



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

September 14, 2021

Maintenance Contract for Legal Department Database

3 Quote Bid

ADDENDUM NO. 1

This addendum issued September 14, 2021 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

- Item 1:** Q: Whether companies from Outside USA can apply for this? (like, from India or Canada)
A: **Yes.**
- Item 2:** Q: Whether we need to come over there for meetings?
A: **Someone may have to be physically present during meetings or trainings.**
- Item 3:** Q: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
A: **Some tasks can be performed outside the USA. However, someone may have to be physically present during meetings, etc.**
- Item 4:** Q: Can we submit the proposals via email?
A: **See Item 8 below.**
- Item 5:** Q: A vendor may have the ability to convert digitally scanned documents to recognize characters (OCR) so that they may be searched. Scanning paper documents to electronic format (PDF) is often a separate process requiring a third-party vendor. Does HACP require the contractor to scan paper copies from binders into electronic format or will that be completed by a different vendor under a separate contract?
A: **HACP will consider either option.**
- Item 6:** Q: Does HACP plan on updating the search tool within the next year? If so, how many new data fields (estimated quantity), spreadsheets (estimated quantity), and search parameters (estimated quantity) does HACP plan on adding?

A: Yes. This will be on an as needed basis with the vendor. Three spread sheets and six new data fields are estimated.

Item 7: Q: Visualizations and analytics are commonly presented in a graphical interface such as a dynamic chart. How many graphs or charts does HACP estimate will be needed to support the tax filing effort? How many users will need to access these visualizations?

A: No new graphs or charts are estimated. Maintenance of existing is required.

Item 8: The bid due date is changed to September 21, 2021; time and location remain unchanged at 10:00 AM. Bids must be submitted electronically via email to Brandon.Havranek@hacp.org or via fax at 412-456-5007 Attn: Brandon Havranek.

END OF ADDENDUM NO. 1

Kim Detrick

[Kim Detrick \(Sep 14, 2021 09:51 EDT\)](#)

Mr. Kim Detrick
Director of Procurement/Chief Contracting Officer

Sep 14, 2021

Date