

## CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to **Ana Chua**, Sr. Contract Administrator at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@seattlehousing.org) so that you can be contacted directly if necessary.

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### SEATTLE HOUSING AUTHORITY

**RFP Solicitation No. 6159**

#### **On-Call On-Demand Staffing Services**

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you.



# REQUEST FOR PROPOSALS

(SOLICITATION NO. 6159)

for

**On-Call On Demand Staffing Services**

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### ATTACHMENTS:

#### A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

#### B. INFORMATIONAL EXHIBITS:

- HUD Section 3 Information and Section 3 Forms

<b>RFP Issued On:</b>	<b>Proposal Due:</b>
<u>Tuesday, March 24, 2026</u>	<u>4:00 PM PT Thursday, April 23, 2026</u>

# Seattle Housing Authority

## Request for Proposals (Solicitation No. 6159)

### On-Call On Demand Staffing Services

#### A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority is seeking a staffing agency that can support our workforce needs by providing reliable, qualified candidates for a variety of roles. Our goal is to partner with a team that understands our operational priorities, responds quickly to changing demands, and delivers well screened talent for temporary positions. We value efficient communication, industry expertise, and a streamlined hiring process that helps us maintain productivity while ensuring strong alignment with our organizational standards and culture.
- 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](http://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) **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	N/A			
Deadline for Questions	By Email	<u>Monday</u>	<u>April 6</u>	<u>4:00 PM</u> <u>PDT</u>
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: <a href="mailto:Ana.Chua@seattlehousing.org">Ana.Chua@seattlehousing.org</a>		<u>Thursday</u>	<u>April 23</u>	<u>4:00 PM</u> <u>PDT</u>

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to **Ana Chua** at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@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, **Ana Chua** at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@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 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** shall be submitted electronically via email and limited to a maximum of 6 pages single sided in no smaller than 11-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.

- Price / Rates
- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate
- Any applicable Section 3 Form(s)
- Suspension and Debarment Compliance Certificate for Sub-Consultants (from 5165)
- Certifications and Representations of Offerors (form HUD-5369-C) (from 5165)

**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 is seeking professional temporary staffing services to be provided on as needed basis. The selected Consultant will provide temporary staffing services for a variety of administrative and technical positions at Seattle Housing Authority (SHA). Temporary assignments will be filled to backfill vacant positions, assist with special projects or manage workloads. SHA is looking for temporary staffing services in the following classifications but not limited to: Administrative, Information Technology, Accounting and Clerical. The selected Consultant should have experience in placing staff in the Seattle metropolitan area and a local office is highly preferred in order to provide the level of customer service expected by SHA.

The selected Consultant shall provide:

#### **1. Staffing Services**

Temporary assignments will vary in duration.

- a. The Consultant will conduct a phone or in-person interview with each candidate prior to referring to SHA for an assignment.
- b. The Consultant is to assess computer skills to determine expertise in Microsoft Office software and ability to learn other software systems. The candidate must be knowledgeable in using Outlook, Word, and Excel (if needed). Additionally, the Consultant will assess other technical skills and experience based on SHA's job request.
- c. The Consultant will perform screening and review criminal background checks of candidates prior to placement with SHA. Background checks must comply with Equal Employment Opportunity Commission (EEOC) guidance, Fair Credit Reporting Act (FCRA) requirements, and state law. The cost of this service shall be incurred by the Consultant.

The individual assessment will follow the Equal Employment Opportunity Commission's (EEOC) recommended factors. These factors provide the starting point for analyzing how specific criminal conduct may be linked to particular positions:

- The nature and gravity of the offense or conduct.
- The time that has passed since the offense, conduct and/or completion of the sentence.
- The nature of the job held or sought.
- Responsibilities relating to vulnerable adults and children.

If driving is required for the assignment, the Consultant will obtain a copy of the candidate's Driver's Abstract for SHA's Risk Management staff to make a determination on whether or not the candidate has an insurable driving record.

