

SEATTLE HOUSING AUTHORITY
REQUEST FOR DEMONSTRATION
OF CONTRACT MANAGEMENT SYSTEM

Solicitation No. 5082
Contract Management System

The Seattle Housing Authority (SHA) is inviting qualified Service Providers to demonstrate their Contract Management System (“System”) to a panel of evaluators on June 6, 2018 or June 7, 2018. This will be Phase 1 of the review, evaluation and selection process.

The “System” will manage procurement contracts from the solicitation phase through vendor evaluation and selection, contract execution, and closure. The “System” Requirements include Contract and Document Management, System Integration, System Implementation and Deployment Strategy and are further described in Attachment A System Requirements available on the SHA Website at <https://www.seattlehousing.org/do-business-with-us>. The System requirements will be the basis for the presentation and evaluation.

Based on the evaluation scores of the presentations, SHA intends to select 3-4 Service providers whose System would best meet the needs of SHA and invite them to submit additional materials & information for final evaluation and selection. (Phase 2)

Reserve a Presentation Time: Download the Attachment A System Requirements from the SHA website (above), review and contact Marilyn Westman, Senior Contract Administrator at Marilyn.westman@seattlehousing.org to reserve a time slot for presentation on one of the two available dates.

Reservation for Presentation Deadline: Tuesday, June 5th by 1:00PM Pacific Time.

Diversity: SHA strongly encourages qualified minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit a Letter of Interest.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all submittals.

Jena Richmond
Contracts and Procurement Manager