



# Housing Authority of the City of Pittsburgh

Contracting Officer  
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**November 19, 2019**

## **Employment Verification Services RFP #400-41-19**

### **ADDENDUM NO.3**

This addendum issued November 19, 2019 becomes in its entirety a part of the Request for Proposals RFP #400-41-19 as is fully set forth herein:

- Item 1:**      Q:    How many checks do they do on an annual basis?  
                 A:    **Please see the attached Revised Attachment K Fee Sheet for estimated usage.**
- Item 2:**      Q:    What types of background checks do they run?  
                 A:    **Employment and Termination of Employment History**
- Item 3:**      Q:    Do they offer extensions?  
                 A:    **This RFP is for an initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years.**
- Item 4:**      Q:    How many people were invited to fill this RFP out?  
                 A:    **This is an open public solicitation for any person(s) or organization(s) qualified to provide Employment Verification Services to the Authority.**
- Item 5:**      Q:    When are they making a decision?  
                 A:    **Please see Section IV paragraph D "Evaluation and Award Process" in the RFP.**
- Item 6:**      Q:    When will their services be live?  
                 A:    **Upon execution of the contract with the highest scoring, responsive, and responsible Offeror.**
- Item 7:**      Q:    Do we have to do a demo and presentation? If so, where at? Web or in person?  
                 A:    **As per 2 CFR 200 (formerly 24 CFR 85.36(f)) if it's in the best interest of the Authority interviews may be conducted with those Offeror's deemed to be within the Competitive Range.**
- Item 8:**      Q:    Do they have an ATS?

A: No

**Item 9:** Q: Can we talk to HR to understand their current process?

A: No. As stated in the RFP, all communication during the RFP process must be directed to Mr. Kim Detrick Director of Procurement/Chief Contracting Officer.

**Item 10:** Q: Do they have any pains or challenges today?

A: Please see the scope of service as detailed in the RFP.

**Item 11:** Q: Why are they going to RFP?

A: The current contract is set to expire.

**Item 12:** Q: If the applicant's employer is not a member/subscriber of the Work Number, is it HACP's expectation that the chosen Vendor will perform the employment verification manually via phone, email or fax to include wage data?

A: No

**Item 13:** Q: In reference to the bullet that states, "To provide confidential data directly from the employers' payroll system", from our experience, not all employers utilize a 3rd party vendor to house their employment data. If employment records/data are kept in-house of the employer, is it HACP's expectation that the chosen Vendor would have to integrate with each employers' payroll system, if available in digital records?

A: No

**Item 14:** Please see the attached Revised Attachment K Fee Sheet

**Item 15:** The proposal due date, time, and location remain unchanged at December 5, 2019, at 10:00 A.M., at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 3**

  
\_\_\_\_\_  
Mr. Kim Detrick  
Procurement Director/Chief Contracting Officer

11-19-18  
\_\_\_\_\_  
Date

## ATTACHMENT K

Employment Verification Services  
RFP #400-41-19  
FEE SHEET**REVISED**  
11-19-19

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**PRICE IS TO BE LISTED PER THE FOLLOWING:****Initial Three (3) Year Term**

Item	Initial Term Cost	Number of Verification (ESTIMATED)	Total
Low-Income Public Housing	\$	1,650	\$
Housing Choice Voucher	\$	1,950	\$
Program & Internal Compliance	\$	900	\$
Sub Total Add Total column together			\$

**1<sup>st</sup> Extension Option.**

Item	Ext. Opt 1 Cost	Number of Verification (ESTIMATED)	Total
Low-Income Public Housing	\$	550	\$
Housing Choice Voucher	\$	650	\$
Program & Internal Compliance	\$	300	\$
Sub Total Add Total column together			\$

**REVISED**  
11-9-192<sup>nd</sup> Extension Option.

Item	2 <sup>nd</sup> Ext Opt. Cost	Number of Verification (ESTIMATED)	Total
Low-Income Public Housing	\$	550	\$
Housing Choice Voucher	\$	650	\$
Program & Internal Compliance	\$	300	\$
Sub Total Add Total column together			\$

**Total Project Cost: \$** \_\_\_\_\_  
(add the Sub Total Line for initial term and all ext. opts together)

**Total Project Cost: \$** \_\_\_\_\_  
(in words)

Name (Printed): \_\_\_\_\_

Company  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_