



Housing Authority of the City of Pittsburgh

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July 27, 2020

Housing Choice Voucher (HCV) Departmental Technical Assistance RFP #400-12-20

ADDENDUM NO.3

This addendum issued July 27, 2020 becomes in its entirety a part of the Requests for Proposals RFP #400-12-20 as is fully set forth herein:

Item 1: Q: How old is the HCV waiting list and how many applicants are on the tenant based and project based lists?

**A: December 2018
Tenant Based -7,937
Project Based-16,396**

Item 2: Q: Are there any site-specific, site based waiting lists?

**A: MTW Vouchers have one (1) WL and it is not site specific.
Project Based Vouchers are site specific and have a WL for each site.**

Item 3: Q: How will this project impact the MTW Plan?

A: This project will not impact the MTW Plan.

Item 4: Q: Considering COVID-19, can any or all of this work be done remotely?

A: Yes. Considering the COVID-19 some work can be done remotely.

Item 5: Q: Is HACP open to a longer than 12 month contract term to ensure there is sufficient time to adequately test outcomes after the comprehensive assessment, CAP development and implementation and 2 sets of SEMAP testing?

A: The HACP will issue a one year (12month) contract but if for administrative compliance it is deemed in the best interest of the Agency to expand the original scope to include additional testing or assessment criterion, that option will be considered.

Item 6: Q: Does HACP plan to commit to funding the recommendations provided by the contractor to ensure the desired outcomes?

A: It all depends on the recommendation. To ensure uniformity in decision making, recommendations will be vetted in accordance with HUD rules and regulations as well as HACP established Standard Operating Procedures.

- Item 7:** Q: What is the current utilization rate using the Annual Budget Authority and the Unit Months Leased?
A: **\$632/5169**
- Item 8:** Q: What is the leasing success rate; over 30, 60, 90 days?
A: **38%**
- Item 9:** Q: What is the current PIC reporting rate?
A: **HACP is a MTW and PIC reporting rate is not required.**
- Item 10:** Q: In item #5 of the RFP on page 5, please define legitimate, unusual circumstances.
A: **Legitimate, unusual circumstances pertains to those that would be considered based upon a reasonable standard of inquiry, not within the control of the HACP or Contractor, COVID-19 and the protocols/restrictions/that have been issued and mandated as responses to the pandemic.**
- Item 11:** Q: Does HACP expect the contractor to develop the Corrective Action Plan?
A: **The RFP specifically states that the contractor will provide a written Assessment Report to the HACP. Said Report will summarize the findings of review and recommendations for a Corrective Action Plan. The directive does not state the Contractor will be responsible for writing the Corrective Action Plan.**
- Item 12:** Q: Does HACP currently have any open audit findings; from the Single Audit or any other governing entity? Of yes, what are they?
A: **No, HACP does not have any open findings.**
- Item 13:** Q: How many PBV does HACP administer; and with how many individual sites?
A: **21 PBV – 46 individual waiting lists**
- Item 14:** Q: Does HACP administer any special purpose vouchers? If so, what are the programs and the number of vouchers per program?
A: **Homeless Preference-190
VASH-88
811-6
Mainstream-28
Family Unification-77**
- Item 15:** Q: How will this procurement impact the HCV Owner Outreach procurement? Specifically Item F on page 5 of this RFP.
A: **The procurement should not affect the Owner Outreach procurement.**
- Item 16:** Q: Attachment K, Fee Sheet, provides blank spaces to fill in the hourly rate and the total. However, the hours per week and total weeks are already filled in. Are we to use the provided weeks as the basis for calculating the total, or may we edit those fields to provide our estimate of required time to complete the project?
A: **The hours per week (40) and the total weeks (52) are provided in the chart in Attachment K based on the average number of hours working per week and the exact number of weeks in a year. If the number of hours per week is going to be factored at an amount different from what is provided, the Contractor should provide in brackets the**

totals that will be utilized (next to those provided) and explain the variation in the space provided in words, beneath the existing chart.

