



REQUEST FOR PROPOSALS

for

Accounting and Auditing Services Roster

(Solicitation # 3599)

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ATTACHMENTS:

- Proposal Cover Page
- Section 3 Business Certification
- Section 3 Resident Employment Plan

RFP Issued on:	Proposals Due:
Friday, April 21, 2006	OPEN ROSTER – Apply At Any Time

Seattle Housing Authority

Request for Proposals (Solicitation No. 3599)

Accounting and Auditing Services Roster

A. INTRODUCTION

- 1) General:** The Seattle Housing Authority (SHA) is seeking proposals from qualified firms or individuals to assist SHA in Accounting and Auditing Services on an on-call basis that may include, but not be limited to, work in the following areas: Technical assistance and support for auditing and accounting system services, including the performance of financial and operational audits for SHA properties and programs; A-133 audits required for HUD-assisted programs and properties; financial statement audits, tax returns, and management advice associated with low-income housing tax-credit limited partnerships established by SHA; accounting and financial analysis; accounting and management advice; financial system and internal control review, evaluation, and reporting; analysis and redesign of work processes; process improvement recommendations; other special studies and management services as required.

The purpose of this Request for Proposals (RFP) is to select the most qualified firms for placement on a Roster that will be used to select firms for future assignments. Each firm selected for the Roster will sign an On-Call Contract for Accounting and Auditing Services that will not include any specific scope of work. Selected firms shall be able to provide the services described in this RFP within a time frame required by SHA.

As work assignments arise, SHA will select a firm from the Roster based upon SHA's determination of which firm most closely meets the requirements of the particular assignment taking into account such factors as firm specialization, personnel and availability. SHA will then notify the firm and negotiate the scope of work and compensation, to be formalized in a Work Order to the On-Call Contract.

SHA reserves the right to enter into Interlocal Agreements with other governmental agencies who may be authorized to use SHA's Consultant Roster Program. Under such agreements, Consultants selected for the Roster Program may also be eligible for selection to perform work by these authorized agencies.

The initial term of the Roster to be created by this RFP shall be three (3) years. At SHA's option, a Change Order may be executed, extending each On-Call Contract for up to two (2) additional one-year periods, along with appropriate adjustments in compensation. In submitting a proposal to be considered for the Roster Program, the firm understands that there is no guarantee of any work or dollar amount under any On-Call Contract resulting from this RFP.

- 2) **Obtaining the RFP:** Visit our website at www.seattlehousing.org/Business/bus00.htm to obtain a copy of the RFP. If you are unable to download the RFP, you may call Don Tucker, Senior Contract Administrator, at (206) 615-3475 or e-mail him at dtucker@seattlehousing.org.
- 3) **Submission Deadline:** Because the Accounting and Auditing Services Roster is an open Roster, Proposals may be submitted at any time. Evaluations will be performed as time permits and if the firm is deemed to be qualified, they shall be placed on the Roster. Sealed Proposals [one (1) original and four (4) copies] must be received at the address below. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Don Tucker
120 Sixth Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

- 4) **Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.
- 5) **Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.
- 6) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 24,000 low-income people in Seattle. SHA owns and operates approximately 5,400 conventional public-housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,100 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and almost 900 low- and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 8,400 residents are children.

SHA houses nearly 9,000 residents in its housing portfolio and about 14,600 residents through its HUD-subsidized Housing Choice Voucher Program (also known as Section 8), which makes it possible for residents with low incomes to live anywhere in the city.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor and confirmed by the City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction. SHA has approximately 585 employees and a total budget of \$301 million for Fiscal Year 2007.

B. SCOPE OF WORK

The selected consultants shall have qualifications and expertise to provide one or more of the following services:

- Technical assistance and support for auditing and accounting system services, including the performance of financial and operational audits for Seattle Housing Authority (SHA) properties and programs
- A-133 audits required for HUD-assisted programs and properties
- Financial-statement audits, tax returns, and management advice associated with low-income housing tax-credit limited partnerships established by SHA
- Accounting and financial analysis
- Accounting and management advice
- Financial system and internal control review, evaluation, and reporting
- Analysis and redesign of work processes
- Process improvement recommendations
- Other special studies and management services, as required

C. INFORMATION TO BE PROVIDED

To be considered responsive to this RFP and to facilitate evaluations, submittals should address and be organized in the order of the outline given below and include the following information. Please refer to the section of this RFP on Submission Requirements for information on Required Number of Copies. Submittals should be limited to a total of six (6) pages in not less than 11-point type (cover letter, resumes and other required attachments are not included in the page limitation.) All disciplines included in this RFP are to be addressed in a single proposal.”

