

# Housing Authority of the City of Pittsburgh

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**September 4, 2012**

## **Mobile Field Workers Solution RFP200-28-12**

### **ADDENDUM NO.3**

This addendum issued September 4, 2012 becomes in its entirety a part of the Invitation for Bids RFP#200-28-12 as is fully set forth herein:

**Item 1: Q:** Is a hosted solution acceptable as long as we can provide a web services interface to allow us to insert collected data directly into Emphasys. This will also provide a level of data redundancy.

**A:** Yes, a hosted solution would be acceptable. In addition to the Emphasys interface the vendor should include with the proposal sufficient information to allow HACP to evaluate the ability of vendor to assure the security and availability of the data and services. The offeror should also address issues of data ownership and availability to HACP for reporting and analysis.

**Item 2: Q:** Is there a printer paper size requirement for the printer? Printer chosen? Can we recommend a printer?

**A:** There is not a specific paper size requirement. Printer chosen must be able to print from the device chosen under the request for proposals for Mobile Devices and Cellular Service. The Offeror may suggest a specific printer or printer specification.

**Item 3: Q:** How many individual bar codes do you foresee needing to be purchased in order to completely cover all assets required to be scanned by the Mobile Device? Asset Tags, How many assets will be outdoors and on non-flat surfaces such as poles? Is it okay if we leave out the price for specialized tags by just saying that certain tags will have to be selected based on the particular asset?

**A:** HACP is unable to provide an exact number of bar codes needed. However, the following may assist offeror in estimating the number required.

Appendix D of the RFP lists all active warehouses and the number of item in each warehouse.

HACP manages 3500 units of rental housing. Of the 3500, 290 are "scattered sites" housing located throughout the City of Pittsburgh. The remaining units are located in 16 rental communities.

HACP has administrative offices in 4 locations not located in a rental community as well as management offices located in each community.

**Item 4: Q:** Is there intelligence required to be embedded within the barcode or is the barcode nothing more than a number...an ID badge.

**A:** Offeror is asked to recommend technology based on the requirements and capabilities of the mobile software proposed.

**Item 5: Q:** Have you considered the up and coming NFC (Near Field Communication) technology in place of RFID or barcode? Can we quote to include this technology as a future option that can be used in addition to barcodes as the NFC labels become more readily available? Most new devices already have NFC support built in. do Forms currently does not support NFC but we are working on it.

**A:** HACP will consider proposals based on NFC. Should offeror propose NFC as initial implementation technology, the offeror must show that the technology is available and will not impede implementation. Offeror must demonstrate that NFC will meet HACP needs, including close tolerances required for mobile warehouse data capture. Offeror must support an implementation of NFC that meets defined standards and does not lock HACP into a single reader device or NFC provider.

Offerors are encouraged to include plans for support of future technologies.

**Item 6: Q:** Do you prefer a hard coded application where the functionality is defined within the application, or do you prefer a platform in which you can ultimately do a technology transfer and take over the ability to continue to build forms and other features through the platform? This is the area that our technology excels. Form Distribution, Software distribution, Data distribution, Dispatch, tracking, can be built into any form.

**A:** HACP will not make a determination of implementation technology prior to seeing offeror proposals. However, flexibility and extendibility of the software and tools will give offeror's proposal an advantage in both function evaluation and cost of ongoing vendor support of the software.

**Item 7: Q:** Would you consider an onsite demonstration from selected vendors?

**A:** HACP will not make a determination concerning on site demonstration until an initial review of proposals is completed. However, our experience with proposals of this complexity and scope indicates that the evaluation committee will select the top proposals and require each of the top offerors provide such a demonstration.

**Item 8A: Q:** Do you currently maintain a database of all these assets to be barcoded where we can apply a barcode number into your database or are we creating the entire database? If a partial database exists, are we simply going to supplement that DB with additional asset data as assets are tagged?

**A:** HACP maintains lists of Common Areas, Units, Communities, Ranges, Refrigerators, and Inventory Items. These lists are in tables associated with the Emphasys software. Offeror should plan to provide a cross reference between the rows in the Emphasys tables and the Mobile Software databases. Offeror may not change the current table definitions as they are supported by other vendors.

The Offeror may be required to add rows to the mobile application tables that do not have a corresponding row in the Emphasys tables. The Mobile software should be able to successfully handle both existence and absence of corresponding Emphasys rows.

**Item 8B: Q:** Will offeror be responsible for replacing lost or damaged tags?

**A:** Offeror will be responsible for initial installation of tags and resolving any issues with bar codes during implementation. Upon successful implementation of the application HACP will take responsibility for maintaining bar codes.

**Item 9: Q:** The time frame of placing the barcodes on individual assets, how long do you envision this take? For example, do you have an idea on how long it should take a residence to be equipped with all necessary barcode tags? What will process entail? How will HACP be providing data, work orders or simply walking people around telling them what assets to tag?

**A:** HACP does not have significant experience assigning and affixing bar codes. HACP is asking the offeror, using their experience, to estimate the time and costs of this task. Appendix D of the RFP lists HACP warehouses with number of inventory items assigned to each warehouse.

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**Item 10: Q:** You mentioned your contract ends in October. Does that mean in October you will have the mobile devices in place for your 145 mobile workers?

**A:** By the end of October HACP will have selected the mobile devices, will have transferred cellular service to the new carrier, and will, at a minimum, have sample mobile application devices for testing.

**Item 11: Q:** Can you better explain the pricing sheet in terms of the quantity needed for each department?

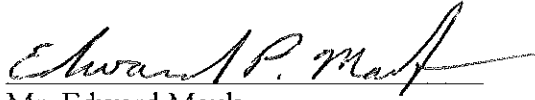
**A:** The quantities listed in the pricing sheet are intended to indicate the number of instances of the specific application module needed. HACP believes that the number of mobile devices is 145 where more than one application may be loaded on a single device.

**Item 12: Q:** Can we use our own price sheet instead of your current price sheet layout? If no, can we add a supplement?

**A:** To facilitate the comparison of pricing HACP requires that offeror fill out our pricing sheet format. Offeror is allowed and encouraged to add any supporting documentation that will assist HACP in understanding the proposal.

Item 13: The proposal due date, is revised to Tuesday, September 11, 2012. The time and location, remain unchanged at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2<sup>nd</sup> Floor, Suite 200, Pittsburgh, PA 15219

**END OF ADDENDUM NO. 3**



Mr. Edward Mauk  
CFO/Contracting Officer

9.5.12  
Date