



**Housing Authority of the
City of Pittsburgh**

Contracting Officer
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5116
www.hacp.org

April 20 2021

**Audio-Video Training and Production Program Rebid
RFP #800-07-21-REBID**

ADDENDUM NO.2

This addendum issued April 20, 2021 becomes in its entirety a part of the Request for Proposals RFP #800-07-21-REBID as is fully set forth herein:

Item 1: Q: Are the trainers required to be on our company's payroll or can we use subcontractors i.e., 1099?

A: Subcontractors are allowed, but should be noted on the proposal in order to provide HACP with information needed to evaluate experience and capacity. Subcontractors must have appropriate clearances, same as the primary vendor.

Item 2: Q: In Section 3 – are we technically required to place HACP Residents on our payroll? Or can we pay them as consultants i.e., 1099?

A: Yes, Due to HUD required tracking requirements, it's expected that the section 3 candidate is placed on you payroll.

Item 3: Q: In Section 3 – what is the allocated point difference (when reviewing our proposal) in using Tier 1 hiring vs Tier 2 vs Tier 3, etc. I noticed the max is 15 points for this particular section – does it decrease by 5 points w/ each lower tier?

A: HACP's Section 3 goal is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. To maximize their points, vendors should demonstrate commitment to assist the HACP in meeting its goals related to Section 3.

Item 4: Q: On Page 19, item 3 "compensation", could you elaborate on "not to exceed fee ____." Does this number come from the number we list on page 65 under "total bid amount"? Also is the hourly cap 100/month? Will it ever exceed 100? Just want to make sure we are making enough to cover total monthly expenses. And the 100 hours cap per month is all expenses for the month, correct? For example, trainers' hourly rates, compensating potential HACP residents, content creation, miscellaneous expenses, etc.

A: The space on pg 19 should be left blank. It will be completed by HACP for the awarded vendor(s) for the total value of the allocated funds for this contract.

100 hours a month of program services is the maximum for this contract. That would include instruction time as well as any time allocated toward lesson planning, curriculum development and working with HACP staff on program activity. Compensation of residents or miscellaneous program expenses would be incurred directly by the HACP, not the vendor.

Item 5: Q: On pages 10/16, it refers to the MBE/WBE participation plan – it states “HACP has established a minimum threshold of eighteen percent of the total dollar amount for MBE utilization and 7% for WBE.” Could you further explain this, does this mean we must work with a MBE? We are a recognized WBE; however we do not have the MBE designation. Will this be an issue or something that we will need to address in the proposal? Or is the WBE certification acceptable on its own? Will we lose points if we only use a WBE owned company? I noticed this section is 10 points total. Is that correct? We just need a better understanding if there is a point difference between MBE/WBE participation.

A: An Offeror does not need to be certified to have their proposal accepted by HACP. It is not mandatory to work with a MBE, however; it is strongly encouraged. If you are certified as a WBE, HACP would like to see participation with a certified MBE (or vice versa).

An Offeror can receive up to 10 points for MBE/WBE participation by demonstrating commitment to assist the HACP in meeting its requirement and goals related to MBE/WBE participation. As stated on pg. 10, HACP has goals of 18% MBE and 7% WBE participation.

Item 6: Q: On page 8, it mentions doing business in the city of Pittsburgh. Are we required to obtain a specific contractor license from the City of Pittsburgh in order to submit this proposal / perform this work? If so, could you point us in the right direction on how to apply for this license?

A: There is no specific license from the City of Pittsburgh for this service. HACP is simply stating Offerors should be in good standing with any Federal, State or Municipality that has or has had a contracting relationship with the firm.

Item 7: Q: If classes are still on Zoom do we need to supply equipment to each student at their homes? I feel like it would be easier to tech while everyone has the same equipment in front of them.

A: HACP will be responsible for provision of equipment to students. We have a compliment of iPads available for students of the program

Item 8: Q: Do you have a standard for the caliber of professional equipment? Age will play a big role when it comes to understanding various pieces of equipment. (10 – 12 years old) Some equipment is too advanced to teach young kids.

