



Department of Procurement & Contracts

**Pre-Proposal Conference,
RFP Event No. 3295: Camera System Network
Upgrade**

Tuesday, September 16, 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 #3295 must be issued via the [CHA Supplier Portal](#)



For assistance with the CHA Supplier Portal, please contact Raymond Adams at radams@thecha.org

Pre-bid Conference Participants & Agenda

1. Trish Domask(Director Infrastructure and Security, ITS Operations)

- Project Background, Scope of Services and Fee Form

2. Raymond Adams (Procurement Specialist)

- Bid Requirements
- Key Dates
- Submission Information

3. Fidel Perez (Contract Compliance Specialist)

- Contracting Requirements

4. James Matheny (Program Specialist / WORC Advisor)

- Workforce Opportunity Resource Center (WORC)

5. Questions and Answers

PROJECT SCOPE OF WORK

Vendor Expectations And Equipment Specification

The selected vendor will perform camera upgrades across approximately 185 sites, which include senior housing, family residences, scattered sites, the main headquarters, and additional remote facilities. This project encompasses the replacement of 140 servers, 146 SV-16 units, and 5,299 existing cameras that have reached End of Life (EOL), End of Service (EOS), or are no longer functional. Additionally, the vendor is expected supply cabling, AIO security appliances, servers, switches, software, and all other components needed to make the systems fully functional. The selected vendor must provide new, unused equipment, strictly excluding remanufactured or refurbished items. The vendor must also be Genetec certified and able to demonstrate current certification status upon request. A comprehensive maintenance and support plan must be provided for all newly installed components. The vendor is responsible for the lawful recycling of all removed equipment, site cleanup, and restoration of installation areas to their original condition. All infrastructure must be integrated seamlessly into the existing network and be fully compatible with current recording and monitoring platforms. The work will be conducted in occupied senior buildings, and the vendor must implement all safety precautions and phased scheduling to minimize disruption.

PROJECT SCOPE OF WORK (continued)

Service Deliverables and Project Management Requirements

- Equipment Preparation and Disposal: Vendor will remove outdated equipment and ensure environmentally compliant recycling or disposal.
- Installation and Deployment: Vendor will coordinate on-site device setup, and configuration at all locations with CHA.
- Testing and Quality Assurance: Vendor will conduct testing and prepare a final acceptance document for CHA.
- Asset and Inventory Management: Vendor will track deployment, update inventory, and ensure proper tagging.
- Post-Installation Support: Vendor will provide immediate on-site assistance following each deployment to address issues promptly.
- Maintenance: Vendor will provide product (Hardware) and technical support plan (software) for all new equipment installed for a three-year base term with 2 additional one-year option terms.

PROJECT SCOPE OF WORK (continued)

Project Planning, Execution, and Risk Management

The vendor will work closely with CHA's project team to ensure the successful implementation of the Security Camera Upgrade and Replacement initiative. Key responsibilities include:

- **Planning & Oversight:** Manage tasks, timelines, risks, and deliverables while coordinating with CHA PMO and providing regular updates.
- **Phased Implementation:** Conduct a staged rollout across CHA locations to minimize disruptions.
- **Risk Mitigation:** Use strategies like off-peak scheduling, clear communication, and contingency planning to address potential challenges.

Fee Proposal Form



CONTRACT

- Three-year base term
- Two (1) one-year option term
- Anticipated January 2026 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)			
No.	Description	Unit of Measure	Total Service Rate
2	Brokerage and Consulting Services	Yearly	
Base Term Year Two Total \$ -			
Aggregate 2-Year Base Term Total \$ -			
Option Yr. 1			
No.	Description	Unit of Measure	Total Service Rate
3	Brokerage and Consulting Services	Yearly	
Option Term Year 1 Total \$ -			
Option Yr. 2			
No.	Description	Unit of Measure	Total Service Rate
4	Brokerage and Consulting Services	Yearly	
Option Term Year 2 Total \$ -			
Option Yr. 3			
No.	Description	Unit of Measure	Total Service Rate
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: **Monday, September 22, 2025, at 1:00 PM Central**
- Proposal Due Date*: **Tuesday, October 7, 2025, at 1:00 PM 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. 3295 (2025)
for
Camera System Network Upgrade

Required for use by
INFORMATION TECHNOLOGY SERVICES
ISSUED ON: Friday, September 5, 2025

ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:
Tuesday, October 7, 2025, at 1:00 P.M., CST

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.

