Section 3 Business Concern Module

Instruction Manual

Revised 1/24/2017
Welcome to the Chicago Housing Authority’s (CHA) Section 3 Business Concern Module. This website has been modified to make the online process easier for our Section 3 Community and Contractors. Some of the system highlights are:

- Ensures that Section 3 Business Concerns are reviewed by Prime Contractors in preference tier order and given priority in accordance with HUD’s Code of Federal Regulations, to compete for contracting opportunities
- Gives Section 3 Business Concern the ability to review solicitations including Small Purchases, IFBS, RFPs and RFQs
- Enables Section 3 Business Concerns to electronically notify Prime Contractors of their interest in CHA solicitations
- Allows Section 3 Business Concerns to find other Section 3 Business Concerns to potentially joint venture with for contracting opportunities
- Gives Section 3 Business Concerns the ability to reset their own password

This document will provide instruction on how to utilize the Section 3 Business Concern Module.

Let’s get started!
How do I get Started?

• Access our website at Section3jobs.thecha.org to begin the process.
• Select “Vendor Log-In”
Log-in and Password

• If you do not have an account, click on the “Register” link and follow the instructions...
• Once you register, you will have the ability sign-in with your email address and selected password.
User Registration

• Enter the information for each blank field

• Read the privacy/terms and check the box if you agreement with the stated conditions

• Click **Submit** to proceed
Password

- Once you submit the company’s main profile, you will receive an automated email from the system confirming your Employer Profile and temporary password.
- Follow the prompts and change your password by selecting “Settings” and “Change Password.”
Main-Page Dashboard

**Home:** This will always take you back to main Dashboard page...

**Account:** Allows you to edit your profile or the Company’s information.

**Contracting:** Allows you to gain entry into the CHA’s Directory of Section 3 Business Concern, as well as browse and search data throughout the director.

**Jobs:** Allows you to either create a job announcement (add the Job Profile Details to open positions) or Review Announcements that need approval and/or edits.

**About Section 3:** A brief overview of Section 3 requirements.

**Settings:** Add a new user or change individual password.

**View:**
- Users for your company with access to this system
- Contracts with open Job Profiles in the system
- Applicant Selection
  - You will use this page to review Applicant’s profiles for your company’s open positions
  - Jobs will be posted online for 10 days and you cannot view the applicants until the 10 days pass
- Hire/Interview Status
  - This page will allow you to enter the updates for each applicant who you either interviewed or reviewed their profile after they applied for your open position
Self Certification

From the top menu named Account, choose “Self Certification”

Section 3 Job Opportunities

Dashboard

<table>
<thead>
<tr>
<th>Status</th>
<th>Total</th>
<th>&lt; 7 Days</th>
<th>&gt; 7 Days</th>
<th>&gt; 14 Days</th>
<th>&gt; 30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Closed</td>
<td>39</td>
<td>0</td>
<td>39</td>
<td>36</td>
<td>34</td>
</tr>
</tbody>
</table>

This tab will allow you to self certify
Self-Certification

- If you are a public housing resident, you will have to provide a Client ID#.
- If you are a HCV participant, you will have to provide a Voucher#.
- If at least 30% of your permanent, full-time employees include CHA residents/HCV participants, you will have to provide Client ID#s.
- If at least 30% of your permanent, full-time employees include low-income individuals, you will have to check the box for “My business” and choose from the drop down menu.
- Read the privacy/terms of use and check the box once you read it.
- Click Save

This is a self-certification and you are stating that this information is accurate and true to CHA and HUD.
My Commodity Codes

From the top menu named Account, choose “My Commodity Codes”

Section 3 Job Opportunities

Dashboard

<table>
<thead>
<tr>
<th>Action</th>
<th>Total</th>
<th>&lt; 7 Days</th>
<th>&gt; 7 Days</th>
<th>&gt; 14 Days</th>
<th>&gt; 30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Positions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending Actions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Closed</td>
<td>39</td>
<td>0</td>
<td>39</td>
<td>36</td>
<td>34</td>
</tr>
</tbody>
</table>

Outstanding Positions 4
Add Commodity Codes

- Click the **Add** button.
- Enter keyword in the **Main Commodity Description** field and click **Search** button.
- Enter keyword in the **Sub Commodity Description** field and click **Search** button.

Commodity codes related to entry are displayed.
Add Commodity Codes Cont.

