

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Seth Ryan, Sen. Contract Manager at seth.ryan@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6146

Third Party Property Management Services for Affordable Housing

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

SOLICITATION NO. 6146

for

Third Party Property Management Services for Affordable Housing

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ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

RFP Issued On:		Proposal Due:	
Tuesday	08/12/2026	12:00pm Wednesday	9/09/2026

Seattle Housing Authority

Request for Proposals Solicitation No. 6146

Third Party Property Management Services for Affordable Housing

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to provide professional property management services at market rate and subsidized affordable housing properties throughout the city of Seattle.
- 2) **Seattle Housing Authority Background:** SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

Our Mission

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.

Our Values

As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.

SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at seattlehousing.org.

3) **[Reserved]**

4) **[Reserved]**

- 5) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

B. SUBMITTAL REQUIREMENTS

Schedule:

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	This meeting will be held virtually via Teams using the following link: Teams Meeting Link Meeting ID: 263 150 719 030 475 Passcode: wm3v6SU7 Dial in by phone option (audio only): 1-206-257-3799 Conference ID number 515 127 853#	Friday	8/21/2026	11:00am
Deadline for Questions		Wednesday	08/26/2026	12:00pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: purchasing@seattlehousing.org		Wednesday	09/09/2026	12:00pm

Questions: Questions must be sent prior to the Deadline for Questions date and time shown above. Submit your questions to Seth Ryan at seth.ryan@seattlehousing.org.

Addenda: In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA's website at [Do business with us | Seattle Housing Authority](#). It is the responsibility of proposers to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Contract Administrator, Seth Ryan at seth.ryan@seattlehousing.org to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting on the date and time indicated above.

Submittal: The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline.

All proposals should be clearly marked when e-mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or hand delivered proposal is not acceptable.*

All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

Proposals should be limited to a maximum of 10 pages plus exhibits (no limit on relevant exhibits). The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, the Suspension and Debarment Certificate, and any applicable Section 3 form(s). Your **cover letter** should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

1) **Required number of copies:** Proposers responding to this RFP shall submit their proposal to the e-mail address indicated above. **The following items/forms are to be submitted as a separate file and not included in your Proposal.** Do not include these items/forms in the proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as “proprietary” information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as “proprietary” only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as “proprietary information,” SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **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. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

C. SCOPE OF WORK

SHA currently utilizes third party management services for newly acquired existing buildings. In 2024, SHA acquired Verse which has 98 units and could acquire up to 400 units over the next two years. For this solicitation, SHA is seeking to procure a Master Services Agreement for property management services at our market-rate properties as well as those participating in the Low-Income Housing Tax Credit (LIHTC), HUD Project Based Rental Assistance (PBRA) and HUD Project Based Voucher (PBV) programs. Additionally, SHA may wish to utilize this master agreement to provide property management due diligence support services and transition services in the months leading up to an acquisition closing and property takeover.

Given the increasing scale of SHA's housing portfolio, SHA is seeking a third-party property management service provider to manage one or more potential acquisitions. SHA is seeking to establish a master service contract that includes a flexible management fee matrix to allow for individual management contracts to be awarded for one or more of these properties, and possibly additional properties in the future. SHA expects that management fees will vary depending on property size and management complexity. For transition or due diligence support services, we seek a fixed fee structure.

The types of property management services that may be requested from the Service Provider awarded under this master contract with SHA include but are not limited to:

- Operating budget preparation.
- Development and/or implementation of management plans for each managed property.
- Residential leasing strategy and administration, including management of the application process, occupancy, waiting lists, rules and operating policy alternatives.
- Property bank account setup and administration.

- Property income collection.
- Recruitment and training of site-based property management support staff.
- Residential property management, including but not limited to oversight of site-based maintenance staff and management of outside contracts.
- Preventative maintenance planning and implementation services.
- Capital budgeting support in the form of reserve account forecasting and project recommendations to SHA.
- Delivery of monthly, quarterly, and annual financial reports.
- Delivery of monthly rent rolls.
- Ongoing review of property for tenant safety and owner liability issues.
- Emergency Management as needed and restoration and construction management after any loss.

The types of due diligence support services that may be requested from the Service Provider awarded under this master contract with SHA include but are not limited to:

Lease File Audit:

- Verify accuracy of rent rolls; total household members, move-in dates, current rents, lease charges & concessions.
- Verify resident deposits, security deposits, pet deposits etc.
- Verify delinquent tenant balances and collections status.
- Verify all households receiving rent subsidies.

