

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Patti Armstrong, Sr. Contract Administrator, at patti.armstrong@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6158

On-Call Youth Tutoring

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 6158)

For

On-Call Youth Tutoring

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A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

B. INFORMATIONAL EXHIBITS:

- HUD Section 3 Information and Section 3 Forms

RFP Issued On:	Proposal Due:
Monday, October 27, 2025	Thursday, November 20, 2025 by 1:00 PM PST

Seattle Housing Authority
Request for Proposals (Solicitation No. 6158)
ON-CALL YOUTH TUTORING

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking qualified professional firms to assist in providing year-round tutoring, academic assistance and reading interventions to youth living in SHA housing and receiving housing assistance from SHA.
- 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) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.
- 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	If you have MS Teams and would like to join the meeting virtually, please e-mail patti.armstrong@seattlehousing.org and you will be sent an invitation to join.	Monday	11/3/25	10:00 AM PT
Deadline for Questions	By Email	Wednesday	11/5/25	1:00 PM PT
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: patti.armstrong@seattlehousing.org		Thursday	11/24/25	1:00 PM PT

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to patti.armstrong@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, Patti Armstrong at patti.armstrong@seattlehousing.org to have a copy of the addenda e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at 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 single sided, or 5 pages double sided in no smaller than 12-point font on 8½" by 11" sheets. 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
- Any applicable Section 3 Form(s)

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

The selected Service Provider shall assist SHA in providing on call year-round tutoring, academic assistance, and reading interventions for youth living in SHA housing and receiving housing assistance from SHA. The program shall serve children and youth (elementary, middle and high school students) from culturally, ethnically, and economically diverse families, with priority given to SHA residents of the High Point, New Holly, Rainier Vista, MLK Apartments, Yesler Terrace, Lake City Court, Jackson Park, and Cedarvale Village, and Northgate Apartment communities, as well as for youth living in SHA housing surrounding these communities. Services may be provided onsite at the SHA communities or at the public schools and/or charter schools with significant SHA populations. Additional locations may be added and/or the program expanded during the Contract period. Emphasis for proposals should be focused on the 2026 calendar year. The total estimated range of funding for services for the Contract to result from this Request for Proposals (RFP) is between \$600,000 and \$662,000 annually. SHA may commit additional funds for subsequent years, depending on program performance and funding availability.

The selected Service Provider(s) shall prepare a strategy that is consistent with the purpose, objectives and general project description as further stated below:

- Provide clearly identified program objectives, level of service, and measurable outcomes.
- Provide Service Provider-identified outcomes that are in alignment with commonly held standards for learning, such as Seattle Public Schools strategic plan and goals for literacy and math, guidance from OSPI (Office of Superintendent for Public Instruction), and Common Core Standards (at least some of which should be in alignment to the Seattle Public School's (SPS's) goals for Literacy – Super Reader Programs).
- Provide high quality services to culturally, economically, and ethnically diverse youth as described with programming that meets their specific academic needs.

