



# Housing Authority of the City of Pittsburgh

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**June 2, 2017**  
**Executive Search and Recruitment Services**  
**RFP #650-02-17**

**ADDENDUM NO.3**

This addendum issued June 2, 2017 becomes in its entirety a part of the Request for Proposals RFP #650-02-17 as is fully set forth herein:

**Item 1:**      **Q:**      Page 4, # 9 – Maintain detailed records of all persons who express an interest in the positions: Could you please clarify what needs to be included in our “detailed records”?

**A:**      Because we could be a target for litigation by candidates who are not selected, we need the search firms to be meticulous about keeping proper records of who applied and why they were not considered, etc.

**Item 2:**      **Q:**      Page 17, # 4 – Terms: Our standard term is Net 30 – is this a possibility?

**A:**      The term referenced is the length of the Services Contract.

**Item 3:**      **Q:**      Page 2, 5th Paragraph – Contract: The way we understand this paragraph is that we can submit our contract for your review. Correct?

**A:**      Correct

**Item 4:**      **Q:**      Page 2, 5th Paragraph – Contract: If we go this route, we do not need to include any redlines to the Sample Agreement that you’ve provided. Correct?

**A:**      Correct

**Item 5:**      **Q:**      Page 2, 5th Paragraph – Contract: If for some reason, our contract doesn’t cover all items for HACP – will we use our contract to make redlines, or need to re-address the Sample Agreement that’s provided in this RFP?

**A:**      HACP will address this if and when a winner/s is determined.

**Item 6:**      **Q:**      Page 2, 5th Paragraph – Contract: We want to ensure that if for some reason ours is not sufficient, we will not be penalized for not providing redlines to the Sample Agreement provided by HACP.

**A:**      **You will not be penalized, alterations to the contract is not part of the evaluation criteria.**

**Item 7:**      **Q:**      Page 4, # 7 – Screening to include “Media Checks:” We understand that this will be Social Media checks and Press. Will HACP just require Vendors to obtain the “check” and provide to HACP to make the final decision? Or will HACP require the Vendor to determine if our findings are up to HACP standards?

**A:**      **We expect the vendor to bring to our attention any information that is pertinent. If you see that a candidate with an otherwise good looking resume is smoking pot on their social media page, you wouldn’t necessarily need our permission to exclude that candidate.**

**Item 8:**      **Q:**      Page 9, Section 3 Participation – Last Paragraph: We read this as we must comply with Section 3 HUD requirements or must commit to a dollar amount to give back to HACP. Can you please clarify?

**A:**      **The referenced paragraph only seeks to summarize the goal of the Section 3 program. However, to be deemed responsive your proposal must include a completed Section 3 Plan, Attachment F starting on pg 49. The selection of the Tier (I-IV) is up to the individual Offeror, as you are the experts regarding your own business.**

**Item 9:**      **Q:**      Page 57 – 61, Attachment J – References: From the in-person meeting, we understand that we should only fill out the forms as they relate / apply to us. Since these forms do not directly relate to us – would you like us to discard these pages? Or would HACP still like references from us? If so, how many – and what information is important for you to see?

**A:**      **HACP still requests references as per Section IV; Item B, on page 7 of the RFP. As part of HACP’s due diligence, reference check will be performed on winning Offerors.**

**Item 10:**      **Q:**      Page 8, last paragraph in bold. Contacting 10 MBE/WBE contractors: We understand from the in-person meeting that you would like us to contact 10 of each MBE/WBE for this response. How should we approach this, if we cannot find 10 MBE and 10 WBE to contact in the general Pittsburgh area?

**A:**      **If there are not 10 MBE’s and 10 WBE’s, then as many as there are listed should be solicited. The area can be anywhere in the country. Not just the Pittsburgh area.**

**Item 11:**      **Q:**      Page 8, last paragraph in bold. Contacting 10 MBE/WBE contractors: In addition, do we need to have at least 1 MBE and 1 WBE secured, prior to the award of this agreement? Or just show our attempts, and if we are awarded – what our plan will look like?

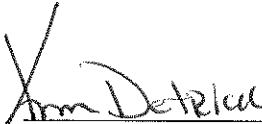
**A:** You do not need to have an MBE or WBE secured prior to the award. If you do not include the MBE/WBE sub-contractor outreach/solicitation, you may be deemed non responsive.

**Item 12: Q:** Could you provide "open" copies of all Attachments and Sample Contract -- so we can fill out the forms, as requested? For example: On Attachment A -- Contract, it states "Shaded areas of the contract and Contract Exhibits must be filled out and contract returned with proposal." However, they are protected, and we cannot fill out the shaded areas.

**A:** No. HACP's policy prohibits sharing of editable documents.

**Item 13:** The proposal due date has changed to June 13, 2017, 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.3**

  
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Mr. Kim Detrick  
Procurement Director/Contracting Officer

June 2, 2017  
Date