Interior Unit Inspection:

- Condition of flooring; carpet, vinyl etc.
- Condition of cabinets.
- Condition of countertops.
- Condition of appliances.
- Evaluation of wall and ceiling surfaces – damage, moisture, staining etc.
- Evaluation of windows and doors – damage, missing screens, moisture etc.
- Evaluations of plumbing fixtures – toilets, sinks, tub/shower.

Exterior Unit Inspection:

- Cursory non-intrusive visual inspection exterior surfaces.

Other Tasks:

- Preparation of capital improvement budget (preliminary only) – list of recommended projects and high-level estimated cost.
- Proforma operating budget based upon actual past financial reports and projected operating costs.
- Market study.

D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL

Response / Proposal Content: To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

1) Cover Letter

2) Address each of the evaluation criteria below:

- Relating to Criterion 1: [Reserved]

- **Relating to Criterion 2: [Reserved]**

- **Relating to Criterion 3: Firm's Experience in Managing Affordable and Market Rate Multifamily Rental Properties**

Evaluation will be based upon documentation provided supporting the firm's experience with managing rental properties. Specifically, the following areas of competency will be rated: Experience managing both affordable and market rate multifamily properties in the Puget Sound region of Washington State; Experience developing and implementing management plans for each managed property; Knowledge of both State and Seattle Landlord Tenant laws, Fair Housing laws and experience serving diverse populations including seniors and those having disabilities; Completion of energy benchmarking for the property and preparation and maintenance of the Preventative Maintenance Plan required by the City's 'Clean Building Performance Standard'; Knowledge of mixed used building compliance and reporting requirements - PBRA, PBV, HCV, LIHTC etc.; Experience with recruitment and training of site-based property management support staff; Established risk management procedures; processes and procedures in place to mitigate risk and liability to residents, property, and ownership.

- **Relating to Criterion 4: Firm's Experience in Providing Additional Management Services**

Evaluation will be based upon documentation provided supporting the firm's experience in providing the following additional management services: Experience with due diligence and takeover services (due diligence services as outlined in the scope of work); Construction and/or project management services or facilitation support; in-house or outsourced.

- **Relating to Criterion 5: Firm's Experience in Finance and Accounting Services Including Budget Preparation**

Evaluation will be based upon documentation provided demonstrating accounting and finance services and experience. Specifically, the following areas of service will be rated: Indicate accounting methods utilized and provide examples of standard reporting format; Ability to adjust and prepare reports that comply with SHA operational or compliance requirements; Provide specific examples of the firm's experience in preparing annual operating budgets; Experience with capital budgeting support in the form of reserve account forecasting and project recommendations to SHA; Process for rent collection and managing delinquent accounts; Experience providing detailed cost estimates and cost tracking; Process for ensuring timely vendor payments; Delivery of monthly, quarterly, and annual financial reports; Experience with bank account setup and administration.

- **Relating to Criterion 6: Firm's Experience in Practices Around Maintenance and Occupancy Management.**

Evaluation will be based upon documentation provided supporting the firm's standard operating procedures in the following areas: Process and timeline for work order intake and completion tracking; Process and timeline for unit turnover

completion and quality control inspection protocols; Experience developing preventative maintenance plans and schedules; Indicate leasing strategy, including management of the application process, maintaining high occupancy, managing waiting lists and lease-up procedure; Processes for managing tenant issues and lease infractions.

- **Relating to Criterion 7: Prices/Rates.**

Evaluation will be based upon documentation provided supporting the firm's fee structure: Please indicate monthly per unit price for all services outlined within the scope of work; Please indicate any other fees or profit-sharing structures applicable to any contract for services; Please indicate fee structure for any secondary services, due diligence, project management, construction services etc.

3) Provide resumes for the key personnel named in your response.

4) Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

E. CONSULTANT EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, 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. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred ten points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	[Reserved]	-
2	[Reserved]	-

3	Firm's Experience in Managing Affordable and Market Rate Multifamily Rental Properties (See Section D above for a complete description of this Criterion.)	35
4	Firm's Experience in Providing Additional Management Services (See Section D above for a complete description of this Criterion.)	15
5	Firm's Experience in Finance and Accounting Services Including Budget Preparation (See Section D above for a complete description of this Criterion.)	20
6	Firm's Experience in Practices Around Maintenance and Occupancy Management (See Section D above for a complete description of this Criterion.)	20
7	Prices/Rates (See Section D above for a complete description of this Criterion.)	10
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		100

F. SELECTION PROCESS

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

- 1) Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more proposers; or
- 2) Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
- 3) Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks at any time during the evaluation process.

