



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

August 25, 2016 Criminal Background Check Services RFP# 450-37-16

ADDENDUM NO.3

This addendum issued August 25, 2016 becomes in its entirety a part of the Request for Proposals RFP#450-37-16 as is fully set forth herein:

Item 1: Q: On page 6 of the RFP, Under subsection B #3 HACP is making a request “in addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and reason for each”. Is HACP requesting that we provide the information for the three most recent customers that have become our Offeror’s client?

A: Yes

Item 2: Q: On page 21 of the RFP, “Exhibit E- Disclosure of Lobbying Activities” if an offeror has had no lobbying activity is it an acceptable response to HACP sign the exhibit and not select a response for questions 1,2,3 and then mark N/A for questions 4- 10b?

A: Yes

Item 3: Q: On page 26 of the RFP there is a request to include Attachment K, Fee Schedule. Should Attachment K, Fee Schedule be included in the Technical Response or only included in the Fee Proposal?

A: Under Section IV it specifies, “In a separate sealed envelope submit one (1) original paper, one (1) paper copy and (1) electronic copy in .PDF format of the fee proposal.” Do not include the fee sheet in the technical proposal.

Item 4: Q: On page 31 of the RFP, “Exhibit F- Conflict of Interest” are offeror’s permitted to retype this exhibit or cross-out the year reference from 2015 to 2016?

A: No. Please see revised Conflict of Interest form included as Attachment A

Item 5: Q: On page 44 of the RFP, in response to the “Attachment E- Special Participation Summary” form completion, many background screening agencies outsource their court level (county, statewide and federal) criminal research to subcontractors. In this industry example, would HACP consider these subcontractors to be “Consultants” if they are women or minority owned?

A: Yes

Item 6: Q: If they answer is yes to the above question, is the description provided below accurate in providing the requested information within both the minority and women owned business charts on page 44. If the prime would estimate to do \$25,000.00 in business annually with the listed MBE/WBE firms; \$25,000.00 would be populated into the “\$ Value Contract” field. If the profit to the MBE/WBE firm was 30% then the “% of Fee” field would be populated with \$7,500.00. Please confirm that these assumptions of the requested information for these fields are accurate.

A: No. For the MWBE % of the contract you must take the prime contract amount and divide it by the sub-contract amount.

Item 7: Q: If an offeror is not planning to hire additional staff to services this contract, is a combination (selection multiple options) within the other tiered selections acceptable to HACP to achieve maximum evaluation criteria points in response to Section 3 requirements?

An example of a combination tiered approach would be to give a cash donation to further training for current housing resident’s that meets the Resident Hiring Requirement chart on page 9. In addition, Offeror would provide a plan so if at a later date an employee opportunity presented itself, offeror would provide priority interviewing in an attempt to hire resident’s that currently reside within HACP housing.


A: You can select as many Tiers as you want. The score of your section 3 opportunities plan will be evaluated by the evaluation team.

Item 8: Q: On page 59 of the RFP, should the multiplier (Est. Search x Price x 36 months) for the Extension Option 1 be a factor set to multiple by 12 or 36?

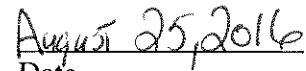
A: The first extension option is for 12 months and the multiplier should be 12. Please see updated fee sheet, included here as Attachment B

Item 9: The proposal due date, time and location remain unchanged at September 2, 2016 at 1:00 PM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 4



Mr. Kim Detrick
Procurement Director/Contracting Officer



Date



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Attachment A

Updated Conflict of Interest Form

EXHIBIT F - CONFLICTS OF INTEREST

_____ ("Contractor") certifies
that:

1. No employee, officer, or agent of the Housing Authority of the City of Pittsburgh ("HACP") participated in the selection, or in the award or administration of the Contractor's Agreement with HACP, which would involve a conflict of interest, real or apparent. A conflict would arise when (i) a HACP employee, officer or agent, (ii) any member of his or her immediate family, (iii) his or her parents (iv) his or her business associates or (v) an organization that employs, or is about to employ, any of the foregoing, receives a payment from the Contractor or any affiliate thereof, or has a financial or other interest in the Contractor or the Contractor's Agreement with HACP.
2. Contractor shall not enter into any contract, subcontract or agreement with any officer, agent or employee of HACP during his or her tenure nor for one year thereafter shall any officer, agent or employee of HACP have any interest, direct or indirect, in the Contract Agreement, including the proceeds thereof.

CONTRACTOR

Date: _____, 2016

By: _____

Name: _____

Title: _____



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Attachment B

Updated Fee Sheet

ATTACHMENT K

**Criminal Background Check Services
RFP#450-37-16
FEE SHEET**

REVISED

PRICE IS TO BE LISTED PER THE FOLLOWING:

3 year cost Criminal Background Checks:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 36 months)
Federal Search	20	\$	\$
National Search	30	\$	\$
State Search	210	\$	\$
Count Level State Search	525	\$	\$
National Sex Offender Search	525	\$	\$

3 year cost Evictions Data Report:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 36 months)
National Search	55	\$	\$
State Search	525	\$	\$

3 year cost Social Security Trace Search:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 36 months)
Social Security Trace Search	25	\$	\$

Initial Term Total (add all the totals): \$ _____

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Extension Option 1 (one year) cost Criminal Background Checks:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
Federal Search	20	\$	\$
National Search	30	\$	\$
State Search	210	\$	\$
Count Level State Search	525	\$	\$
National Sex Offender Search	525	\$	\$

Extension Option 1 (one year) cost Evictions Data Report:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
National Search	55	\$	\$
State Search	525	\$	\$

Extension Option 1 (one year) cost Social Security Trace Search:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
Social Security Trace Search	25	\$	\$

Extension Option 1 Total (add all the totals): \$_____

REVISED**Extension Option 2 (one year) cost Criminal Background Checks:**

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
Federal Search	20	\$	\$
National Search	30	\$	\$
State Search	210	\$	\$
Count Level State Search	525	\$	\$
National Sex Offender Search	525	\$	\$

Extension Option 2 (one year) cost Evictions Data Report:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
National Search	55	\$	\$
State Search	525	\$	\$

Extension Option 2 (one year) cost Social Security Trace Search:

Type	Estimated checks per month	Price per search	Total (Est Search x Price x 12 months)
Social Security Trace Search	25	\$	\$

Extension Option 2 Total (add all the totals): \$ _____

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Total Bid amount: _____
(Add Total for Initial Term, Extension Option 1, & Extension Option 2)

Total Bid amount: _____
(In Words)

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____