

City of Chicago

Request for Subcontractor/Supplier/Subconsultant Approval (RSA)

RSA Form Instruction

1. General

The prime or the City contractor (“the Contractor”) will fully execute a fillable RSA form available on the City’s website and submit to the user department’s manager or user department’s construction manager (“the Manager”). The RSA form must be completely filled out except for the debarment check and debt check sections. These checks will be performed by DPS staff. The RSA form must include a vendor code when submitted to the CPO for approval. Vendor Code number requests shall be made on a separate form by the department Commissioner (“the Commissioner”). The Manager, after its review and approval, will submit the RSA form to the Commissioner. The Commissioner will, after his/her review and approval, recommend the RSA form to the CPO for review and final approval. The recommendation will be in writing in the form of a memorandum signed by the Commissioner. Once approved, a DPS senior procurement specialist or a procurement specialist will scan and send copies of all approved RSAs to the Manager and to the DPS Compliance Unit for entry into C-2.

The OCIP insurance, as shown on the RSA form, is only applicable to CDA’s construction projects of O’Hare Modernization Program (OMP). The Contractor will not subcontract any portion of the services or work to be performed under its Contract without the prior approval of the RSA by the CPO. The Contractor will not make any substitution of a subcontractor without the prior written approval of the CPO. The subcontracting of the services or work or any portion thereof and/or the substitution of any approved subcontractor without the prior written approval of the CPO will be a breach of contract.

In either a construction or work services or maintenance and repairs contract, all subcontracts must be in writing, must require each subcontractor to be bound by the terms of the Contract including compliance with the Prevailing Wage Act and Multi-Project Labor Agreement, and must assume toward the Contractor all the obligations and responsibilities which the Contractor, by the Contract, has assumed toward the City.

2. Construction Projects

The City’s Contracts state that all Subcontractors are subject to the approval of the CPO before they can perform any construction work (“Work”) and/or provide any material, labor or services on a construction project. After the approval of an RSA, copies of all written subcontractor agreements must be provided to the CPO within fifteen (15) days of the Notice-to-Proceed issued by the Commissioner to the Contractor.

3. Work Services / Maintenance and Repairs Contracts

The City’s work services/ maintenance and repairs contracts require that the Contractor **must** within one (1) week after execution of the Contract, notify the CPO, in writing, of the names of all subcontractors it will use for principal parts of the work and/or material suppliers to be used and will not employ any that the CPO may object to as incompetent or unfit.

4. Professional Services Agreements

This RSA form is generally not applicable to a task order based master agreement or a professional services agreement (“Agreement”) because the City consultant (“the Consultant”) selection has been made based upon qualification and experience of the consultant’s entire team. However, if the Consultant adds subcontractors after the award to the task order or contract, a RSA form **must** be submitted to the City department for the Commissioner and CPO approval prior to the performance of any services by the subconsultant. The RSA form **must** accompany a list of Consultant’s staff positions to be added, their qualifications, titles, experience and hourly rates negotiated by the Consultant and the City department. The subconsultant’s and its staff’s hourly rates must be commensurate with its staff’s qualifications and experience. For professional services, there may not be any line item numbers to be listed in the rectangular box (Item No., Item Description, Quantity, Unit Price and Total Amount) of the RSA and therefore a full description of the required scope of services with total amount of the services must be shown on the RSA for approval by the CPO.



City of Chicago

Request for Subcontractor Supplier / Subconsultant Approval (RSA)

DPS ONLY:

- Debarment Check
- Debt Check
- Compliance/C2

User Department: _____ Date: _____ Request No: _____

Contract/PO No: _____ Spec. No: _____ Project No: _____

Original Contract Award Amount: _____ Contract Description: _____

Prime Contractor		
Principal Contact (Authorized)		
E-Mail Address		
Company Address		
City	State	Zip Code
Telephone	Fax	
Est. Start Date	Est. Completion Date	

Subcontractor/Supplier/Subconsultant to be added or substitute		
Principal Contact (Authorized)		
E-Mail Address		
Company Address		
City	State	Zip Code
Telephone	Fax	
Est. Start Date	Est. Completion Date	

Note: A copy of all written subcontractor agreements must be provided to the CPO within fifteen (15) days of the Notice-to-Proceed issued by the Commissioner to the Contractor. In the box below, if applicable, identify all Contract line items associated with this Subcontractor/Supplier/Subconsultant:

Item No.	Item Description	Quantity	Unit Price	Total Amount

- a. Value of above proposed Subcontract/Supplier/Subconsultant : \$ _____
- b. Value of all work sublet per previously approved RSAs: \$ _____
- Total Value of all work proposed to be sublet (a+b) above: \$ _____

The subcontract documents will incorporate all requirements of the prime contractor, including Equal Employment Opportunity and the minimum wage for labor provisions, as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This request is made with the understanding that the prime contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE/DBE/ACDBE Compliance Plan. Any changes to the contract's approved MBE/WBE/DBE/ACDBE Compliance Plan must be submitted to the Contract Compliance Unit within the Department of Procurement Services for approval (dps.compliance@cityofchicago.org).**

- The above Subcontractor/Supplier/Subconsultant is a: (check applicable box) DBE/ACDBE MBE WBE Non-Minority
- The above Subcontractor/Supplier/Consultant will provide on-site labor: Yes No
- Is OCIP applicable to the above Subcontractor/Supplier/Subconsultant: (applicable to CDA only) Yes No

Requested by Prime Contractor

Name	_____
Title	_____
Prime Contractor Signature	_____
Date	_____

Recommended

Project Manager	_____	Date	_____
Dept. Deputy Commissioner	_____	Date	_____
Dept. Commissioner or Authorized Designee	_____	Date	_____

Approved

Chief Procurement Officer	_____	Date	_____
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