

RFP Addendum #3

Request for Proposal
On-Call Youth Tutoring
(Solicitation 6158)

Date of Addendum #3: November 19, 2025

The Request for Proposal (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 1 page.

This Addendum adds the Vendor Fact Sheet and the Section 3 Income Limits Eligibility Guidelines forms (see Item 1 below).

Item 1. The following forms are being added to the solicitation document:

- Vendor Fact Sheet
- Section 3 Income Limits Eligibility Guidelines

END OF ADDENDUM #3



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: Patti Armstrong
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):

Mailing Address for Payments:

City:	State:	Zip Code:	E-Mail Address:	
Telephone No.:	Fax No.:		DUNS No.:	UEI (if applicable):
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 ☐
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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
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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)
☐ 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: a) 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; b) 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

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 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. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

UEI (Unique Enterprise Identifier): UEI is the primary means of entity identification for federal awards. It is required in accordance with [2 CFR Part 25](#). If you are currently registered in The System for Award Management (SAM.gov), you have already been assigned a UEI. Otherwise, get a UEI by visiting [SAM.gov](#) --- obtaining an UEI is free and validates your legal business name and address.

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](#) and the [U.S. Department of Housing and Urban Development](#) 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.

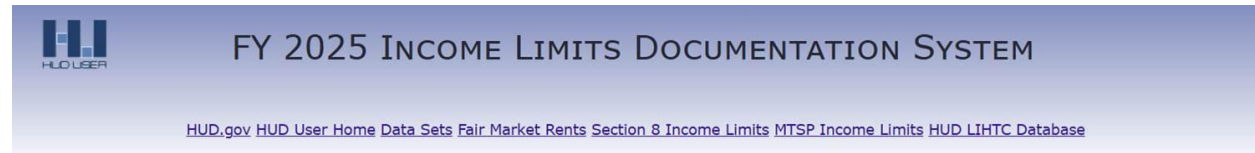
Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America epayables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. For more details, please visit [www.bankofamerica.com/epayablesvendors](#). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions, 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 section 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](#).

The Housing Authority of the City of Seattle Section 3 Income Limits Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.



FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Seattle-Bellevue, WA HUD Metro FMR Area	\$157,100	Very Low (50%) Income Limits (\$) Click for More Detail	55,000	62,850	70,700	78,550	84,850	91,150	97,450	103,700
		Extremely Low Income Limits (\$)* Click for More Detail	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
		Low (80%) Income Limits (\$) Click for More Detail	84,850	96,950	109,050	121,150	130,850	140,550	150,250	159,950

NOTE: **King County** is part of the **Seattle-Bellevue, WA HUD Metro FMR Area**, so all information presented here applies to all of the Seattle-Bellevue, WA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Seattle-Bellevue, WA HUD Metro FMR Area.

Table above is for reference only. Check <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern; or
- Currently fits at least one of the following categories as documented within the past five years:
 - A resident of Seattle Housing Authority public housing or Section 8-assisted housing;

- A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; or
- A YouthBuild participant.