



# 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](http://www.hacp.org)

**July 10, 2017**  
**Temporary Staffing**  
**RFP #650-25-17**  
**ADDENDUM NO.1**

This addendum issued July 10, 2017 becomes in its entirety a part of the Request for Proposals RFP #650-25-17 as is fully set forth herein:

**Item 1: Q: Is there any incumbent on this RFP? if yes, please provide the incumbent details.**

**A: The prior awardees were The Empyrean Group, My HR Supplier, and Seville Staffing LLC. For any other information you must file a Right to Know Request. The Right to Know contact and form can be found on our website ([www.HACP.org](http://www.HACP.org)) on the contact tab under Open Records Officer.**

**Item 2: Q: What is the annual budget for this RFP?**

**A: That information cannot be provided at this time. That is why HACP is issuing this RFP.**

**Item 3: Q: Is it single award or multiple award contract?**

**A: Depending on the Proposals received, HACP may award one or more contracts to the highest ranking Offeror(s).**

**Item 4: Q: Physical presence is compulsory for pre bid meeting?**

**A: 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.**

**Item 5: Q: Are we required to provide last three placements that we've made other than the references that we've provided?**

**A: No.**

**Item 6: Q: As per Proposal- All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case. "What information Agency is seeking under this question"?**

**A: HACP is looking for the Offeror to list its most recent HACP job, if any, and to include all change order information and the reason for each. You may also list HACP as one of the 3 last jobs performed, if that is the case.**

**Item 7:** Q: City National Security Services (CNSS) is providing Staffing and Security services throughout the United States since 2005. In order to streamline and segregate the work different in nature, CNSS formed two subsidiaries named Perfecta, LLC for Staffing services and City National Guard for Security services in the year 2017.

Going forward CNSS will bid on all the staffing contracts through its wholly owned subsidiary Perfecta. I would like to understand and know, whether Perfecta can use CNSS references and Past performances while bidding on this and other upcoming staffing contracts with the department/agency or not?

**A: Yes.**

**Item 8:** Q: Under the Agreement section # 3 Compensation, the statement reads, "the compensation of costs for services not to exceed \$ \_\_\_\_\_. Will this amount be entered by HACP or do we put our final proposed amount here?

**A: It will be entered by HACP.**

**Item 9:** Q: Under the agreement section # 23 Liquidated Damages, Statement reads, "Contractor shall pay \$ 0.00 per day for each day of delay". Will this field be entered by HACP? Are we to leave the dollar amount as is?

**A: Leave the dollar amount as it is.**

**Item 10:** Q: Regarding Exhibit E-Disclosure of Lobbying Activities, We as a company have never seen this type of paperwork. Per the Instructions, this paperwork is to be completed by the reporting entity. Are we to disregard this paperwork if we are not a reporting entity?

**A: No. Please complete Exhibit E-Disclosure of Lobbying Activities and include with you proposals.**

**Item 11:** Q: Attachment K-Fee Sheet, I am confused on how to complete this fee sheet. Per the Scope Of Services #1, HACP is looking for temporary positions for 13 departments from Finance to Resident Relations and Occupancy. However, Attachment K is requesting average pricing for only 3 staff positions. Can you please give me some guidance on completing Attachment K.

**A: The goal of this RFP is to temporarily fill the types of positions indicated on the fee sheet, regardless of which department the individual(s) are placed.**

**Item 12:** Q: Will there be a teleconference option available for the July 12, 2017 10:00 a.m. Pre-submission Meeting for HACP RFP #650-25-17 Temporary Staffing?

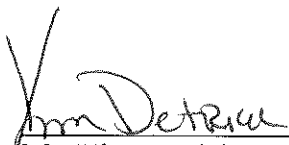
**A: Join the audio conference by phone:**

**United States - Washington, DC +1.202.602.1295**

**Access Code 598-776-271#**

**Item 13:** The proposal due date, time and location remain unchanged at July 20, 2017 at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 1**



Mr. Kim Detrick

Procurement Director/Chief Contracting Officer

7/10/17

Date