



# Housing Authority of the City of Pittsburgh

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

**January 26, 2016**

**Grievance Hearing Officer  
RFP#700-07-16**

## **ADDENDUM NO.2**

This addendum issued January 26, 2016 becomes in its entirety a part of the Request for Proposals RFP#700-07-06 as is fully set forth herein:

**Item 1:**        **Q:** Can information from the Prebid meeting be shared with prospective bidders that could not attend?

A: As stated in the RFP:

### **SECTION VI PROCUREMENT AND AWARD PROCESS**

Pursuant to 24 C.F.R. Section 85.36 (d)(3), Grievance Hearing Officers are being procured as described in Section II of this solicitation. The following instructions are intended to aid Offerors in the preparation of their Proposals:

#### **A. Pre-Submission Conference**

A pre-submission conference will be conducted on **January 29, 2016 at 11 am, at 100 Ross Street, 2<sup>nd</sup> Floor, Pittsburgh, PA 15219**. Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission

Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

Each firm shall submit in writing to the Contract Manager to request additional information as follows:

1. Describe any items, information, reports or the like, if any, that the Proposer will require from the HACP in order to comply with the scope of Services.
2. Identify any revisions to the Sample Contract that the Proposer will require in order to provide the services identified herein. Proposers are required to submit requests for revisions to the Contract, if any, to the HACP in writing at the time of proposal submission.

**A. Amendments to Solicitation**

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit Responses. HACP will provide a recording device to the Hearing Officer for all grievance hearings and arrange for transcripts when necessary. Transcripts are not the responsibility of the Hearing Officer.

**Item 2: Q:** Who is currently Performing this work and how long have they been affiliated with the HACP?

**A:** HACP had contracts with Rosalyn Guy-McCorkle, Christine Seymour and Nicole Manison. Contract terms were October 1, 2010 to October 2, 2015.

**Item 3: Q:** Must one have a law degree or be a practicing attorney?

**A:** No.

**Item 4: Q:** Are hearing scheduled by hearing officer or at least in consideration of his/her availability?

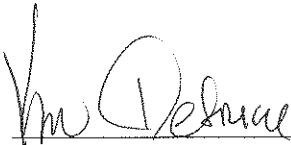
**A:** The Legal Department will ask for the hearing officer's availability approximately 30 to 45 days in advance. Legal will then coordinate that availability with that of the attorney representing HACP in the hearings.

**Item 5: Q:** What rate are you currently paying?

A: That information will not be provided as part of this solicitation. That is what the Housing Authority is requesting from potential vendors.

**Item 6:** The proposal due date, time and location remain unchanged at 11am February 8, 2016, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 2**



Mr. Kim Detrick  
Procurement Director/Contracting Officer

1-26-16  
Date