Authorized		Date	
Name of Company			

## Key Dates

- Question Due Date: **Thursday, August 28, 2025, at 11:00 AM Central**
- Proposal Due Date\*: **Thursday, September 11, 2025, at 11:00 AM Central**

**\*Late bids after the bid due date and time will be rejected without being read**

## Submittal Requirements

- All proposals must be in accordance with Article V - Submittal Requirements\*
- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- Manual or paper submissions will not be accepted
- Failure to submit all submittal requirements may deem a bid non-responsive

**\*Non-compliance with Article V Submittal Requirements may deem a proposal non-responsive**

# PROPOSAL SUBMISSION PAGE



CHICAGO HOUSING AUTHORITY ("CHA")  
REQUEST FOR PROPOSAL ("RFP") EVENT NO. 3298 (2025)  
for  
Insurance Brokerage & Consulting Services

Required for use by  
Risk Management

ISSUED ON: Tuesday, August 19, 2025  
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:  
Thursday, September 11, 2025 at 11:00 A.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.*

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

# Key Information



RFP Event 3298 Insurance Brokerage & Consulting Services

Risk Management

## 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).

**Robert Thompson, Procurement Specialist**  
Chicago Housing Authority  
Department of Procurement and Contracts  
60 East Van Buren Street, 8th Floor  
Chicago, Illinois 60605  
Phone: (312) 913-7032  
E-mail: [rtompson@thecha.org](mailto:rtompson@thecha.org)

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Thursday, September 11, 2025 by 11:00 AM 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 **Tuesday, August 26, 2025, at 11:00 AM CST** to discuss the scope of services and the CHA contract requirements.

The meeting address is 60 E. Van Buren Conference Rooms 736B-C. In order to participate onsite, you will need to **RSVP by Monday, August 25, 2025 at 4:00 p.m., CST** with Robert Thompson via email at [rtompson@thecha.org](mailto:rtompson@thecha.org). Please submit your Company Name, Your Name, and email address confirming reservation. To view the pre-proposal meeting online visit Microsoft Teams <https://mssteams.link/QBKQ> Meeting ID: 221 461 455 850 0 Passcode: Ct9kp2wJ

The Letter of Intent to Submit a Proposal, Attachment B, is due **Tuesday, September 09, 2025, at 11:00 AM 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 requirements must be submitted via the Supplier Portal at <https://supplier.thecha.org>, no later than **Thursday, August 28, 2025, by 11:00 AM CST**.

**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 Mauricio Beltran, Senior Procurement Specialist, at 312-786-3391, [mbeltran@thecha.org](mailto:mbeltran@thecha.org). Respondent shall bear all costs of responding to this solicitation.

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Chicago Housing Authority

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Robert Thompson
  - [rtompson@thecha.org](mailto:rtompson@thecha.org)
- This page contains the solicitation key dates:
  - **Questions are due:** Thursday, August 28, 2025 at 11:00 AM CST
  - **Letter of Intent to Submit a Proposal is due:** Tuesday, September 9, 2025 at 11:00 AM CST
  - **Proposals are due:** Thursday, September 11, 2025 at 11:00 PM CST

# LETTER OF INTENT

Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Tuesday, September 09, 2025 at 11:00 AM CST** if your firm intends to submit a proposal.

## **Important:**

Once uploaded you **do not** have to hit submit. You may keep your submission in “draft” until you are ready to submit your complete and final proposal.

RFP Event 3298 Insurance Brokerage & Consulting Services	Risk Management
<b>ATTACHMENT B</b>	
LETTER OF INTENT TO SUBMIT A PROPOSAL REQUEST FOR PROPOSALS (RFP) EVENT # 3298 INSURANCE BROKERAGE & CONSULTING SERVICES Risk Management	
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 <a href="https://supplier.thecha.org">HTTPS://SUPPLIER.THECHA.ORG</a> . NO LATER THAN TUESDAY, <u>SEPTEMBER</u> , 09, 2025 BY 11:00 AM, C.S.T.	
*****	
FIRM'S NAME: _____	
ADDRESS: _____	
CITY: _____ STATE: _____ ZIPCODE: _____	
TELEPHONE: _____ WEBSITE: _____	
PRINCIPAL CONTACT: _____ TITLE: _____	
SIGNATURE: _____ DATE: _____	
DIRECT PHONE: _____ EMAIL: _____	
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# REQUIRED FORMS – VENDOR SUBMISSION CHECKLIST

- Notice the Vendor Submission Checklist to the right of this slide: Please be sure you include all items in your proposal – if applicable.
- 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>
- Proposals not containing all the submittal requirements may be deemed non-responsive. **Each form must be individually uploaded & identified.**

The **Financial Information** required for this RFP are:

- Accountant's Report
  - Balance Sheet (last 2 years)
  - Income Statement (last 2 years)
  - Cash Flow Statement (last 2 years)
  - Financial Statement Footnotes (if applicable)
- For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the **IRS Tax transcript**.
  - For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide **compiled** financial statements.
  - For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
  - For proposals or contracts awards valued in excess of \$2,500,000, the Respondent must provide **audited** financial statements.



## VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING	
SOLICITATION NAME: Computer Provision and Modernization	
RFP EVENT 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]



# EVALUATION CRITERIA



EVALUATION CRITERIA	MAXIMUM POINTS
<b>QUALIFICATIONS AND EXPERIENCE (TECHNICAL):</b> <ul style="list-style-type: none"> <li>The Respondent has demonstrated experience providing insurance brokerage services for public housing agencies or similar government/public entities. (10 Points)</li> <li>The Respondent demonstrates that it meets all of the requirements and qualifications, staff holds relevant credentials, and has staff capacity to complete the Statement of Work. (10 Points)</li> <li>Experience with large-scale property, casualty, liability, and OCIP insurance programs. (10 Points)</li> </ul>	30
<b>APPROACH AND WORK PLAN (TECHNICAL):</b> <ul style="list-style-type: none"> <li>The Respondent provides a clear and detailed overall strategy for servicing the account, including communications, renewals, claims assistance, and risk management as defined and described in the Scope of Services/Statement of Work. The workplan outlines resources and personnel along with their expected contribution to services (15 Points)</li> <li>Respondent demonstrates technical capabilities and management plan. The Respondent's services include technology and resources to provide value-added services and innovative solutions. (5 points)</li> <li>The Respondent demonstrates a full understanding of CHA's needs, including HUD compliance, managing large property schedules, and public-sector risk exposures; outlines ability to perform a comprehensive program analysis and includes a structured annual service plan covering renewals, reporting, and risk management topics. (10 Points)</li> </ul>	30
<b>REFERENCES AND PAST PERFORMANCES (TECHNICAL):</b> Submit resumes or corporate personnel profiles with relevant experience for each of the key technical personnel and key support personnel committed to the project(s); Demonstrates history of successful placement of similar insurance programs. (10 Points)	10
<b>Contract Goals:</b> <ul style="list-style-type: none"> <li>Demonstrated understanding and quality of CHA's contract requirements, including MWD/BE and Section 3 goals (10 Points)</li> </ul>	10
<b>PROPOSED FEES</b> <ul style="list-style-type: none"> <li>Respondent's overall proposed fee for Insurance Brokerage Services as outlined within the statement of work. (20 Points)</li> </ul>	20
<b>TOTAL COMBINED POINTS for TECHNICAL, MBE/WBE/DBE, SECTION 3 PLAN and PROPOSED FEES</b>	100

## ORAL PRESENTATION (TBD)

Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.

Max.  
Points

30

**TOTAL ORAL PRESENTATION POINTS**

**30**



**CHA**

CHICAGO HOUSING  
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## **Contract Requirements**



## CHA is committed to:

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. The top form is a 'Waiver Request: M/W/DBE PARTY' with fields for contract/purchase order number, bidder/proposer, address, contact person, telephone, email, and contract amount. It also includes a section for 'PLEASE STATE REASON FOR WAIVER REQUEST' and a 'NOTE' about M/W/DBE contractors. The middle form is a 'Letter of Intent' with fields for business address, contact name/title, email address, project title, and prime contractor. It includes a section for 'M/W/DBE CERTIFICATION STATUS' and a 'NOTE' about M/W/DBE contractors. The bottom form is a 'Utilization Plan' with a table for 'M/W/DBE UTILIZATION PLAN' and a section for 'M/W/DBE CERTIFICATION STATUS'.

*\*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	1
Revised 08.04.2021	2

## Required Document - Utilization Plan

To ensure the validity of the work, the Prime Contractor must complete the *Utilization Plan*, listing the M/W/DBE and Section 3 firms they will contract work with, along with other pertinent contract information.

The Prime Contractors are required to subcontract 30% of the total contract value for construction contracts and 20% of the total contract value for professional contracts that total over \$50,001 to an M/W/DBE certified business.


SECTION 3 UTILIZATION PLAN						
SECTION 3 BUSINESS SUBCONTRACTING						
Section 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed
Totals:		\$ -				

**INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES**

**Outline the Other Economic Opportunities to meet Diversity Goals**

OEO Dollar Value of Commitment:

Diversity Goals Utilization Plan



**CHA**  
CHICAGO HUMAN  
ASSISTANCE  
AUTHORITY

## DEPARTMENT OF PROCUREMENT AND CONTRACTS

### UTILIZATION PLAN

Prime Contractor Name:

Vendor Ethnicity:

Contract Type:

Document Date:

Proposal Type:

Spec. No. (RFP/IFB):

Aggregate Total:

Contract Description:

Contract Start and End Date:

Length of Contract Term:

Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business	Section 3 Labor
			Subcontracting (x50%)	Hours (20% of which 9% 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

Contract Description:

Contract Start and End Date:

Length of Contract Term:

Compliance Contact Name:

Contact Phone Number:

Contact E-mail:

The Prime Contractors are required to subcontract 10% of the total contract value for construction contracts and 3% of the total contract value for professional contracts that total over \$250,000 to Section 3 Business Concerns.

