



Housing Authority of the City of Pittsburgh

Contracting Officer
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June 2, 2017
Leadership Training
RFP #650-23-17

ADDENDUM NO.4

This addendum issued June 2, 2017 becomes in its entirety a part of the Request for Proposals RFP #650-23-17 as is fully set forth herein:

Item 1: Q: What specifically in leadership training are you looking for as the RFP didn't say specifics. We have over a 500 hour curriculum in Basic, Mid, and Senior level leadership, management, communication; to include customer service, TQM etc.

A: The information at the top of page 4 under "Scope of Services" in the RFP, states the subjects that should be included in the curriculum.

Item 2: Q: Can we be provided with a breakdown of expected attendees by roles, responsibilities, and basic job descriptions?

A: Yes. See Attachment A to this Addendum.

Item 3: Q: Is it possible to extend the scope past 60 days for follow-on training, coaching, or other services, if merited?

A: Yes.

Item 4: Q: Should the proposed fee include space rental, food, etc. for each session?

A: No, space and food will be provided by HACP.

Item 5: Q: Page 2 of the Request for Proposals mentions: for a term of 60 days. Does this mean that the training must be completed within 60 days from the start date?

A: The contract will be for a period of 6 months from execution, to allow for training to be completed

Item 6: Q: How many locations will the training take place? Or will it always be at the same location?

A: Same location, but make up sessions may need smaller rooms.

Item 7: Q: How many days do you require for the course or is that at our discretion?

A: Based on the number of managers to be trained and the final curriculum, we would expect the vendor to make a recommendation.

Item 8: Q: When do you want the training to start?

A: After the execution of the contract, the winning vendor will work with the HR Director to plan out the dates.

Item 9: Q: Is there a specific number of class hours per day you'd like or is that at our discretion?

A: At least 4 hours, not more than 8.

Item 10: Q: Would you please confirm our eligibility to submit a proposal?

A: All proposals submitted prior to the submission deadline will be accepted by HACP.

Item 11: Q: Would your agency consider online leadership training or are you looking for responses for ILT training only?

A: No. HACP is looking for onsite instruction.

Item 12: Q: The RFP references 3 levels of leadership (executive, middle managers, and entry-level supervisors). Are we to assume that they would all be in the same training or should trainings be customized to suit the needs of different levels of leadership?

A: They would all be in the same classes.

Item 13: Q: Are the training topics listed intended to be covered in a single class, a multi-day class, or a series of classes?

A: Preferably multi-day or a series.

Item 14: Q: The scope of services requests an executive overview and introduction to the seminar. Does this refer to an overview of the class at the beginning or providing a separate debrief to executives of what is covered?

A: Overview at the beginning.

Item 15: The proposal due date has changed to June 13, 2017, time and location remain unchanged at 11:00 AM, 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

Attachment A

HACP JOB TITLES:

Site Managers (9)
Asst Site Managers (9)
Bilingual Asst Site Manager
Executive Director
Government Relations Liaison & Special Projects
Coord
Chief Administrative Officer
Controller
Payroll Compensation Systems Manager
Chief Financial Officer
Accounting Manager
Associate Director of MIS
Director of Mgmt Info System
Director of Asset Management
Real Estate Manager
Chief Operating Officer
Associate Director of Maintenance
Sr. Project Managers (4)
Residential Renovation Construction Mgr
Director of Facility Srv
Asst RRC Supervisor
Public Safety Liaison
Talent Acquisition Specialist
Benefit & HRIS Manager
Director of HR
Employee & Labor Relations Manager
General Counsel
Sr. Litigation Counsel
Disability Compliance Admin
Communications Manager
Chief Community Affairs Officer
Director of Procurement
Material & Contract Coordinator
Purchasing Manager
Director of HCVP & Occupancy
Audit Inspections/Quality Control Manager
Section 8 Manager
Occupancy Info System Coord
Occupancy Manager
FSS Supervisor
Director of Resident Initiative