- d. The Consultant will refer qualified candidates to SHA and provide at least two (2) resumes with bill rates for SHA's consideration for each temporary assignment within two (2) business days, unless otherwise agreed upon. SHA will attempt to provide the Consultant with sufficient time for a response. On occasion, SHA may require a one (1) business day turnaround.
- e. For hard-to-fill positions, SHA may allow up to five (5) business days to locate a candidate. If no suitable candidate is identified, SHA may cancel the request or utilize another Consultant.
- f. SHA may require the Consultant to coordinate interviews between SHA staff and candidates.
- g. Removal of temporary employee: SHA may request removal of a temporary employee for performance issues, safety concerns, or noncompliance. The Consultant must retrieve badges, keys, equipment, and personal items. Consultant must notify SHA within one (1) business day if an employee resigns or becomes unavailable.
- h. A dedicated account representative must be assigned to SHA.
- i. Assist SHA with the process of hiring a temporary employee into a permanent position or with direct hire placements.
- j. If a temporary employee's assignment extends beyond the contract expiration date, the Consultant shall continue to provide the employee through the end of that individual's assignment under the existing terms and conditions, unless SHA directs otherwise.

## **2. Employment Status and Compliance**

- a. The Consultant is the employer of record for all temporary personnel.
- b. Responsible for wages, payroll taxes, benefits, workers compensation, unemployment insurance, paid sick leave, and all employer obligations.
- c. Compliance with FLSA, I-9, and all federal/state employment laws is required.

d. Onboarding: Consultant provides basic onboarding including conduct expectations, confidentiality, safety, and job-specific requirements.

### **3. Confidentiality and Conflict of Interest**

a. Consultant must ensure temporary employees protect SHA data, resident information, and confidential records.

b. Consultant must disclose any conflicts of interest.

### **4. SHA Right to Modify or Cancel:**

SHA may modify duties, extend or shorten the assignment, or terminate without penalty.

### **5. Reporting Requirements**

Invoices are to be separated by SHA supervisor and submitted electronically to SHA's Accounts Payable Portal at <https://invportaladmin.seattlehousing.org/> in a PDF format.

The following information must be included:

- Company name, address, and contact information
- Our contract number
- Invoice number and date
- Date(s) of service
- Number of hours
- Pricing per unit of service
- Extended price
- Total amount due
- The names of the employer and supervisor
- Copy of timecard(s) with approval from the employee and supervisor

### **6. Fee Structure**

Bill rates for temporary employees may be negotiated upon selection based on the assignment requirements and the candidate's qualifications.

The Consultant will provide a 100% guarantee on their placement for the first eight (8) hours of the assignment. If for any reason, SHA is not satisfied with the temporary employee, the Consultant will remove the temporary employee and there will be no charge.

### **7. Temporary to Permanent Fees**

Conversion fees are calculated based on the number of hours worked on assignment with SHA. There will be no conversion fee to SHA to hire a temporary employee after they have worked 520 hours or more on assignment.

### **8. Direct Hire Fee and Guarantee**

The direct hire fee is 15% of the candidate's annual salary. In the event, the candidate separates employment within the first 90 days of employment, and the termination was not due to layoff or reduction in force, the Consultant will provide a suitable replacement without additional charge. If the Consultant is unable to find SHA a suitable candidate within 30 days, the direct hire fee will be fully refunded to SHA.

## **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, Subconsultants, and/or Project Team members' firm(s).

- **Relating to Criterion 2: Staffing Experience:**

Provide detailed information demonstrating your agency's staffing experience, organizational capacity, and your ability to successfully deliver temporary staffing services within the Seattle metropolitan area.

- A list of the positions your agency most frequently places for temporary assignments.

- A description of your agency's experience placing temporary staff in the Seattle metropolitan area, including clients served, industry specializations, and years of regional experience.

- A brief company overview including number of key employees, years in operation, organizational structure, and any certifications or affiliations.

- **Relating to Criterion 3: Recruitment Method**

The following section requests a comprehensive description of your recruitment, screening, and placement process. Your response should clearly demonstrate how your agency identifies, evaluates, and submits qualified candidates in a timely and consistent manner.

- Methods used to identify and attract candidates.

- Screening procedures such as skills testing, reference checks, background checks, and interview methods.

- A detailed timeline for standard, expedited, and hard-to-fill role placements.

- Communication practices with clients to ensure timely candidate identification and issue resolution.

- Technology or tools used in recruitment, screening, and communication.

- **Relating to Criterion 4. Billing/Invoicing:**

Provide an overview of agency's billing procedures and sample documentation. This section will be used to assess the clarity, accuracy, and reliability of your financial and administrative process.

- A clear outline of the agency's billing cycle and invoice processing timelines.

- A sample invoice showing rate, hours, extended totals, and charges.

- A sample timecard or electronic timekeeping report.

- A description of the agency's procedures for resolving invoice discrepancies or disputed hours.

- **Relating to Criterion 5. Fee Structure:** Provide in detail your fee structure including pricing for temporary, temporary into permanent, direct hire placements and any guarantees. All rates should include fees or discounted rates wherever possible.