Each proposal must have the completed Cover Page (see attached) and a Cover Letter briefly summarizing the firm’s qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

Your proposal will be evaluated on the following:

- Firm’s Qualifications and Experience with Accounting and Auditing Services as shown in the scope of work
- Qualifications and relevant experiences of firm’s personnel (and sub-consultants’ personnel if applicable) likely to be assigned for any particular work assignment. You must list the names and All-Inclusive Hourly Rates¹ of staff likely to be assigned for any particular work assignment under the roster to be created by this RFP.

References may be checked. Include a list of three references (including agency or business name of client, contact person, address, and telephone number.

¹ All-Inclusive Hourly Rates include base hourly rate plus overhead, fringe benefits, profit and any administrative costs associated with the work performed by the staff.

D. CONSULTANT EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section. In preparing your proposal to SHA, it is important to clearly demonstrate expertise in the areas described in this document. Because multiple areas of expertise may be required for successfully performing projects under this Roster, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate quantities of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal. In submitting a proposal, the Consultant agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the date of the proposal.

The following criteria with a point system of relative importance, with an aggregate total of 100 points, will be utilized to evaluate each proposal:

Evaluation Criteria		Weighting (Max. Points)
1	<u>Firm's Qualifications and Experience:</u> Firm's (and Sub-consultant's, if applicable) Qualifications and Experience with accounting and auditing services, as shown in the scope of work of this RFP. (Section B)	25
2	<u>Staff' Qualifications and Experience:</u> Qualifications and relevant experiences of firm's personnel (and sub-consultants' personnel, if applicable) likely to be assigned for any particular work assignment under the Roster to be created by this RFP. (Section B)	50
3	<u>Hourly Rate(s):</u> Proposed All-Inclusive Hourly Rates for providing the services. (Section C)	25
Maximum Total Points		100

E. SUBMISSION REQUIREMENTS

- 1) **Due Date and Place For Submission of Proposals:** At any time during the term of the Roster, SHA will accept proposals for placement on the Roster that will be evaluated based on the evaluation criteria contained herein.

All Proposals should be clearly marked when delivered or mailed to the address indicated on page 2. *NOTE: A faxed or e-mailed Proposal is not acceptable.*

Upon receipt of each proposal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority and will not be returned to the firm.

- 2) **Required Number of Copies:** Firms responding to this RFP shall submit one (1) original along with four (4) copies to the address indicated on page 2. The original of each of the forms indicated below must also be completed and submitted with the original proposal only. Do not send these forms with the copies.
 - Section 3, Business Certification Form
 - Section 3, Resident Employment Plan
- 3) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals.

F. SELECTION PROCESS

All responses to this RFP that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible proposals, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, SHA reserves the right to request additional information and to interview firms to discuss their proposal.

Based on its evaluation, the panel will make a recommendation to SHA's Executive Director (or other personnel as may be designated) to place qualified firms on a Roster. As needs arise, SHA will contact one firm on the Roster and negotiate a scope of work and compensation, formalizing the agreement in a Work Order to an On-Call Contract for the services. If SHA and the firm are unable to successfully negotiate the terms of a Work Order, SHA reserves the right to contact another or other firms on the Roster with which to negotiate a Work Order.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

<http://www.seattlehousing.org/business/info/Policies/CurrentAdoptedProcurementPolicies.doc>.

G. ADMINISTRATIVE INFORMATION

- 1) **Minority-owned and Women-owned Business Enterprises:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged

business enterprises, HUD Section 3 businesses, and small businesses to submit a proposal, to participate as partners, or to participate in other business activity in response to this RFP.

- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter “Section 3”) requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each proposer is required to submit with their proposal a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFP, and a Section 3 Business Certification form. The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP.
- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - B. The parties to this contract agree to comply with HUD’s regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
 - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135

require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.

- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3-covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- 3) **Basic Eligibility:** The successful firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with SHA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.
- 4) **Payment Requirements:** Firms should be aware that SHA will only make payments on the Contract issued under this RFP after the work being billed has been completed, and will pay reimbursable expenses to the Consultant only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.
- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected firm who must inform all sub-consultants of this provision.
- 6) **Utilization of Selected Firms:** SHA does not guarantee utilization of contracts resulting from this RFP. Actual utilization will be based upon demand for services or other factors deemed important to SHA. Any work to be performed under a Roster Contract will be by Work Order to that Roster Contract.
- 7) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 8) **Other Contracts:** During the original term and all subsequent renewal terms of the Contract resulting from this RFP, SHA expressly reserves the right, through any other sources available,

to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.