Item 17: Q: What is HACP's system of record for the HCV program?

A: Emphasys/Elite

Item 18: Q: Are applicant and participant files paper or electronic? If electronic, what document management platform does HACP use?

A: Applicant and participant files are currently paper. However, HACP is quickly moving to a paperless process. The electronic platform we are looking at is Docuclass.

Item 19: Q: Is HACP's HCV program subject to any current or anticipated audit findings, HUD corrective action plans, or other findings/citations? If so, what are they and will HACP provide a copy of the relevant information?

A: HACP will provide all applicable and relevant audit findings, regulatory assessments and reports pertaining to the HCV Department.

Item 20: Q: How many wait lists does the HCV department maintain?

A: One HCV waiting list.

Item 21: Q: How many employees are currently budgeted for the HCV program? How many positions are currently vacant? What is the duration of vacant positions? Are any temporary or contract employees working in the HCV program?

A: 45 employees are currently budgeted for the HCV program. 22 positions are vacant. 2 positions are temporary.

Item 22: Q: Are HCV employees operating under a union agreement?

A: Some employees are operating under a union agreement.

Item 23: Q: Have any consultants or firms been engaged with HACP's HCV program in the last 12 months? If so, what was the scope of work?

A: Yes. Assessment of the HCV Department. Processing billings for the Portability Department.

Item 24: Q: The RFP states on page 5 "It is also the intention of the HACP to link some percentage of the fee to accomplishment of the Outcomes identified above." How does HACP intend to structure the percentage? What percent of fee will be tied to the outcomes?

A: The HACP and the awarded Contractor will meet during the orientation meeting and review the desired outcome and expected deliverables, to develop a realistic timeline for completion of task and the percentage of fee that will be linked to the task. It is expected the fee percentage will be based on quarters (1st through 4th) to equal a twelve (12) month contract, with a minimum and maximum percentage assigned to the outcome deliverables. It is anticipated the awarded Contractor will provide valuable input into the completion of the timeline and percentage of fee assignment.

Item 25: Q: Will the selected consultant be provided remote access to HACP HCV systems?
A: **The awarded Contractor will only be granted access to HACP HCV systems to include reports that are necessary for the completion of assigned tasks. Many of the systems are security-based and therefore, non HACP staff will not be granted full remote access.**

Item 26: Q: Many activities in the scope of work may require the selected consultant to perform work on site. Please indicate any restrictions or access to HCV employees (such as modified work schedules or telework) the consultant should be aware of related to HACP's response to the COVID-19 pandemic.

A: **The Contractor will be provided with the HACP's COVID-19 Response Plan as pertains to the availability of staff and assignments. As the response to the COVID-19 pandemic may changed in response to regulatory mandates and HACP protocols to include modified work schedule or telework), flexibility will be expected of the Contractor.**

Item 27: Q: The RFP mentions HCV, PBV and PBRA programs. What special programs may be fall under this review e.g. VASH, FUP, NED, RAD, etc.?

A: **Homeless Preference
VASH
811
Mainstream
Family Unification
Relocation**

Item 28: Q: What is HACP's current HCV unit and funding utilization percentages?

A: **90%**

Item 29: Q: What rent reasonableness system does HACP currently use?

A: **HACP uses GoSection8 for our rent reasonable.**

Item 30: Q: The Pricing form on page 62 of the RFP provides a single line for consultant with the hourly rate and total. Is HACP looking for one fixed price for the entire scope? If necessary, can additional lines be added to the pricing table?

A: **Yes, we are looking for one fixed price. Yes, you can add additional lines.**

Item 31: The proposal due date is changed to August 6, 2019; time and location remain unchanged at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 3

Kim Detrick

Kim Detrick (Jul 27, 2020 12:25 EDT)

Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

Jul 27, 2020

Date