Matthew Brewer
Operating Chairman

www.thecha.org

Sheila Johnson
Deputy Chief Procurement

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

Key Information

RFP Event 3295 (2025 Camera System Network Upgrade)

Information Technology Services



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 the successful proposer(s) selection.

Raymond Adams, Senior Procurement Specialist
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605
E-mail: Radams@thecha.org

An in-person pre-proposal conference is scheduled for **Tuesday, September 16, 2025, at 1:00 pm CT** to discuss the scope of services and the CHA Contract Requirements. The meeting address is 60 E. Van Buren Conference Room T36A. *CHA encourages all interested firms to attend the Pre-Proposal Conference.* In order to participate onsite, you will need to RSVP by **Monday, September 15, 2025 with Raymond Adams at Radams@thecha.org no later than 3:00 pm**. Please submit your Company Name, Your Name and email address confirming reservation.

Site Visits: CHA will host site visits for interested respondents to assist in proposal preparation. Site visits are *optional* but encouraged to ensure a comprehensive understanding of the project scope and site conditions. Site visits will be held **Wednesday, September 17, 2025, at 9:00 am and Thursday, September 18, 2025, at 9:00 am**. The same four sites will be visited both days, vendors need not attend both days. To register to attend a site visit, email Raymond Adams at Radams@thecha.org no later than 3:00 pm on **Tuesday, September 16, 2025**.

The following locations are included for site visits:

1. Alfreda Barnett Duster, 150 S Campbell Ave
2. Armour Square, 3250 S Wentworth
3. Dearborn Homes, 2960 S Federal St
4. Pomeroy, 5650 N. Kenmore Ave.

The Letter of Intent to Submit a Proposal, Attachment B, is due **Monday, September 29, at 1:00 pm CT** and 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 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 **Monday, September 22, 2025, by 1:00 pm, CT**.

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Tuesday, October 7, 2025, by 1:00 pm, CT**.

The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will not be accepted.

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

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Raymond Adams
 - radams@thecha.org
- This page contains the solicitation key dates:
 - **Questions are due:** Monday, September 22, 2025 at 1:00 PM CST
 - **Letter of Intent to Submit a Proposal is due:** Monday, September 29, 2025 at 1:00 PM CST
 - **Proposals are due:** Tuesday, October 7, 2025 at 1:00 PM CST

LETTER OF INTENT



Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Monday, September 29, 2025 at 1:00 PM 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.

ATTACHMENT B

LETTER OF INTENT TO SUBMIT A PROPOSAL
REQUEST FOR PROPOSALS (RFP) EVENT # 3295
Camera System Network Upgrade
Information Technology Services

I, _____, the undersigned being a duly authorized official of
_____ hereby acknowledges receipt of the above
referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the
Request.

PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT

[HTTPS://SUPPLIER.THECHA.ORG](https://supplier.thecha.org), NO LATER THAN Monday, September 29, 2025, BY 1:00 PM, CDT.

FIRM'S NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIPCODE: _____

TELEPHONE: _____ WEBSITE: _____

PRINCIPAL CONTACT: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

DIRECT PHONE: _____ EMAIL: _____

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 :
<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.