The following information will be used to evaluate your agency's pricing model, transparency, and cost competitiveness.

- Provide a complete breakdown of all fees and rate structures associated with temporary staffing, conversions, and direct hire placements.
- Bill rates or markup structure for temporary staffing.
- Temporary-to-permanent conversion fee schedule, including hour thresholds or waivers.
- Direct hire placement fee structure, percentage of annual salary, and guarantee terms.
- Any discounts, administrative fees, additional charges, overtime rules, or cost-saving options.
- Confirmation that all rates include applicable fees and overhead.

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 (100) will be utilized to evaluate the qualifications of each proposer:

<b>Evaluation Criteria – Qualifications</b>		<b>Weighting (Max. Points)</b>
1	<b>Women and Minority Business Enterprise (WMBE) Inclusion Plan</b> (See Section D above for a complete description of this Criterion.)	10
2	<b>Staffing Experience</b> (See Section D above for a complete description of this Criterion.)	30
3	<b>Recruitment Method</b> (See Section D above for a complete description of this Criterion.)	30
4	<b>Billing/Invoicing</b> (See Section D above for a complete description of this Criterion.)	10
5	<b>Fee Structure</b> (See Section D above for a complete description of this Criterion.)	20
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b>100</b>

**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.

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:

- 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.
- 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.

# Attachment A

## FORMS

The following forms under Attachment A are to be completed and submitted with your proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Subconsultants

Additionally, if proposer identifies as a Section 3 business, complete and submit the following with your proposal:

- Section 3 Business Concern Certification for Contracting

The following documents attached are for informational purposes only:

- HUD Section 3 Information
- Section 3 Income Limits Eligibility Guidelines
- Section 3 Worker and Targeted Section 3 Worker Self-Certification Form

## VENDOR FACT SHEET

	<h1 style="margin: 0;">VENDOR FACT SHEET</h1> <p style="margin: 0;">Return this Form TO: Seattle Housing Authority, Purchasing Division, ATTN: _____ 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119</p>		
<b>General Business Information:</b>		<b>For SHA Use Only:</b>	
Name of Business, Organization, or Name of Person (if payment is to an individual):		JDE Vendor No.	Purchasing contracts <input type="checkbox"/>
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:	
<b>Type of Organization (check one):</b>			
Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Corporation <input type="checkbox"/>
Governmental Agency <input type="checkbox"/>			Other _____ <input type="checkbox"/>
<b>Substitute IRS Form W-9 Certification:</b>			
Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, <u>and</u> 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, <u>and</u> I am a U.S. person (including a U.S. resident alien). <b>Note:</b> The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.			
<b>SIGN HERE →</b>	Signature of U.S. Person		Date
<b>Ownership Status (check all that apply):</b>		<b>Racial/Ethnic Status (check one):</b>	
<input type="checkbox"/> <b>MBE</b> (Minority-Owned Business Enterprise) <input type="checkbox"/> <b>WBE</b> (Women-Owned Business Enterprise) <input type="checkbox"/> <b>MWBE</b> (Minority / Women-Owned Business Enterprise) <input type="checkbox"/> <b>CBE</b> (Combination Business Enterprise) <input type="checkbox"/> <b>Small Business</b> <input type="checkbox"/> <b>HUD Section 3 Business</b>		<input type="checkbox"/> Caucasian (1) <input type="checkbox"/> African American (2) <input type="checkbox"/> Native American (3) <input type="checkbox"/> Hispanic American (4) <input type="checkbox"/> Asian/Pacific American (5) <input type="checkbox"/> Hasidic Jews (6)	
<input type="checkbox"/> Certified by WA Office of Minority and Women's Business Enterprises <input type="checkbox"/> Self-Identified (SHA may request a signed statement re: self-certification)			
<b>Method of Contract Payments:</b> 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.			
<b>SIGN BELOW:</b>			
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**

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](http://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 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](http://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](mailto: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](#).

**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:** \_\_\_\_\_

	<b>PRINCIPAL(S) Name(s)</b>	<b>Title(s)</b>
1		
2		
3		
4		
5		

<b>Participant's Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**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 **Ana Chua** at **206-615-3475** or by e-mail at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@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](mailto: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](mailto: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)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are you a YouthBuild participant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Check the box for the county where you reside. <input type="checkbox"/> King County <input type="checkbox"/> Pierce County <input type="checkbox"/> Snohomish County <input type="checkbox"/> 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: \_\_\_\_\_

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