- Demonstrate sound planning, adequate resources, and sufficient administrative capability to ensure quality and coordination in the delivery of services.
- Demonstrate alignment with commonly held standards for learning such as Seattle Public School's Strategic Plan, Common Core State Standards, and the Washington Office of Superintendent of Public Instruction.
- Include plans to gain access to school-based academic data for participants and to track and respond to Seattle Public Schools and SHA-identified indicators of success. Include details of which data points are currently tracked by the Service Provider as well as any additional data that the Service Provider intends to track as part of the proposed program. Demonstrate how the data will be used to help youth improve their academic outcomes. (see examples of indicators in Scope of Work.) SHA is committed to assisting contracted Service Providers with this process. SHA will help the selected Service Provider access any required, base-line data, and will support access to trainings for the Service Provider to be able to understand and use the data. Once the data is available, the selected Service Provider will need the capacity to monitor and utilize this data to inform the type of services offered within the program as a whole as well as to individual youth based on their specific academic needs. (A Data Sharing Agreement between the selected Service Provider, SHA and/or the SPS may be required in this process depending on types and amount of data shared).
- Include information indicating academic and personal growth/achievement information that the Service Provider will track or monitor including details of how the information is used and projected results.
- Include academic activities that are realistic, attainable, and of interest to targeted youth.
- Focus on youth in need of academic support, with an emphasis on giving strong support to those who are struggling the most.
- Include specific recruitment methods to recruit and retain academically at-risk and limited English-speaking youth from the diverse cultural, ethnic and economic populations in the communities specified to this youth tutoring program. Work orders should include the realistic targets for the number of youth served by age group during summer and school year annually.
- Include an outreach plan to recruit and maintain high levels of participation within assigned and includes communities specified to this youth tutoring program and a willingness to offer services to youth referred by SHA and school referrals.
- Include a clear plan to develop and address a waiting list, including ways to support more youth as interest allows, to partner with other organizations to help wait-listed youth, and to target the youth who most need support.
- Include a plan for tracking referrals to other tutoring programs when necessary.
- Include plans to adapt to Academic Support Programs as needed to meet SHA community and education goals.
- Organizations who receive funding are required to maintain regular attendance and active participation at requested service provider meetings and other meetings as requested.
- Include any partnerships with other service providers to maximize resources and implement the best possible programming for youth.
- Include a system to determine successful participants and have them transition out of the program to offer space and resources for youth in greater need of academic support.

- Offer services on-site within each housing community or local school within the assigned community. Please include strategies to access space in each community if the agency or organization does not already rent/own.
- Include additional support services and/or enrichment opportunities that serve to compliment and enhance academic support, while considering the holistic needs and perspectives of participants. This can include, but is not limited to, services such as play-based enrichment opportunities, youth directed activities, leadership development, college & career readiness, job readiness, and other life skills.
- Include a plan to uphold Seattle Housing Authority's commitment to Zero Tolerance for sexual abuse, including:
 - thorough screening, training, and supervision of staff and volunteers,
 - strategies to supervise and manage high risk areas such as restrooms and other private areas.
 - preventing peer to peer sexual abuse.
 - promptly responding with appropriate interventions and reporting as necessary

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: Women and Minority Business (WMBE) Inclusion

Plan: Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s).

Relating to Criterion 2: [Reserved.]

Relating to Criterion 3: Organizational Support: Clearly articulate how your organization will support partner organizations, including cultivating a strong relationship amongst partners focused on youth and families farthest from educational justice. Ensure adequate and equitable access is provided to SHA residents in programming components. Clearly articulate systems and strategies for partnership with youth and family. The proposal honors the brilliance and self-determination of youth and families. Cultivate family leadership to evaluate and assess program components. Coordinate with partners on campus for events, networking, and stay in communication with partners and SHA on a regular basis. Provide clear, measurable plans for outreach in the community to engage youth and families.

Relating to Criterion 4: Firm's Experience with Tutoring, Academic

Assistance, and Reading Interventions with Youth: Describe your agency's experience and expertise with respect to the following areas: A successful track record of providing appropriate tutoring, academic assistance, and reading interventions with youth with low-income focus; A successful track record of providing appropriate services; Demonstrated experience in providing services in an efficient and effective manner; Demonstrated ability to provide tutoring

services, academic assistance, and reading interventions; A strong commitment to serving low-income youth; A strong commitment to serving diverse communities, including limited English speaking populations; A strong commitment and desire to develop partnerships with existing service providers currently working with this client population and staff; Dedication to a model of service delivery that emphasizes the needs, desires, and goals of each individual client; Quality standards for youth services; Strong knowledge of laws governing services to youth; Demonstrated ability to work effectively with hard-to-serve clients and communities; Experience conducting needs assessments and referring clients to other service provider agencies; Include a list of agencies or organizations and the dates for which your agency or organization has provided comparable services in the past three (3) years for culturally, economically and ethnically diverse populations; Experience recruiting and retaining qualified, culturally diverse staff who reflect the needs of the population being served; Administrative capacity to assure program monitoring logistical control and fiscal responsibility.