In the event that information obtained from the reference checks reveals concerns about any proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

G. CONTRACT NEGOTIATIONS

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contracts for services for one year. At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation. The Contract shall not exceed five-years.

H. ADMINISTRATIVE INFORMATION

- 1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.
- 2) **Reserved:**
- 3) **Basic Eligibility:** By submitting for this Solicitation:
 - a. Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
 - b. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form attached to this RFP of Proposer's sub-contractors' and/or sub-consultants' (if applicable) eligibility.
 - c. [Reserved.]
- 4) **Payment Requirements:** Proposers 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 within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of 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 Proposer who must inform all sub-consultants of this provision.
- 6) **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.
- 7) **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.
- 8) **Funding Availability:** By responding to this RFP, the Proposer 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.
- 9) **[Reserved].**
- 10) **Insurance And Other Contract Requirements:** Proposers may review a sample of SHA's [standard contract language](#) that will form the basis for any contract executed based on this solicitation by visiting SHA's website, under FORMS AND POLICIES of the Do Business With Us page, "Consultant Professional Services Contract".

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

Attachment A

FORMS

The forms attached hereto are to be completed and submitted as a separate document when you submit your proposal.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: _____
101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

Name of Business, Organization, or Name of Person (if payment is to an individual):

For SHA Use Only:

JDE Vendor
No. _____

Purchasing
contracts
☐

Mailing Address for Payments:

City:

State:

Zip Code:

E-Mail Address:

Telephone No.:

Fax No.:

DUNS No.:

UEI:

Washington UBI No.:

City of Seattle Business License No.:

Washington Contractor's License No.:

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

President/General Manager:

Principal products and/or services offered:

Type of Organization (check one):

Individual
☐

Sole
Proprietor
☐

Partnership
☐

Corporation
☐

Governmental Agency
☐

Other _____
☐

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**SIGN
HERE →**

Signature of U.S. Person

Date

Ownership Status (check all that apply):

- ☐ **MBE** (Minority-Owned Business Enterprise)
☐ **WBE** (Women-Owned Business Enterprise)
☐ **MWBE** (Minority / Women-Owned Business Enterprise)
☐ **CBE** (Combination Business Enterprise)
☐ **Veteran-owned Business**
☐ **Small Business** ☐ **HUD Section 3 Business**

☐ Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises)

☐ Self-Identified (SHA may request a signed statement re: self-certification)

Racial/Ethnic Status (check one):

- ☐ Caucasian (1)
☐ African American (2)
☐ Native American (3)
☐ Hispanic American (4)
☐ Asian/Pacific American (5)
☐ Hasidic Jews (6)

Method of Contract Payments: As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

SIGN BELOW:

Signature of Authorized Representative of Vendor:

Date:

By signing immediately above, the Vendor hereby represents the following:

- The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at www.irs.gov.

Certification of Eligibility: In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

Use the websites of the [General Services Administration](http://www.gsa.gov) and the [U.S. Department of Housing and Urban Development](http://www.hud.gov) to verify eligibility of the firm and its principals. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or twong@seattlehousing.org.

Small Businesses: The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](http://www.hud.gov).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE

By signing below, the Participant Certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

Participant's Firm Name: _____

Address: _____

City, State, Zip: _____

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Participant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Participant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A participant or other person, whether or not employed by the participant or paid with Federal funds, who-
 - a) Is in a position to handle Federal funds;
 - b) Is in a position to influence or control the use of those funds; or,
 - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: <https://sam.gov/content/exclusions> and [Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

**SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE
FOR
SUB-CONTRACTOR/SUB-CONSULTANT**

The Prime Participant (the "Prime") may use this form if the Prime can verify that its Sub-Contractor and/or Sub-Consultant (the "Lower Tier Participant") named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form to each Lower Tier Participant to be completed and returned.

Prime Participant's Name: _____ certifies that neither any of the Lower Tier Participant named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new Lower Tier Participant hired after submission of this certification.
- A renewal certification for every Lower Tier Participant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(Note: In lieu of this certification, the Prime may elect to submit a separate certification signed by each Lower Tier Participant to SHA as evidence of Lower Tier Participant's eligibility. It is the Prime's responsibility to initiate, obtain, and provide all such individual Lower Tier Participant certifications to SHA.)

Prime Participant's Signature	Printed Name	Title	Date

Lower Tier Participant Listing: (Enter NONE if no Lower Tier Participant)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of Lower Tier Participant.

Please contact Seth Ryan at 206-837-7001 or by e-mail at seth.ryan@seattlehousing.org if you have any questions regarding compliance with this requirement.
