



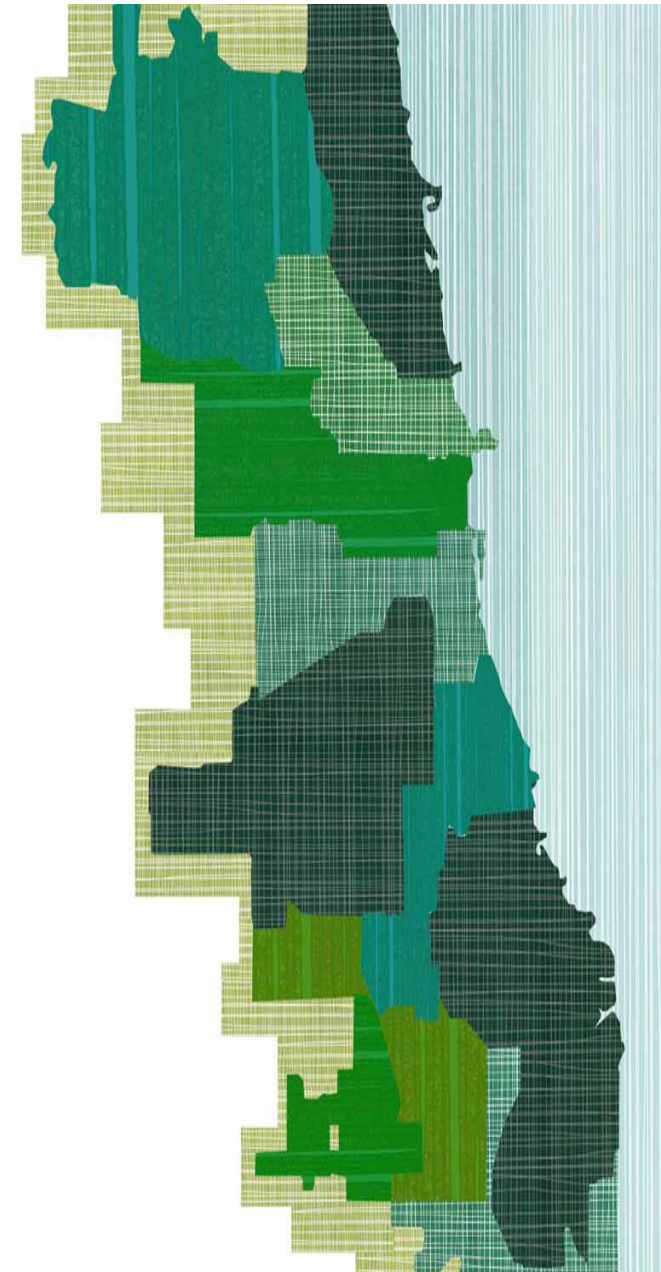
Department of Procurement and Contracts (DPC) Pre-Proposal Conference

Request for Proposal (RFP) Independent Auditing Services (Event No. 3246)

Comptroller Department

WEDNESDAY, APRIL 3, 2024

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting



PANEL OF PRESENTERS AND AGENDA

1. **Mauricio Beltran Senior Procurement Specialist:** Key Dates, Proposal Requirements, and Submission Information.
2. **Sansom John, Deputy Chief of Finance:** Project Background, Mission, Purpose, Scope of Services, Fee Form.
3. **Bridgette Steels, Senior Compliance Specialist:** Compliance Requirements.
4. **Kevin Brooks, Senior Manager:** Workforce Opportunity Resource Center (WORC).
5. **Questions and Answers.**

1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
 - Must be registered to download the RFP
2. A copy of this presentation will be posted on the [CHA Supplier Portal](#)
3. All communication pertaining to the bidding process for Event #3246 must be issued via the [CHA Supplier Portal](#)

