



Housing Authority of the City of Pittsburgh

Contracting Officer
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August 22, 2012

Criminal Background Checks RFP#450-27-12

ADDENDUM NO.1

This addendum issued August 22, 2012 becomes in its entirety a part of the Request for Proposal RFP#450-27-12 as is fully set forth herein:

Item 1: Q: Is there an incumbent contractor performing this work? If so, who is it and how long have they performed on the contract?

A: Yes, On line Rental Exchange is the current vendor. The Contract started January of 2012.

Item 2: Q: Are there any page limitations for the technical volume, previous related experience examples, or the fee proposal?

A: No, there are no page limitations. The fee proposal attachment K of the RFP should be used for your response to this RFP.

Item 3: Q: Page 4 of the SOW, #9, mentions allowing the Authority the ability to request or create customized reports. Does the government (HACP) want the capability to order customized reports from the vendor's interactive website or the capability to create the reports themselves through the website?

A: Yes. HACP would like to be able to create independently a report that will tell the number of checks ran by date, name, county, type of search, cost per search and which staff member ordered.

Item 4: Q: Page 5 of the SOW, #10, mentions on-site assistance and training materials. How many Authority staff members will require assistance and training materials?

A: Currently 7, may be more in the future.

Item 5: Q: Page 5 of the SOW, #10, mentions on-site assistance and training materials. Will on-site assistance be required full time for the life of the contract? If not, can initial training be handled through on-site classes with continued assistance being provided remotely through a telephone help desk function?

A: No, on site assistance will NOT be required full time for the life of the contract. A Webinar and/or initial training session with continued remote assistance will be okay as well. Yes, The help desk should be a person who we can speak to directly and be available during HACP work hours (8-5)

Item 6: Q: Page 8, Paragraph F of Section IV relating to MBE and WBE Participation Plan. Does our organizations use of MBE and WBE entities in direct support of our overhead operations (providers of services of supplies as examples) qualify to meet the intent of paragraph F?

A: If the M/WBE entity is used as part of the Contract with HACP then yes. If you are buying supplies from an M/WBE firm and those supplies are used for this contract that will be acceptable.

Item 7: Q: Page 9, Paragraph G of Section IV relation to Section 3 Participants. Does using or teaming with a business entity that is certified by the Small Business Administration as a HUBZone Business Entity qualify as a business concern that provides economic opportunities to low income persons?

A: Yes, as long as the entity can prove they are hiring low income residents.

Item 8: Q: Page 30: Exhibit E – Disclosure of Lobbying Activities. Do you want this form returned regardless of whether or not we have disclosable lobbying activities, or is it required only if we have activity to discuss?

A: Yes, page 30 should be filled out and returned with your proposal. Signature at the bottom right hand corner. If there are no lobbying activities to disclose, simply fill out and sign the bottom right corner of the form, leaving the rest blank.

Item 9: Q: Item F: Minority and Women Business Participation Plan. The RFP gives the following information: “HACP’s Procurement Policy defines “Best Efforts” in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE and ten (10) certified WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE/WBE contractors could not be identified.” We are a little confused by this as it sounds more applicable to a large construction project rather than to a Resident Screening contract. We are able to complete all of the requested work ourselves; we will not be using and subcontractors. As we will not have any work to offer to subcontractors if we are chosen as your screening provider, we will not be able to contact any MBE/WBE firms to participate. Our company does have an overall MBE/WBE plan in place – we will give the details of this in our proposal. However, it will not apply directly to this contract. How should we deal with Attachment I on page 52?

A: Attachment I is a Sample Commitment Letter to be used as a guide. With reference to Item F: HACP strongly encourages and affirmatively promotes the use of

MBEs and WBEs in all HACP Contracts. Please refer to page 8 of the RFP, "Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals. HACP's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE and ten (10) certified WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE/WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP shall be deemed non-responsive by HACP."

Item 10: Q: Page 58-60 Fee Sheet. The cost of criminal searches can vary in some jurisdictions. Would you like for us to use Allegheny County, Pennsylvania as the basis for calculating the totals?

A: Yes.

Item 11: Q: I respectfully request the Deadline for Submission of Proposals on Criminal Background Checks RFP be extended for a period of not less than 7 days.

A: Please refer to Item #14.

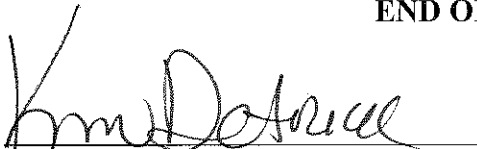
Item 12: Q: Approximately how many requests are placed per year by HACP pertaining to this contract?

A: Approximately 2400 last year.

Item 13: Pre-Bid sign in sheet (Attachment A)

Item 14: The proposal due date, is revised to Wednesday, August 29, 2012. The time and location remain unchanged at 1:00 PM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Kim Detrick
Contract Manager

August 22, 2012
Date

Attachment A
Pre-Bid Sign in Sheet
RFP#450-27-12 Criminal Background Check

PRE-BID SIGN IN SHEET

Project Name and Number
RFP#450-27-12 Criminal Background Checks

Date Issued
August 8, 2011

Due Date:
August 27, 2011

Pre Bid Meeting
August 17, 2011

Company Name	Company Address	Phone Number	Fax Number	Email	Representative
FRANKIE THOMAS	2305 Bedford Ave	412-452-5000 V10041	412-385-3970	FRANKIE.Thomas@frankie.com	Resdat Employment
ONYSHKO INVESTIGATIVE SERVICES	PO Box 99181 PITTSBURGH, PA 15233-4181	412-766-3832	412-761-5391	ONYSHKO@CONCAST.NET	VINCE PALLUS
MICKEN SERVICES, LLC	108 MAIN ST. EXT. ACCIDENT, MD 21520	301-750-5003	301-750-5013	KEN@MICKENSERVICES.COM	KEN LEADBETTER

PRE-BID SIGN IN SHEET

Project Name and Number
RFP#450-27-12 Criminal Background Checks

Date Issued
August 8, 2011

Due Date:
August 27, 2011

Pre Bid Meeting
August 17, 2011

Company Name	Company Address	Phone Number	Fax Number	EMail	Representative
HACP	100 Ross St	412 456-5030	412-456-5189	LAVERNE, WAGNER @HACP1018	LAVERNE WAGNER
HACP	100 Ross St.	(412) 456-5030	(412)-456-5182	Michelle Foster @hmap.org	Michelle Foster
HR Screenings Services	521 Cedar Way Suite 102 Oakmont, PA 15139	(412) 517-1212	(412) 517-1208	Keith@hrscreening .com	Keith Lammann
HACP	100 Ross Street	412-456-5116	412-456-5007		Kim D'Arack