Relating to Criterion 5: Proposed Program Design: Submit a program design that demonstrates how you will perform the tasks outlined in the Scope of Work above. In addition, please ensure that the program design includes realistic projections on the following items:

- a. Number of residents served during the school year and summer respectively.
- b. Hours per day of programming during school year.
- c. Hours per day of programming during summer.
- d. Number of weeks programming is offered during the summer.
- e. Number of weeks program is offered during the school year.
- f. Proposed age group(s) served.
- g. Sample daily schedule for school year activities.
- h. Sample daily schedule for summer activities.
- i. Projected adult to youth ratio during program activities.
- j. Intended outcomes of program activities.
- k. Supplemental enrichment and/or other activities provided as a compliment to academic activities (if applicable)
- l. Resident engagement strategies, including outreach, recruitment, and ongoing family engagement.
- m. Incentives provided to participants (if applicable).
- n. School engagement strategies (if applicable).

Relating to Criterion 6: Program Evaluation: Describe a plan for program evaluation that measures quantity of services provided, such as the number of hours of programming, total youth served, program attendance rates and the average number of youth served during a typical program session, number of youth consistently engaged, participant and caregiver satisfaction, and tutor satisfaction; Impact of services, including the quantity of participants that are better off. Should include relevant metrics that quantify growth such as pre and post assessments, student grades, academic performance in tutored subjects, and/or standardized test scores. In addition, relevant social emotional outcomes such as participant perceptions of increased confidence in and enjoyment of the academic subject, increased engagement in school, improving school attendance, growth in self-management and academic skills, SMART goals set and achieved, etc. should be included in the program evaluation plan.

Relating to Criterion 7: Expertise of the Personnel to be Assigned:

Provide list of the personnel to be assigned to perform this work. Submit an organizational chart and job descriptions showing staffing expectations including, level of educational attainment; Provide experience in the administration of youth tutoring and leadership programming, direct academic support for youth, data management and program evaluation, recruiting and retaining culturally, and economically diverse volunteers and students; Demonstrate the ability to work effectively with low-income youth and families as well as with culturally, ethnically, and racially diverse populations, especially those who do not speak English as a first language; Submit a summary of your organization's commitment to high quality service delivery and participant safety including hiring and screening practices, required onboarding, training, and support for direct service staff and volunteers, and policies & procedures that ensure participant safety and uphold a commitment to zero tolerance for sexual abuse and discrimination.

Relating to Criterion 8: Proposed Budget, Including Match and Funding from Non-SHA Sources:

Submit a proposed line-item budget which reflects accuracy, reasonableness, and completeness of proposed costs, plus the level of funding your firm can contribute to the program through other financial and in-kind resources. Include experience in raising necessary funds and resources. Costs for renting space to provide these services should be included in the budget, including a description of space for services.

- 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 will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Relating to Criterion 1: Women and Minority Business Enterprise (WMBE) Inclusion Plan (See Section D above for a complete description of this Criterion.)	10
2	Relating to Criterion 2: [Reserved.]	
3	Relating to Criterion 3: Organizational Support (See Section D above for a complete description of this Criterion.)	10
4	Relating to Criterion 4: Firm's Experience with Tutoring, Academic Assistance, and Reading Interventions with Youth (See Section D above for a complete description of this Criterion.)	20
5	Relating to Criterion 5: Proposed Program Design (See Section D above for a complete description of this Criterion.)	30
6	Relating to Criterion 6: Program Evaluation (See Section D above for a complete description of this Criterion.)	10
7	Relating to Criterion 7: Expertise of the Personnel to be Assigned (See Section D above for a complete description of this Criterion.)	15
8	Relating to Criterion 8: Proposed Budget, Including Match and Funding from Non-SHA Sources: (See Section D above for a complete description of this Criterion.)	15
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		110

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 and the selected consultant will negotiate a general Scope of work to be included in the Contract. The Contract will not include any funds. Any work assigned under the Contract will be assigned by Work Order(s) to the Contract. Each Work Order will stand alone and have a Scope of Work, schedule and Cost proposal. Invoices will be required to identify the Work Order it is for.

