

Project 2021-01 Request for Proposal for Wage compliance Software and Section 3 Reporting

Firms interested in providing such service to EHA must complete and submit a statement of qualifications that substantiates or presents evidence of that firm's abilities and expertise in the areas defined in the selection criteria section of this document. www.evha.org

Submittals Due: February 2, 2021 at 2:00 PM

SCOPE OF SERVICES

The housing authority is required by Washington State and the US Department of Housing and Urban Development to monitor all General Contractors and Sub-contractors to ensure the correct prevailing wage and fringe benefits are being paid to all laborers and mechanics for the craft they are performing on projects awarded by the housing authority. To ease this monitoring burden the housing authority is soliciting proposals from software vendors who can aid in these reviews. The housing authority is also looking for a platform that would incorporate the Section 3 requirements.

All vendors responding will need to schedule a demonstration of their software with the evaluation team.

The web-based software should meet the following parameters:

Davis Bacon Wage and Washington State's Compliance Monitoring Software

General contractor access:

- Sub-contractor access
 - Sub-Sub-contractor access; (multiple tiers)

Ability for contractors to upload their payroll reports electronically:

- What types of documents/electronic platform is required to upload the payroll reports?

Ability for contractors to certify the reports via an electronic signature;

Ability to track apprenticeships;

Ability to collaborate with HUD's Elations Wage Compliance Software;

Ability to collaborate with Washington State's Labor and Industries web-portal for wage compliance;

Ability to have apply multiple wage decisions to a project: State, DB Residential, DB Building, etc;

Automated calculations for correct wage and benefit compliance before submitting to the Owner for review;

Automated Employee Interviews and examiner reviews;

- What type of hardware is needed in addition to the software? iPad, tablet, laptop, please specify

Ability to generate reports to show how current or behind a contractor is;

What is the set-up time?

Training available to Owner/Awarding Agency;

Training available to Contractors;

What are your Retention Periods? If the HA requests longer, what would the protocol be?

Fee Schedule for Awarding Agency

- Is there a fee to the General contractors and/or sub-contractors?

Section 3 Reporting Economic Opportunities for Low and Very Low Income Persons

Intergraded with the wage compliance monitoring;

Tracking of new hires;

Contractor Self Certification process;

What is the set-up time?

Will the inputted data generate the draft HUD 60002 Report?

Training available to Owner/Awarding Agency;

Training available to Contractors;

What are your Retention Periods? If the HA requests longer, what would the protocol be?

Fee Schedule for Awarding Agency

- Is there a fee to the General contractors and/or sub-contractors?

The Request for Proposal (RFP) document may be viewed at www.evha.org, Click on Doing Business, Click on Current Bidding Opportunities, then click on this link:

[View Open Bids](#)

The Housing Agency Marketplace is an electronic marketplace that allows EHA to contact vendors nationwide based on the type of service provided. Vendors that are registered on the Housing Agency Marketplace will automatically receive notification of solicitations, addendums and bid results that EHA advertises through its website.

Options for registering your company on the Housing Agency Marketplace:

- a. Dedicated to One Agency – Receiving Solicitations from that specific agency based on your selected codes at No Cost
- b. Bronze Level / Selecting One State – Receiving Solicitations from all participating Agencies located within that one state based on your selected codes - \$100.00 per year
- c. Silver Level / Selecting One Region – Receiving Solicitations from all participating Agencies located within that one region based on your selected codes - \$300.00 per year

- d. Gold Level / Selecting Three of the Eight Regions – Receiving Solicitations from all participating Agencies located within those chosen regions based on your selected codes - \$500.00 per year
- e. Platinum Level / All Eight Regions – Receiving Solicitations from all participating Agencies within the Marketplace based on your selected codes - \$800.00 per year

95% of the vendors select Dedicated as just do business with one agency, the other levels are for marketing purposes when they can do business with more than one agency at a time. The Dedicateds can also move themselves from one agency to another at no cost.

Proposals will be received for this project as required in the RFP, and the Procurement Policy of the Everett Housing Authority adopted November 2015 (copy available for review at www.evha.org, will be delivered as set forth above.