A: Equipment is provided by HACP. We will not require a vendor to provide their own equipment for provision of this program and we are willing to purchase new equipment as the need arises. That said, the vendor is required to adjust their curriculum according to the students' age groups and HACP will work with the vendor to develop a schedule. 10 to 12 year olds, for example, will not attend the same classes as teenagers and/or adults and the curriculum will not be the same for each group.

Item 9: Q: How many students should we anticipate?

A: For in person courses, we can accommodate a group of roughly 5 to 7. For remote classes, it will often be smaller groups of two to three at a time. Please note, the successful vendor will be required to assist with program outreach and recruitment and HACP may need to reduce hours if we do not have sufficient levels of participation.

Item 10: Q: Are we able to take them on a “field trip” to actual studios?

A: Yes, once deemed safe, this would be strongly recommended.

Item 11: Q: Can we have “back up” teachers who have been approved to fill in for people who have a schedule conflict on some occasions?

A: The successful vendor will be responsible for their staffing decisions. As noted during the pre-bid meeting, there will be times that the vendor is required to operate classes

simultaneously at both locations. Any employee or sub-contractor of the successful vendor must have appropriate state clearances needed to work with minors.

Item 12: Q: Does this coincide with the school year calendar, 9 months, or is this 12-months straight each calendar year?

A: 12 months. We typically ramp up hours for the summer based upon level of student demand.

Item 13: Q: The first couple of months may be more learning the equipment and setting scenes. Do we have to show a video the first month? Our concern is that there will need to be some time to educate on the process before producing. If you're able to further elaborate in any way on the specific deliverables/timelines that would be helpful.

A: Vendor can expect to begin work on July 1, 2021. Initial tasks will include reviewing equipment, curriculum and student roster. First month will consist of working with HACP staff to recruit students and develop recruitment strategies and materials. Deliverables are required each month. For month 1, this may consist of recruitment materials. By month 2, vendor should be engaged with students and able to produce deliverables as noted in the RFP.

Item 14: Q: Understanding that HACP may be awarding a contract or contracts regarding RFP #800-07-21-REBID Audio Visual Training and Production Program Rebids", are collaborative proposals acceptable? By this, I mean a proposal that would add a component to the existing Audio-Visual Program that would enhance the skills of youth and adults receiving training virtually or at the studios in Northview and Bedford.

A: Collaborations are acceptable. If the vendor intends to subcontract significant portions of the contract to collaborators, this should be documented in the proposal to allow HACP to properly rate experience and capacity of collaborators.

Item 15: The proposal due date, time, and location remain unchanged at April 27, 2021 at 10:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

Item 16: The Housing Authority of the City of Pittsburgh will **only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 AM on April 27, 2021** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be submitted electronically:

<https://www.dropbox.com/request/4Nca0FlvWPos6O43o41I> and may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received at the above address no later than April 27, 2021 at 10:00 AM, regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 2

Kim Detrick
Kim Detrick (Apr 20, 2021 10:58 EDT)

Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

Apr 20, 2021

Date

Addendum #2 - RFP #800-07-21-REBID Audio-Video Training and Production Program Rebid

Final Audit Report

2021-04-20

Created:	2021-04-20
By:	Brandon Havranek (brandon.havranek@hacp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABWLpkMmAR3KaUdOTIc78ldXWe-zsijH1

"Addendum #2 - RFP #800-07-21-REBID Audio-Video Training and Production Program Rebid" History

 Document created by Brandon Havranek (brandon.havranek@hacp.org)


2021-04-20 - 2:58:03 PM GMT- IP address: 65.199.18.195

 Document emailed to Kim Detrick (kim.detrick@hacp.org) for signature

2021-04-20 - 2:58:19 PM GMT

 Email viewed by Kim Detrick (kim.detrick@hacp.org)

2021-04-20 - 2:58:29 PM GMT- IP address: 74.125.212.240

 Document e-signed by Kim Detrick (kim.detrick@hacp.org)

Signature Date: 2021-04-20 - 2:58:53 PM GMT - Time Source: server- IP address: 65.199.18.195

 Agreement completed.

2021-04-20 - 2:58:53 PM GMT