Attachment C VENDOR SUBMISSION CHECKLIST (RFP)	
INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING	
SOLICITATION NAME: Camera System Network Upgrade	
RFP EVENT NO.: 3295	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format:
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal (Attachment B)
	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 (Resume)
	Fee Proposal Form (Attachment A)
	Insurance Requirements
	Joint Venture Agreement
	Lien, 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)
	Vendor Submission Checklist (Attachment C)
	Contractor's Affidavit*
	Statement of Bidder's Qualification*
	Contract Compliance Certification*
	Letter of Intent - M/W/DBE and Section 3 Subs* (if applicable)
	Waiver Request - M/W/DBE Participation Commitments* (if applicable)
	HUD: General Conditions for Non-Construction Contracts (Form 5370C)*
	HUD: Representations, Certifications, and other Statements of Bidders (Form HUD-5369-A)*
	HUD: Certification of Payments to Influence Federal Transactions (Form 50071)*
INITIAL	MISCELLANEOUS DOCUMENTS CORRESPONDENCE
* These documents are exhibits to this RFP and can be found at www.thecha.org/doing-business	
VENDOR SIGNATURE: _____ DATE: _____	
SIGNATURE OF RECEIPT: _____ DATE: _____	
[For CHA Only]	

EVALUATION CRITERIA



EVALUATION CRITERIA	MAXIMUM POINTS
SPECIALIZED EXPERIENCE AND PAST PERFORMANCE (TECHNICAL): <ul style="list-style-type: none"> The Respondent has demonstrated experience for work and performance with a scope of service comparable to the services requested in this solicitation with residential and commercial properties including experience with CHA and other similar entities. (10 Points) The Respondent demonstrates a comprehensive understanding of the project requirements specified in the Statement of Work (SOW) and possesses the necessary qualifications to effectively deliver the outlined services. This encompasses an understanding of the scope, including the size and complexity of the project, the equipment and technologies involved, and the integration requirements with the existing system. Additionally, the Respondent must provide evidence of relevant experience and qualifications, as well as effective project management capabilities. (30 Points) 	40
APPROACH AND WORK PLAN (TECHNICAL): <ul style="list-style-type: none"> The Respondent provides a detailed project plan that explicitly addresses all phases of the SOW, including equipment procurement, installation timelines, testing, and quality assurance. The plan should detail the roles of personnel, including Genetec-certified staff, in the installation and configuration processes. (10 Points) The Respondent provides training to CHA staff for appropriate support of equipment. (5 Points) The Respondent must provide evidence of qualified personnel (Genetec certified) and clearly outline their roles in ensuring that the project adheres to the SOW's standards and timelines. (10 points) The Respondent includes a sample inventory report template that reflects the detailed documentation of equipment removal and installation as specified in the SOW. (5 Points) 	30
ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):	10
Submit chronological resumes or corporate personnel profiles detailing the experience of all key technical and support personnel assigned to the project. Include a statement regarding their local availability. Provide resumes for Project Manager(s) that outline relevant experience. Resumes must highlight previous related work, professional qualifications, and the specialized expertise of key personnel and key support personnel. (10 Points)	
Contract Goals: <ul style="list-style-type: none"> Demonstrated understanding and quality of CHA's Contract Requirements, including MWD/BE and Section 3 (10 Points) 	10
PROPOSED FEES The Respondent provides a comprehensive fee proposal that outlines costs for all phases of the project, including procurement, installation, training, and post-installation support, ensuring transparency and alignment with the SOW's requirements. (10 Points)	10
TOTAL COMBINED POINTS for TECHNICAL, MBE/WBE/DBE, SECTION 3 PLAN and PROPOSED FEES	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
AUTHORITY™

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*



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, fax, 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 Section 3 Business Concerns. 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'. It includes a 'NOTE' about M/W/DBE contractors and a 'PLEASE STATE REASON FOR WAIVER REQUEST' section.

**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"> • Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms • 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) • Submit weekly payroll information and labor hours for construction contracts with the LCPTracker (CHA's online payroll and labor hour software) 	
Revised 08.04.2021	1
Revised 08.04.2021	2

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.