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	
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:	
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)	
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.	
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	

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>	
Is the above-referenced contract: _____	
Is the contract 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	
VII Within the Prime Contractor listed above within five (5) days after issuing Authority.	
Perjury that the contents of the foregoing document are true and 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 1 of 2      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 <input type="checkbox"/> Partial M/W/DBE Waiver <input type="checkbox"/>	
PLEASE STATE REASON FOR WAIVER REQUEST: <small>(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.)</small>	
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
penalty of perjury that the contents of the foregoing document are half of the Bidder/Proposer to make this affidavit. DATE: _____
COUNTY OF _____ 20____
to execute the foregoing affidavit, and did state that he Company) _____ her free act and deed. (SEAL)
CHICAGO HOUSING AUTHORITY USE ONLY
REVIEW: Compliance Manager DATE: _____
Page 2 of 2 Waiver Request: M/W/DBE Participation Commitments Revised 12.2022



# The Workforce Opportunity Resource Center (WORC)

# Assistance for Contractors



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

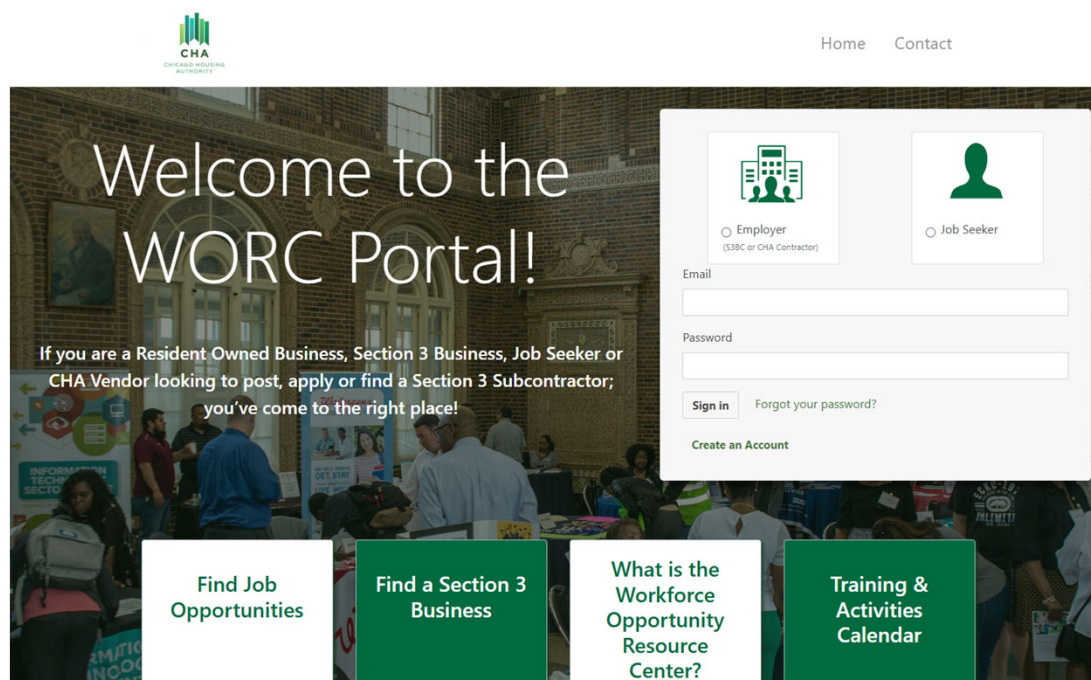
- Assistance with posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting



# Section 3 Hiring

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

- Assisting with posting open positions in the WORC Hiring Portal



## 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

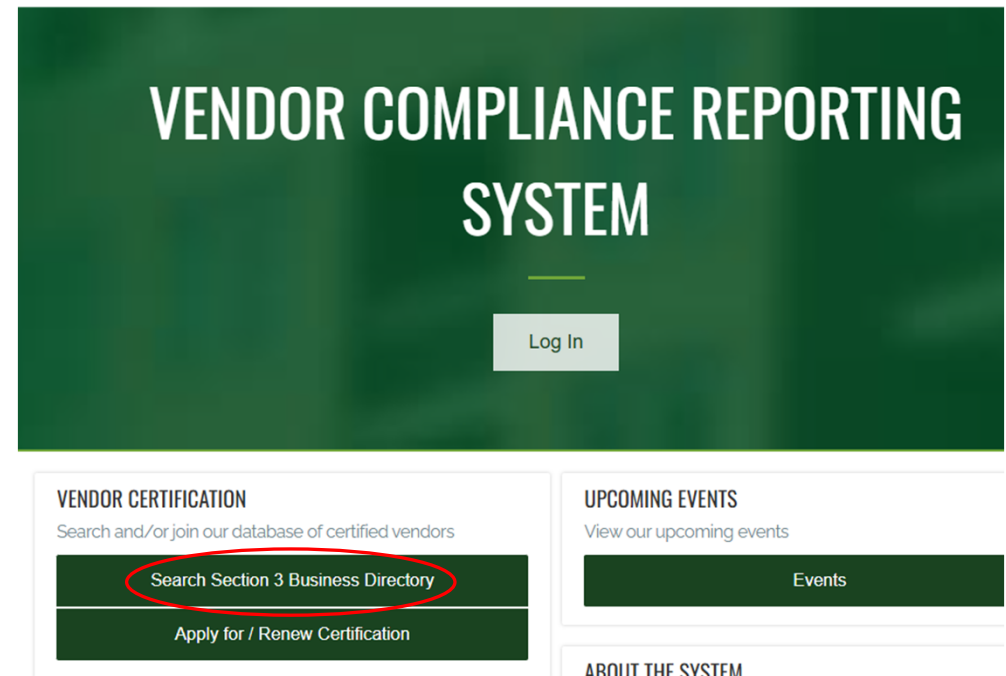


# Finding Section 3 Subcontractors



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.



# 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

☒ HUD Section 3 (Section 3)

### Search by Business Name or DBA

BUSINESS NAME/DBA

Vendor Name

Tip: Try just a few letters of the firm's name.

### Search by Business Description

BUSINESS DESCRIPTION

Landscaping

Tip: Try just a few letters of a keyword.

# Finding Section 3 Subcontractors



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

Search Parameters

Edit Parameters

Clear Parameters

CERTIFICATIONS

HUD Section 3 (Section 3)

BUSINESS DESCRIPTION

landscaping

Download Search Results

Search Results

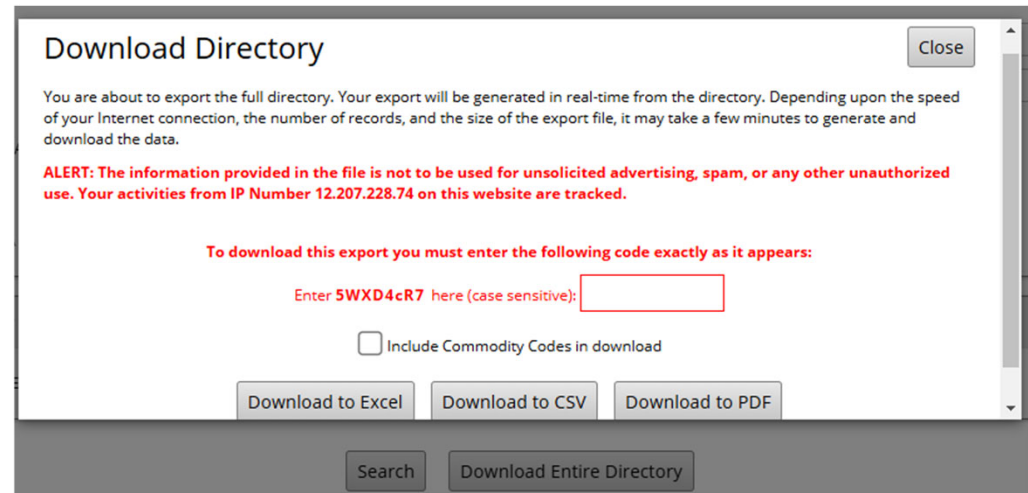
21 firms with 21 certifications found  
Click the certification type for contact information and certification details

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>

# 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 text inside reads: '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'. At the very bottom of the page, outside the dialog, 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)

## Key Dates

**Question Due Date: Thursday, August 28, 2025, at 11:00 AM CST**

**Letter of Intent to submit a proposal: Tuesday, September 9, 2025 at 11:00 AM CST**

**Proposal Due Date\*: Thursday, September 11, 2025, at 11:00 AM CST**

**\*Late bids after the bid due date and time will be rejected without being read**

# Supplier Portal Reminders

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
- Edit Bids as often as necessary but Responses must be submitted before the posted deadline
- Limit file names to 50 characters
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file, and the file name should include Financials)
- **For issues with the Portal, contact Mauricio Beltran at [mbeltran@thecha.org](mailto:mbeltran@thecha.org)**

## Question & Answers – Open to Attendees

- The floor is open for questions
- Any questions that cannot be answered today shall be answered in the form of an addendum.