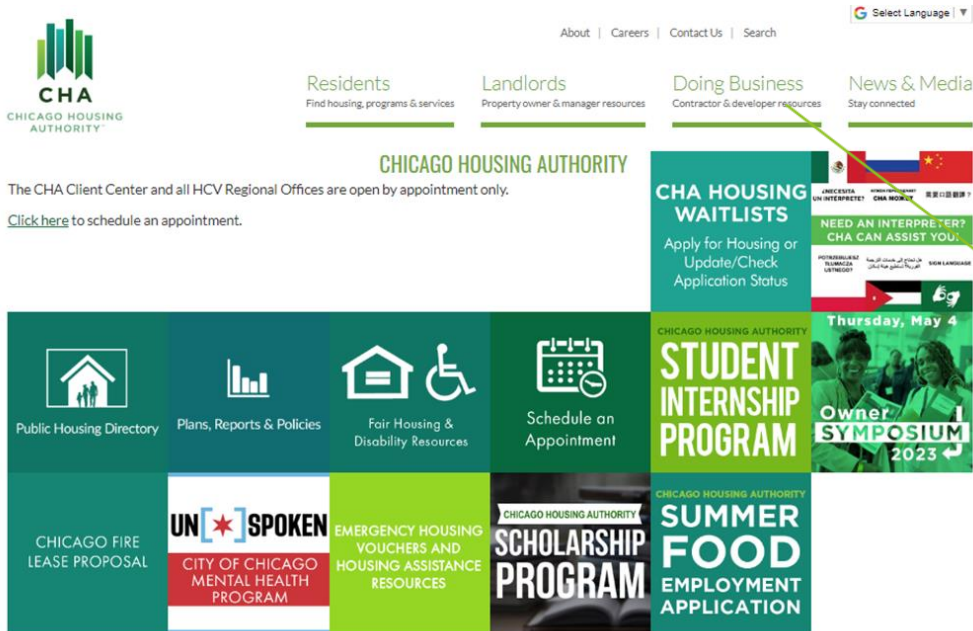
Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Finding Procurement @ www.thecha.org



To access the [CHA Supplier Portal](https://www.thecha.org) and learn more about contracting opportunities, download forms and documents, please visit the CHA Homepage at www.thecha.org and click Doing Business CHA.

- For forms not included with the RFP, please download them from the CHA Website. www.thecha.org : Home Page → Doing Business → Documents and Forms



www.thecha.org

Home Page
Doing Business with CHA

DOING BUSINESS			
<p>CHA is pleased to do business with technically proficient and innovative companies. To ensure the integrity of the procurement process, each contract is analyzed by separate Procurement Teams. These individuals explore and implement best practice standard</p>	Contracting Opportunities	Workforce Opportunities Resource Center	COVID-19 Business Resources
	<ul style="list-style-type: none"> Open Solicitations Bid Tabulations Proposal Registers Supplier Portal Private Property Management Services Indefinite Delivery-Indefinite Quantity (IDIQ) Contract Requirements Contracts Library 	Compliance Requirements	Development
		Project Based Voucher	Forms and Documents
			Charles A Hayes Center (FIC)

Event 3246 – Independent Auditing Services
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Mission and Values

CHA MISSION

Create and sustain strong communities where seniors thrive and everyone can unlock their economic power

CHA VALUES

- People first
- Public-private partnerships extend our impact
- We are stewards of the public trust
- Diversity makes us stronger
- We measure what we value

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Purpose

Chicago Housing Authority (CHA) is requesting proposals from qualified professional firms to provide Independent Auditing and Assurance services. Firms will be required to:

- Perform a financial audit and report on general purpose financial statements (part of Annual Comprehensive Financial Report)
- Perform a compliance audit and report on major programs, in accordance with Uniform Guidance provisions, commonly known as Single Audit
- Provide ancillary attestation services to complete the Authority's annual reporting requirements

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Scope of Services



FINANCIAL AUDIT

- Audit and report on CHA's general purpose financial statements and information organized and presented as Annual Comprehensive Financial Report, including Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position, in accordance with generally accepted auditing standards.

UNIFORM GUIDANCE AUDIT

- Audit and report on CHA's federal program revenues and expenditures are in accordance with standards applicable to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards (Uniform Guidance) provisions, Title 2 U.S Code of Federal Regulations (CFR) Part 200.
- Report on CHA's internal controls related to administering major federal programs and assess risk, as required by Uniform Administrative Requirements, for the purpose of expressing an opinion concerning compliance with laws and regulations related to major federal award programs.

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Scope of Services (cont.)



COMPLETE AUDITOR REQUIRED RESPONSIBILITIES ON ANNUAL SUBMISSION TO HUD REAL ESTATE ASSESSMENT CENTER (REAC)

- Complete auditor required procedures for HUD's REAC, on-line reporting, applicable to Financial Data Schedule (FDS) reporting provisions. Procedures include quality control review to ensure all reporting requirements and supplemental disclosures required are included for an acceptable REAC submission with minimal exceptions.

REVIEW OF ANNUAL COMPREHENSIVE FINANCIAL REPORT

- Review ACFR for submission to Governmental Finance Officers Association (GFOA) Awards program.
- ACFR consolidation/combining Component Unit Financial Statements and independent audit reports.

