



Housing Authority of the City of Pittsburgh

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February 08, 2012

Organizational Review & Compensation Management Consulting Services

RFP#650-06-12

ADDENDUM NO.4

This addendum issued February 8, 2012 becomes in its entirety a part of the Request for Proposal RFP#650-06-12 as is fully set forth herein:

Item 1: Q: Does both the workers compensation and liability insurances have to be submitted with the RFP or can the insurances be submitted after the contract is award?

A: Proof of insurance should be provided with your proposal.

Item 2: Q: What is the difference between the references in the RFP for sub-consultant versus subcontractor?

A: Sub-consultants and subcontractors have similar meanings for the purposes of this RFP.

Item 3: Q: Under Section 3 requirements: Who is required to meet the % of the labor dollar requirements? The prime only? Or All parties participating in the RFP (prime consultant, sub-consultants on the prime consultant's team and MBE/WBE firm.)?

A: All parties bidding are required to provide a Section 3 Opportunities plan.

Item 4: Q: Section 3 Workers: Is the prime required to hire only full-time workers and provide benefits?

A: The prime may hire both part-time and full-time workers if needed.

Item 5: Q: How many hours worked per week by Section 3 worker is considered full time?

A: Full-time status is determined as an employee working at least 30 hours per week.

Item 6: Q: Can the prime hire part-time workers?

A: The prime is allowed to hire part-time workers if they so choose.

Item 7: Q: Are Section 3 workers considered employees or 1099 workers?

A: The Section 3 employees must be on the payroll to count toward the Section 3 requirement.

Item 8: Q: Will the consultants be allowed to tape the employee interviews?

A: No.

Item 9: Q: Will HACP seek approval for the RFP during the March 2012 Board of Directors meeting or will it be delayed until April's Board of Director's meeting?

A: A final time-table has not yet been established.

Item 10: Q: Will organization charts be provided for organizations besides the four that were already provided: MIS, Executive Office, Operations Administration/Site Management and Disability Compliance?

A: Please see Addendum #1.

Item 11: Q: Section VI, Page 13, Evaluation and Award Process, HACP states, "HACP may allow a Proposer to correct minor deficiencies in its Proposal that do not materially affect the Proposal." Please provide examples of what HACP considers minor deficiencies?

A: Examples of minor deficiencies include but are not limited to, not inserting a date where indicated or not including a signature where indicated.

Item 12: Q: Is there a proposal page limit?

A: No

Item 13: Q: Are there any proposal requirements as to font size both in the body of the proposal and in tables?

A: No

Item 14: Q: Will HACP reimburse for project travel expenses (e.g., airfare, hotel)? If so, are there available per diem rates that should be used?

A: No, fees proposed should include all associated costs.

Item 15: Q: Would HACP like to receive both the technical and price proposals together in one volume, or would HACP prefer for offerors to separate the technical and cost proposals into separate volumes?

A: Section IV Content of Response Documents is revised to read:
“Offerors submitting Proposals should fully read and comprehend the *Instructions to Offerors Non-Construction* provided in **Attachment B** and *General Conditions – Non Construction* provided in **Attachment C**. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one (1) original plus three (3) paper copies of their technical proposal and one (1) electronic copy in .PDF format on a CD. Offerors must also submit in a separate sealed envelope, one (1) original fee proposal and one (1) electronic copy. Proposals must include, in the same order as below and using the forms attached hereto, the following information, exhibits and schedules:”

Item 16: Q: Exhibit A, page 25, HACP requests a review of the department’s technology. What is the extent of this review? Is this an extensive review of HACP’s enterprise architecture or is it limited to a review of the availability of technology that could minimize manual processes?

A: Proposer must review all aspects in department, including technology, to determine efficiency and effectiveness of getting work done, based on what is currently in place.

Item 17: Q: Exhibit A, page 26, HACP stipulates “organizational acceptance of the model structure.” Please explain what organizational acceptance means? Is that organizational acceptance by employees or by the Executive Director?

A: The model structure must be accepted by the Executive Director.

Item 18: Q: In Addendum 3, Section II, Scope of Services, HACP requests benchmarking. Is this benchmarking against other municipal housing authorities? If so, are there specific cities against which HACP would like the contractor to benchmark?

A: Yes, benchmarking against municipal housing authorities.

Item 19: Q: What are the primary organization/business drivers for the organizational review and compensation study.

A: This type of study is necessary to ensure that HACP is in line with the current market.

The Proposal due date, is revised to Wednesday, February 15, 2012. The time and location remain unchanged at 10:00 a.m., at HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

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END OF ADDENDUM NO. 4



William D. McDanel
Contracting Officer



Date