- 9) **Funding Availability:** By responding to this RFP, your firm acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 10) **Contract Requirements:** Firms may review SHA's standard contract language that will form the basis for any contract executed based on this RFP by visiting the following web site: <http://www.seattlehousing.org/business/info/KLanguage/KLanguage.html>.
- 11) **Insurance:** The following are the insurance requirements that will be included in the On-Call Contracts executed based on this RFP. Proof of insurance will not be required until such time as work is assigned by Work Order to the Roster Contract.

A. General Requirements:

1. Prior to undertaking any work assigned by Work Order under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to SHA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors.
2. The Consultant's insurance shall be primary as respects SHA, and any other insurance maintained by SHA shall be excess and not contributing insurance with the Consultant's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of SHA, will be cause for such action as may be available to SHA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

B. Required Insurance Coverage: The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of any Work Order to this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work on any Work Order under this Contract.

1. **Commercial General Liability Insurance.** A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and

\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by SHA's Risk Manager.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit coverage

4. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of services shown in the Contract, with the following minimum coverage:

\$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claims-made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Consultant is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by SHA.

5. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

- C. **Additional Insured Endorsement:** The Seattle Housing Authority must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General

Liability policies of the Consultant. A policy endorsement (form CG2010B or equivalent) must be provided to SHA as evidence of additional insured coverage.

D. Proof of Insurance and Insurance Expiration:

1. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract when work is assigned by Work Order. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
2. The Consultant shall include all subcontractors at any tier as insureds (except for Professional Liability insurance). Alternatively, the Consultant shall:
 - a.) Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
 - b.) Maintain such evidence on file for a period of one year after the completion of this Contract and, upon request, submit such evidence to SHA for examination, and
 - c.) Ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement.
3. The Consultant's insurance shall not be reduced or canceled without thirty (30) days prior written notice to SHA. The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.
4. SHA reserves the right to require complete, certified copies of all required insurance policies at any time after work is assigned by Work Order and for the duration of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.

E. Carrier Review and Approval Authority: Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by SHA. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of "A VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers who do not have a rating of "A VII" or better may not be used without written approval of SHA's Risk Manager. All carriers or reinsurers of Professional Liability (Errors and Omissions) Insurance must have and maintain a rating of "B+VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers for Professional Liability Insurance who do not have a rating of "B+VII" or better may not be used without written approval of SHA's Risk Manager.

**PROPOSAL COVER PAGE
For SHA's**

Accounting and Auditing Services Roster

(Solicitation No. 3599)

Firm Name:	Firm Address:	Contact Person:	Title:
Telephone Number:	Fax Number	e-mail address:	

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<input type="checkbox"/> Letter of Interest	1
<input type="checkbox"/> Evidence of Firm's and Sub-consultants' (if applicable) Qualifications	—
<input type="checkbox"/> Evidence of Staff Qualifications and Experience (includes Hourly Rates)	—

Attachments:

- Resumes
- References
- Section 3 Business Certification
- Section 3 Resident Employment Plan

NOTE: Use this page as a cover for your submittal. Proposals are limited to a total of six (6) pages in not less than 11- point type.

This cover page, cover letter, resumes and Section 3 forms are not included in this page limit.

Proposals are to be stapled in the top left corner with no other bindings or binders.

Seattle Housing Authority

Section 3 Business Certification

Section 3 Business Criteria: Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses.

Section 3 Person Criteria: A Section 3 qualified person must:

- A. Live in the City of Seattle.
- B. Earn no more than the following amounts :

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Income	\$41,700	\$47,700	\$53,650	\$59,600	\$64,350	\$69,150	\$73,900	\$78,650

Section 3 Statement: Please check the appropriate box below.

- My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.
- My Business has been certified as a Section 3 Business by:
 (name of agency) _____ (date of certification) _____

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

Note: If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

If you have any questions about this form, please call
 Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.

Seattle Housing Authority

Section 3 Resident Employment Plan

- Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to "Section 3 residents." Section 3 Residents include residents of SHA communities and other low income residents of Seattle. Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. HUD has established an annual goal of 10% of all new hires by SHA Contractors. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of Seattle. At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices of the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments. In order to fulfill its Section 3 obligations the Contractor may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House and the Employment Opportunities Center. The plan should specify the number of positions the Contractor expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan should also address the Contractor's strategy for recruiting SHA residents for the available positions.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		Telephone Number:

- How many new positions do you expect this contract will require you to create?

- Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

- What minimum skills will be required for each position?

- Please describe any training opportunities which the contract may create and any agreements concerning training you have.

- How will you advertise these positions to SHA residents?

If you have any questions about this form, please call
Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.