COMPLETE AUDITOR REQUIRED RESPONSIBILITIES ON ANNUAL SUBMISSION TO FEDERAL AUDIT CLEARING HOUSE

- Complete auditor requirements, including review and attestation, on annual filing to Federal Audit Clearinghouse.

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Scope of Services (cont.)

AGREED UPON PROCEDURES

- Complete agreed on procedures and issue certifications needed for Capital Fund Program grants scheduled for closeouts, leveraging preformed testing work/UG Schedule of federal awards expenditures review or with additional audit procedures. (Required only on as needed basis-Request and will not exceed three attestations in any year).
- Perform auditor procedures to attest or provide certification needed for the ROSS or FSS grant program expenditures annually or at the end of contract period to meet grantor reporting requirements.

MISCELLANEOUS

- Perform two quarterly reviews of the Authority's Financial Statements, for the quarters ending June 30th and September 30th.
- Participate in Finance and Audit committee activities as necessary.

Fee Proposal Form

CONTRACT

- Two-year base term
- Three one-year option terms
- Anticipated Oct 2024 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

Key Dates



- Questions Due Date: **Friday, April 5th, 2024 at 10:00 AM CST**
- Letter of Intent to submit a proposal (See-Attachment B): **Monday, April 15th, 2024, at 11:00 AM CST**
- Proposals Due*: **Tuesday, April 23rd, 2024 at 10:00 AM CST**
*****Late proposals will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the Proposal due date.***
- Oral Presentation: **TBD/2024-TBD**

Submittal Requirements (RFP Pages 12-20)

- All proposals must be in accordance with Article V – Submittal Requirements*
****Non-compliance with Article V requirements may deem a proposal non-responsive.***
- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- **Manual submissions will not be accepted**

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

PROPOSAL SUBMISSION PAGE



CHICAGO HOUSING AUTHORITY (“CHA”)
REQUEST FOR PROPOSAL (“RFP”) EVENT NO. 3246 (2024)
for
Independent Auditing Services

Required for use by
[Office of the Comptroller]
ISSUED ON: Thursday, March 21, 2024
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:
Tuesday, April 23, 2024 at 10:00 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.

Tracey Scott
Chief Executive Officer

www.thecha.org

Sheila Johnson
Deputy Chief Procurement

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

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Pre-Proposal Meeting

LETTER OF INTENT

Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Monday, April 15, 2024 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.

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

RFP Event 3246 (2024) Independent Auditing Services Independent Auditing Services

ATTACHMENT B
LETTER OF INTENT TO SUBMIT A PROPOSAL
REQUEST FOR PROPOSALS (RFP) EVENT # 3246
INDEPENDENT AUDITING 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, April 15, 2024 BY 11:00 AM, CST.

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

TELEPHONE: _____ WEBSITE: _____

PRINCIPAL CONTACT: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

DIRECT PHONE: _____ EMAIL: _____

31 Chicago Housing Authority

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 : Home Page → Doing Business → Documents and Forms
- 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.

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: Independent Auditing Services	
RFP EVENT NO.: 3246	
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)
	Performance Goals & Objectives (Attachment G)
	Insurance Requirements
	3 DEI Questions (Found on page 19 of the RFP in Section Q-Diversity Goals)
	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))
	Vendor Submission Checklist
	Contractor’s Affidavit*
	EEOC Certificate*
	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) *
	Statement of Bidder’s Qualification*
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable*
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]

Pre-Proposal Meeting

EVALUATION CRITERIA



EVALUATION CRITERIA	Max. Points
SPECIALIZED EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):	30
APPROACH AND WORK PLAN (TECHNICAL):	25
ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):	15
DIVERSITY AND INCLUSION GOALS Demonstrates understanding of CHA's diversity goals, including MWD/BE, Section 3 goals, and quality of diversity requirements submittals	10
PROPOSED FEES	20
TOTAL COMBINED POINTS	100

ORAL PRESENTATION (TBD)	Max. Points
Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.	
TOTAL ORAL PRESENTATION POINTS	30