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.

As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

- 2) Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3 Laws") 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.

Section 3 Contract Language: 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 the Section 3 Laws. The purpose of the Section 3 Laws is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by the Section 3 Laws, 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 the Section 3 Laws. Without limiting the generality of the foregoing, Consultant shall comply, and shall require its subcontractors and subconsultants to comply, with the requirements of 24 CFR 75.9. 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 Section 3 Laws.
- c. The Consultant agrees to include this Section 3 clause in every subcontract, and to otherwise take all necessary steps to ensure compliance with the Section 3 Laws by its subcontractors and subconsultants. The Consultant 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 or subconsultant is in violation of the Section 3 Laws. The Consultant will not subcontract with any subcontractor or subconsultant where the Consultant has notice or knowledge that the subcontractor or subconsultant has been found in violation of the Section 3 Laws.
- d. The Consultant will provide certifications in form and substance required by Owner at such times as Owner may request, certifying (i) its compliance with the Section 3 Laws, and (ii) as to such facts and circumstances pertaining to the Section 3 Laws as Owner may require or request, including, without limitation, certification with respect to total number of labor hours worked under this Agreement, labor hours worked by Section 3 Workers (as defined in the Section 3 Laws), and labor hours worked by Targeted Section 3 Workers (as defined in the Section 3 Laws).
- e. Noncompliance with the Section 3 Laws may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- f. Each party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Section or otherwise to ensure performance in compliance with the Section 3 Laws.

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.

In addition to any SHA-owned properties that may be included in the scope of work of this solicitation, there may be other properties for which SHA serves as General Manager and/or Managing Partner. These properties are Low-Income-Housing Tax Credit limited partnerships. If any of these Limited Partnership (LP) properties are included in the scope of work under this solicitation, the selected firm must also name

those LP's as additional insureds to their policy under the required insurance coverages described under applicable sections in a service contract entered into under this solicitation. The Contract(s) resulting from this solicitation must also be entered into by SHA, the selected firm, and all legal entities, including the LPs if applicable.

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

Contract Administrator to add the latest version of Vendor Fact Sheet Instructions.

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 Patti Armstrong at 206-615-3379 or by e-mail at patti.armstrong@seattlehousing.org if you have any questions regarding compliance with this requirement.

Attachment B

INFORMATIONAL EXHIBITS

Please review the attached “HUD Section 3 Information and Section 3 Forms”. If you identify as a Section 3 firm, please complete the “Section 3 Business Concern Certification for Contracting” and include it in the separate package submitted along with your Proposal.



101 Elliott Avenue W, Suite 100
PO Box 79015
Seattle, WA 98119

206-615-3300
Seattlehousing.org

HUD Section 3 Information and Section 3 Forms

To: Vendors/Contractors/Consultants of the Seattle Housing Authority

Re: Updates to HUD's Section 3 Regulations

As you are probably aware, Section 3 is a federally mandated program of the U.S. Department of Housing and Urban Development (HUD).

Under Section 3 of the HUD Act of 1968, federal funds invested in housing and community development shall provide contracts, employment, training, and other economic opportunities to low- and very low-income persons in the local jurisdiction, referred to as "Section 3 Workers," and to businesses that employ such persons, referred to as a "Section 3 Business Concern."

HUD's regulations implementing the requirements of Section 3 were updated in 2020 to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities (including SHA) that are covered by Section 3. SHA complies with Section 3 within its own operations and ensures the compliance of its vendors, contractors and consultants.

The updated rule establishes these benchmarks:

1. Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the Public Housing Authority's or other recipient's fiscal year are Section 3 Workers;
2. Of which Five (5) percent or more are Targeted Section 3 Workers.