[illegible]

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 me 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:

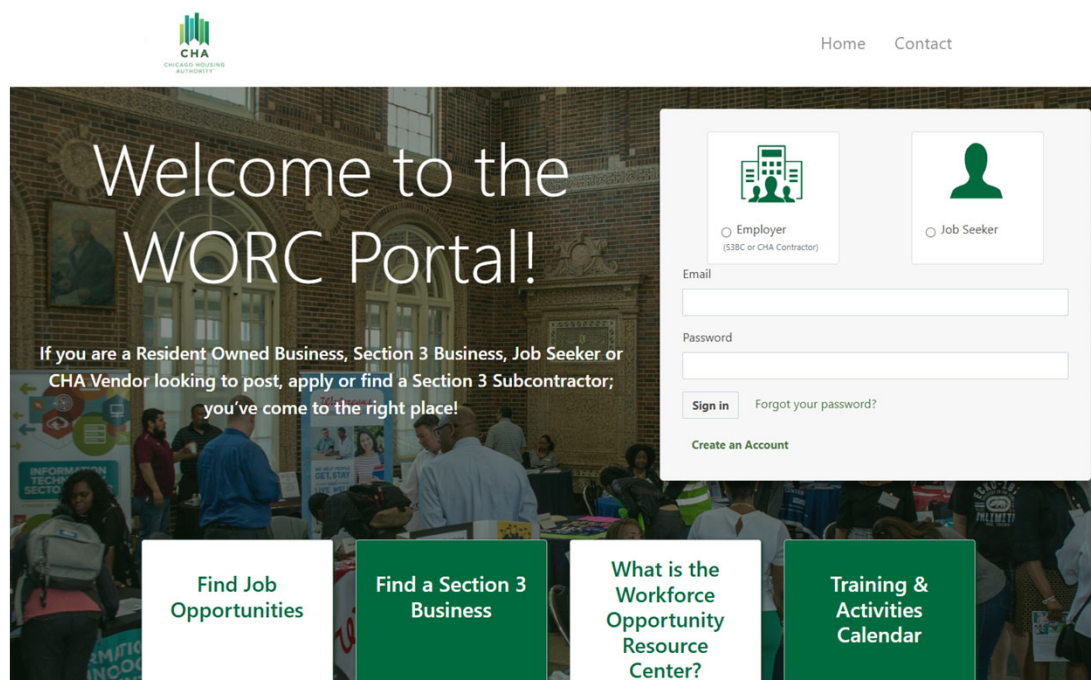
- Assistance with posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting



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

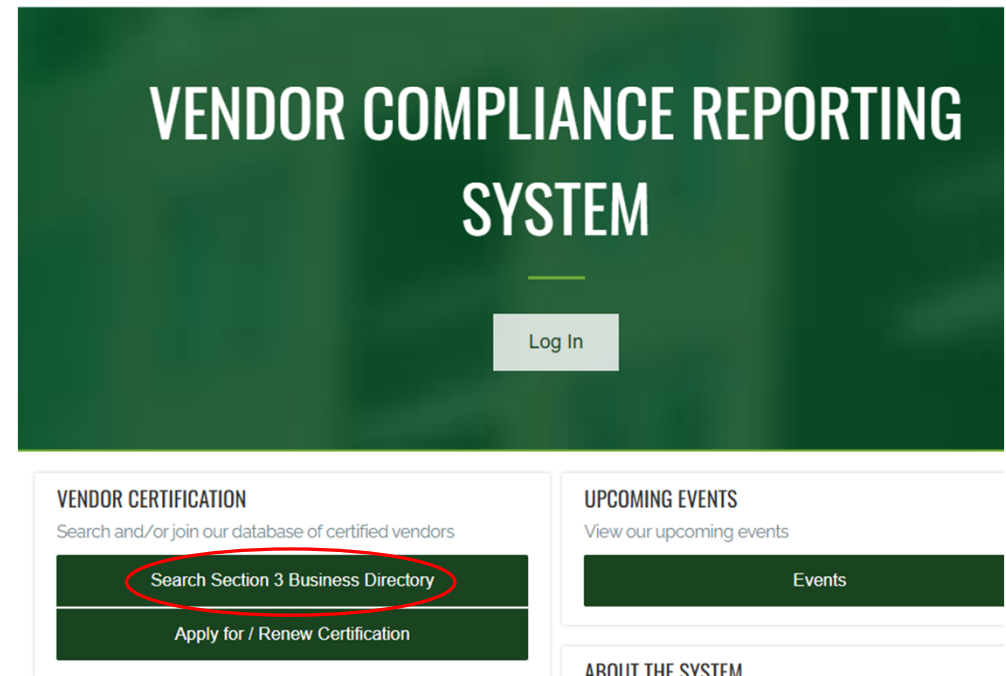


Finding Section 3 Subcontractors



The Section 3 Business Directory can be found at: cha.diversitycompliance.com

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

CERTIFICATIONS

BUSINESS DESCRIPTION

HUD Section 3 (Section 3)

landscaping

Edit Parameters

Clear Parameters

Download Search Results

Search Results

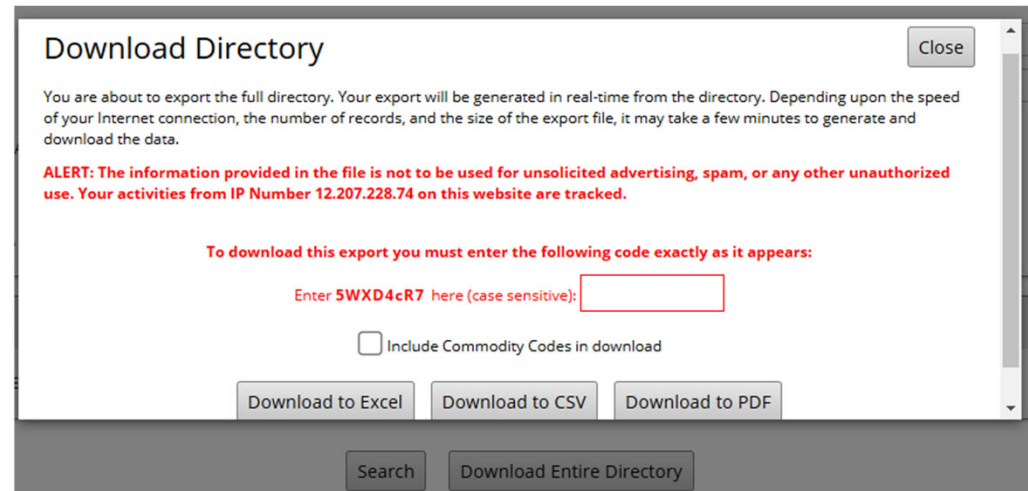
21 firms with 21 certifications found
Click the certification type for contact information and certification details

Vendor	Location	Certification
3 brothers landscaping & snow services llc	Chicago, IL	Section 3
A & L ENVIRONMENTAL LLC	Chicago, IL	Section 3
A & M General Contractors, Inc.	Chicago, IL	Section 3
A Plus Contractors	Chicago, IL	Section 3
A&E CONSTRUCTION-CLEANING INC.	Chicago, IL	Section 3
Arthington Ventures, LLC.	Chicago, IL	Section 3
ASPIRE CONCEPTS LLC - LAWN CARE AND SNOW REMOVAL	Chicago, IL	Section 3
AVD DEVELOPMENT GROUP LLC	Chicago, IL	Section 3

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:



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Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/hire-cha-residents

Key Dates

Question Due Date: Monday, September 22, 2025, at 1:00 PM Central

Letter of Intent to submit a proposal: Monday, September 29, at 1:00 pm CT

Proposal Due Date*: Tuesday, October 7 1:00 CT

***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 your submission 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**

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.