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FIDELITY SOCIAL JUSTICE **DIVERSITY** HUMILITY SUPPORT SYSTEM COURAGE CATALYST DIFFERENCE
 CULTURE RESPECT **DIVERSITY** MUTUAL INTERSECTIONAL GROWTH INTERSECTIONALITY
 BELONGING COURAGE TRUST ACCOUNTABILITY WELCOMING VALUED GROWTH CENTERING COMMUNITY
WELCOMING TRANSPARENCY INTERACTING ACTIVE FAIRNESS JUSTICE NEEDS DIGNITY
 POWER **EQUITY** FAMILY TRANSPARENCY RECEPTIVENESS CONNECTION
 OPENNESS **EQUITY** EQUALITY COLLECTIVE RESPONSIBILITIES ACCOUNTABILITY
 TRUST INTERSECTIONALITY COMMUNITY DIFFERENCE EXPERIENCES HONESTY WELCOMING RESPECT
 HONESTY DIFFERENCE AFFIRMING IDENTITIES **INCLUSION** FIDELITY
 LEADERSHIP INFORMATIVE VALUED PERSPECTIVES **INCLUSION** AFFIRMING
 FRIENDLINESS SUPPORT SYSTEM SOLIDARITY **INCLUSION** POSITIONALITIES BELONGING
 RECEPTIVENESS CATALYST THRIVING CONSCIOUS COMMUNITY APPRECIATION CARE

Diversity & Inclusion Requirements

CHA is committed to:

Diversity, Equity, and Inclusion using our resources to further advance minority, women, disadvantaged businesses (including Section 3 Businesses) and residents.

- 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

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Contract Goals – Diversity Requirements



In accordance with the Chicago Housing Authority **Diversity policy**, 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.

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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*



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Diversity Goals



CHA values diversity, equity, and inclusion (DEI) and seeks vendors with similar shared values, as outlined in Article VIII of CHA’s Contract Requirements. To assess alignment with these principles, Respondents should answer the following questions and submit with their proposal.

01

What is your organization’s strategy for Diversity Equity & Inclusion?

02

What is the racial/ethnic breakdown of your Board and staff? What percentage resides in Chicago?

03

Describe any opportunities for CHA residents including any internships, job shadowing, employment, or mentorships.


*Limit responses to no more than 2 pages

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Required Documents

Documents needed to capture compliance with CHA's contract requirements are:

- Diversity Goals Utilization Plan
- Letter of Intent
- Contract Compliance Certification
- 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' form, which includes fields for 'BIDDER/PROPOSER', 'ADDRESS', 'CONTRACT PERSON', 'TELEPHONE', 'FEIN', 'BUSINESS ADDRESS', 'CONTACT NAME/TITLE', 'E-MAIL ADDRESS', and 'PROJECT TITLE'. It also has checkboxes for 'Full M/W/DBE Waiver' and 'PLEASE STATE REASON FOR WAIVER'. The middle form is a 'Letter of Intent M/W/DBE and/or Section 3 Business Concern' form, which includes a 'SCHEDULE C' section and a 'M/W/DBE or SECTION 3 BUSINESS CONCERN NAME' field. It has checkboxes for 'M/W/DBE Certification Status' (MBE, WBE, DBE) and a list of questions regarding business ownership and labor performance. The bottom form is a 'Diversity Goals Utilization Plan' form, which includes a table for 'M/W/DBE UTILIZATION PLAN' and a table for 'SECTION 3 UTILIZATION PLAN'. It also has a section for 'INDIRECT PARTICIPATION, OTHER ECONOMIC OPPORTUNITIES'.

**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: \$ _____

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).

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.

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:

- 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 monthly 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 LCPTTracker (CHA's online payroll and labor hour software)

1

Revised 08.04.2021

CHICAGO HOUSING AUTHORITY (CHA)
Department of Procurement & Contracts Contract Compliance Division

RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3
Contract Compliance Certification

M/W/DBE and Section 3 Utilization Plans require the approval of the Contract Compliance Division.

Make sure that its subcontractor(s) is/are in compliance with the M/W/DBE and Section 3 Utilization Plans.

I hereby certify that the contents of the forgoing certification are true and correct and that I, as the Prime Contractor, make this certification.