• Select the checkbox of commodity description of choose.
• Click *Save*.
Delete Commodity Codes

- Check the box next to the commodity code you want to delete.
- Click the Delete button

### My Commodity Codes

<table>
<thead>
<tr>
<th>Main Commodity Description</th>
<th>Sub Commodity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 builder's supplies</td>
<td>150-52 Moldings, Plastic</td>
</tr>
<tr>
<td>150 builder's supplies</td>
<td>150-51 Moldings, Metal</td>
</tr>
<tr>
<td>150 builder's supplies</td>
<td>150-53 Moldings, Strips, Stops, Rounds, etc.; Wood</td>
</tr>
<tr>
<td>340 fire protection equipment and supplies</td>
<td>340-34 Fire Protection Clothing (Turnout Coats, Bunker Pants, Hoods)</td>
</tr>
<tr>
<td>340 fire protection equipment and supplies</td>
<td>340-70 Recycled Fire Protection Equipment and Supplies</td>
</tr>
<tr>
<td>665 plastics, resins, fiberglass; construction, forming, laminat</td>
<td>665-67 Plastic Forming and Molding Supplies: Catalysts, Colorants,</td>
</tr>
</tbody>
</table>
CHA’S Directory of Section 3 Business Concerns

• This page is your “Dashboard” and it will take you everywhere you need to go in this system!

You can go to CHA’s Directory of Section 3 Business Concern by clicking on “Contracting”

Clicking on “Find S3 Business Concerns” will prompt you to search CHA’s Directory of Section 3 Business Concern
This page will allow access to search directory by entering keywords and clicking Search.
Solicitation and Events

• From the top menu named Contracting, choose “Find Solicitation/Event”
• Enter the search criteria of choice and click Search
Find Solicitation Event: Submit Notice of Interest (Sub)

- Click Subs Click Here
- Enter some text in the field named “Letter of Interest/Additional Comments”
- Attach a file and click Save

<table>
<thead>
<tr>
<th>Section 3 Job Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find Solicitation/Event</strong></td>
</tr>
<tr>
<td>This page allows you to search for and view solicitations that are currently open in the system. If you are interested in an event as a Prime Contractor, click the link for Prime and you will be taken to the page for Interested Section 3 Business concerns that you may view. If you are interested and you are a sub-contractor, click the link for subcontractors and you will be able to submit a letter of interest.</td>
</tr>
<tr>
<td>Solicitation Event Number: A</td>
</tr>
<tr>
<td>Event Station: All</td>
</tr>
<tr>
<td>Category: Select one</td>
</tr>
<tr>
<td>Project Description:</td>
</tr>
<tr>
<td>Search</td>
</tr>
<tr>
<td>Solicitation Event Time</td>
</tr>
<tr>
<td>Door Knobs</td>
</tr>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Letter of Interest/Additional Comments and fields to attach files.</td>
</tr>
</tbody>
</table>

Site displays company's Notice of Interest including Solicitation/Event Information and Company name, Address, Contact Name, Phone, Contact Email, Letter of Interest/Additional Comments and fields to attach files.
Find Solicitation Event: View Solicitations/Events (Sub)

- From the top menu named Contracting, choose “My Solicitation/Events”
- Click Sign out

In the section named My Solicitation/Events, the site displays the event you have previously submitted as a Notice of Interest for the event.
Find Solicitation Event: Submit Notice of Interest (Prime)

- Click Primes Click Here
- Click the link of vendor in the Company Name column
- Click Review Vendor button

Site displays vendor’s Notice of Interest including Solicitation/Event Information and Company name, Address, Contact Name, Phone, Contact Email, Letter of interest/Additional Comments, and attached files from prior entry.

Site displays page with List of Interested Section 3 Business Concerns including Development Name (where applicable), and list of Main Commodity Codes.

View attached files, if any.
Find Solicitation Event:
Review Vendor

- Complete all fields and click **Save**
- Repeat steps starting from **Prime Click Here until no more names appear in the list of interested S3BCs**

Site displays **Review Vendor** page including **Vendor Name, Contact Name, Event/Solicitation Name, Event/Solicitation Number, Contact Date, Select Vendor, and Reason for Not Subcontracting** fields.

Site returns to List of Interested S3BCS and the vendor no longer appears in the list.
Find Solicitation Event: View Solicitations/Events (Prime)

• From the top menu named Contracting, choose “My Solicitation/Events”
Adding Users/User List

- From the top menu named **Settings**, choose “Add New User”
- Enter the new user information for each blank field.
- click on **Save**.

The site displays all users’ information in addition to the most recently added user.
Section 3 Business Concern
Self-Certification

• Once your self-certification is completed, you will be required to update your profile annually.

• Self-certification does not guarantee a contract, but it does make a business’ information accessible to the public and all vendors will be referred to the registry as a source for locating Section 3 Business Concerns for contracting opportunities.

• You will still have to register via the Supply Portal (https://supplier.thecha.org), in order to download solicitations and stay up-to-date on new projects, upcoming Pre-Bid Meetings and Pre-Proposal Meetings.
Section 3 Business Concern Questions

Contact Section 3 Field Office
(312)542-8802
Email: Section3@thecha.org