The updated rule includes the following definitions:

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD. HUD's income limits can be obtained from: [Income Limits | HUD USER](#);
 - b. The worker is employed by a Section 3 Business Concern; or
 - c. The worker is a YouthBuild participant.
2. For Section 3 projects, a Targeted Section 3 Worker means a Section 3 worker who:

- a. Is employed by a Section 3 Business Concern; or
 - b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - i. A resident of public housing or Section 8-assisted housing;
 - ii. A resident of other public housing projects or Section 8-assisted housing managed by the Public Housing Authority that is providing the assistance; or
 - iii. A YouthBuild participant.
3. Section 3 Business Concern means a business concern meeting at least one of the following criteria, documented within the last six-month period:
- a. It is at least 51 percent owned and controlled by low- or very low-income persons;
 - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or
 - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The following forms are to be used for reporting Section 3 compliance:

- Section 3 Business Concern Certification for Contracting form (*This form is for any business to use to self-certify, if applicable, as a Section 3 Business Concern.*)
- Section 3 Worker and Targeted Section 3 Worker Self-Certification form (*This form is for individuals to use to self-certify as a Section 3 or Targeted Section 3 Worker.*)
- Section 3 Quarterly Reporting Form for SHA Contracts (*This form is to be completed quarterly by the prime consultant / contractor and sent to purchasing@seattlehousing.org by not later than 30 days after end of the quarter. The form lists the total hours worked by all for that quarterly period for the contract and shows how many of those hours were by Section 3 or Targeted Section 3 Workers.*)

We have attached the forms mentioned above for your review. If any of these forms apply to your firm or any of your team members, please complete the applicable form(s) and submit with your one original Proposal document.

Please contact purchasing@seattlehousing.org if you have any questions.

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____
Address of Business _____
Name of Business Owner _____
Phone Number & Email Address of Business Owner _____

Preferred Contact Information

☐ Same as above
Name of Preferred Contact _____
Phone Number of Preferred Contact _____

Type of Business (select from the following options)

☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Limited Liability Company ☐ Other (*please specify*) _____

Select from **ONE** of the following three options below that applies:

☐ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to Section 3 Income Limits Eligibility Guidelines).
☐ At least 51 percent of the business is owned and controlled by current public housing residents or residents 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.

Business Concern Affirmation: I affirm that the above statements (on page 1 of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the Housing Authority of the City of Seattle may have their contracts terminated for default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____Signature: _____Date: _____
*Certification expires within six months of the date of signature. More info on Section 3 Business Concerns can be found at [24 CFR 75.5](#)

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?
☐YES ☐NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

Section 3 Income Limits

Eligibility Guidelines

Contract Administrator add the latest Section 3 income limit guidelines.

Section 3 Worker and Targeted Section 3 Worker

Self-Certification Form

The purpose of HUD’s Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name: _____

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)	☐ YES ☐ NO
2. Are you a YouthBuild participant?	☐ YES ☐ NO
3. Check the box for the county where you reside. ☐ King County ☐ Pierce County ☐ Snohomish County ☐ Other _____	
4. In the field below, select the amount of individual income you believe you earn on an annual basis.	

- ☐ Less than \$10,000
- ☐ \$30,000 - \$40,000
- ☐ More than \$60,000
- ☐ \$10,001 - \$20,000
- ☐ \$40,001 - \$50,000
- ☐ \$20,001 - \$30,000
- ☐ \$50,001 - \$60,000

Select from **ONE** of the following two options below:

I qualify as a:

- ☐ Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)
- ☐ Targeted Section 3 Worker (as defined on the Section 3 Income Limits Eligibility Guideline)

Employee Affirmation

I affirm that the above statements (on the previous page) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: _____
Print Name: _____
Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY	
Is the employee a Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Is the employee a Targeted Section 3 worker based upon their self-certification?	☐ YES ☐ NO
Was this an applicant who was hired as a result of the Section 3 project?	☐ YES ☐ NO
If YES, what was the name of the company? _____	
What was the date of hire? _____	
EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.	