2

Revised 08.04.2021

Event 3246 – Independent Auditing Services
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Required Document – Diversity Goals Utilization Plan



In order to ensure the validity of the work, the Prime Contractor must complete the *Diversity 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

DEPARTMENT OF PROCUREMENT AND CONTRACTS

Diversity Goals Utilization Plan

Prime Contractor Name: _____ Vendor Ethnicity: _____ Contract Type: _____ Document Date: _____ Proposal Date: _____ Spec. No. (RFP/IFB): _____ Aggregate Total: _____ Contract Description: _____ Contract Start and End Date: _____ Length of Contract Term: _____	<table border="1"> <thead> <tr> <th>Type of Contract</th> <th>Contract Amount</th> <th>M/W/DBE Participation</th> <th>CHA Section 3 Business Subcontracting</th> <th>Section 3 Labor Hours (25% of which 5% is to go to S3B)**</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$50,001+</td> <td>30%</td> <td>10%</td> <td>25%</td> </tr> <tr> <td>Supply & Delivery</td> <td>\$50,001+</td> <td>20%</td> <td>3%*</td> <td>N/A</td> </tr> <tr> <td>Professional Service</td> <td>\$50,001+</td> <td>20%</td> <td>3%**</td> <td>25%</td> </tr> </tbody> </table> <p><small>**Or indirect **excludes direct support service providers ***Required regardless of contract amount</small></p>	Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3B)**	Construction	\$50,001+	30%	10%	25%	Supply & Delivery	\$50,001+	20%	3%*	N/A	Professional Service	\$50,001+	20%	3%**	25%
Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3B)**																	
Construction	\$50,001+	30%	10%	25%																	
Supply & Delivery	\$50,001+	20%	3%*	N/A																	
Professional Service	\$50,001+	20%	3%**	25%																	
Compliance Contact Name: _____ Contact Phone Number: _____ Contact E-mail: _____																					

MBE/WBE/DBE UTILIZATION PLAN									
MBE/WBE/DBE Contractor Name	Ethnicity	Gender	Participation Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed
Totals:					\$				

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

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)

M/W/DBE or 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):

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CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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)

Reference to the above-referenced contract: _____

Requests related to the Prime? Yes NO

Contractor that needs to remove or substitute a subcontractor on its removal or substitution of the subcontractor concerned. Only when the removal or substitution of the subcontractor be done by the prime contractor or unilaterally remove or substitute a subcontractor on its CHA/HUD

AFFIDAVIT

I, _____, with the Prime Contractor listed above within five (5) days after receiving this Authority.

I hereby certify that the contents of the foregoing document are true and correct and that I, as the contractor, make this affidavit.

(DATE)

_____ ON THIS _____ DAY

SIGNED (NAME) _____
I, _____, do hereby certify that the foregoing affidavit, and did state that he or she was authorized to execute the affidavit and did so as his

(SEAL):

Revised 12.2022 Page 2 of 2

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Required Document – M/W/DBE Waiver Request



If a Prime Contractor cannot meet the required *M/W/DBE* participation requirements in whole or part, they may submit an *M/W/DBE* waiver request for consideration.

****The waiver submission option is only applicable to M/W/DBE utilization goal requirement and NOT for Section 3 contracting goals.***

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

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: _____
BIDDER/PROPOSER: _____
ADDRESS _____ Street _____ City _____ State _____ Zip _____
CONTACT PERSON: _____ TITLE: _____
TELEPHONE #: () _____ FAX #: () _____
FEIN: _____ ETHNICITY: _____ GENDER: _____
CONTRACT AMOUNT: \$ _____

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

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

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

DOLLAR VALUE: \$ _____ CONTRACT TERM: _____

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

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

I, _____, do hereby certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am not aware of any information that would cause the foregoing to be false or misleading. I understand that I am subject to the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am not aware of any information that would cause the foregoing to be false or misleading.

DATE: _____

COUNTY OF _____

_____ 20____

_____ to me
I have read and understand the foregoing affidavit, and did state that he/she/it (Company) _____
is/are her free act and deed.

(SEAL)

CHICAGO HOUSING AUTHORITY USE ONLY

REVIEW:

Compliance Manager
DATE: _____

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Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

The Workforce Opportunity Resource Center (WORC)

SECTION 3

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

Assistance for Contractors



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

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

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/residents/worc

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

KEY DATES

- Question Due: **Friday, April 5th, 2024 at 10:00 AM CST**
- Letter of Intent to submit a proposal Due: **Monday, April 15th, 2024, at 11:00 AM CST**
- Proposals Due: **Tuesday, April 23rd, 2024 at 10:00 AM CST**
- Oral Presentation: **To be scheduled at CHA's discretion**

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

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

SUPPLIER PORTAL

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



- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline.
- Limit file names to 50 characters.
- Edit Proposals as often as necessary but Responses must be submitted before the posted deadline.
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file and the file name should include Financials)
- For issues with the Portal, contact **Harrette Herron-King at hherron@thecha.org**.

Event 3246 – Independent Auditing Services
Pre-Proposal Meeting

ANY QUESTIONS?

