



# Housing Authority of the City of Pittsburgh

Contracting Officer  
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**October 17, 2024**

## **Executive Search and Recruitment Services RFP# 650-33-24**

### **ADDENDUM NO. 2**

This addendum issued October 17, 2024, becomes in its entirety a part of the Request for Proposals RFP# 650-33-24 as is fully set forth herein:

- Item 1:** Q: Can we submit a proposal via email?  
A: **No. Please see Section VI Paragraph C within the RFP.**
- Item 2:** Q: What would be the number of awards you intend to give (approximate number)?  
A: **That is unknown.**
- Item 3:** Q: What are the estimated funds that are estimated to be allocated for this contract?  
A: **Unknown, that is why we are issuing this RFP.**
- Item 4:** Q: What is the tentative start date of this engagement?  
A: **The tentative start date of the engagement depends upon closing the RFP and finalizing a contract. The contract is utilized on an as-needed basis.**
- Item 5:** Q: What is the work location of the proposed candidates?  
A: **The work location of proposed candidates may vary depending upon the vacancy being filled as we have multiple sites.**
- Item 6:** Q: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?  
A: **There are no incumbents, as the previous contracts have expired. The RFP is open to all persons or organizations qualified to provide executive search and recruitment services.**
- Item 7:** Q: Are there any pain points or issues with the current vendor (s)?  
A: **There is no current vendor, as the previous contract has expired.**
- Item 8:** Q: Could you please share the previous spending on this contract, if any?

**A: This is a Right to Know Request. You must contact HACP's Open Records Officer, whose information can be found on our website [www.hacp.org](http://www.hacp.org).**

**Item 9: Q: Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?**

**A: No mandatory subcontracting requirements.**

**Item 10: Q: How many positions were used in the previous contract (approximate)?**

**A: Approximately 2-3.**

**Item 11: Q: How many positions will be required per year or throughout the contract term?**

**A: The contract is utilized as needed, so we cannot say how many positions will be required per year or throughout the contract term.**

**Item 12: Q: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award, could vendors replace them with equally qualified resources?**

**A: We will assess the RFP based on resources available when bidding and awarding the contract.**

**Item 13: Q: Can we provide hourly rate ranges in the price proposal?**

**A: Offerors will need to submit their fees in accordance with Attachment K of the RFP.**

**Item 14: Q: Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?**

**A: The services are not onsite.**

**Item 15: Q: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resume for proposed candidates or can we submit the sample resume?**

**A: Resumes will be required when an actual sourcing/recruitment campaign is activated. If there is no active campaign, then there will be no need for resumes.**

**Item 16: Q: Could you please provide the list of holidays?**

**A: 2024 HACP OBSERVED HOLIDAYS:**

<b>Monday, January 1</b>	<b>New Year's Day</b>
<b>Monday, January 15</b>	<b>Martin Luther King Day</b>
<b>Monday, February 19</b>	<b>Presidents' Day</b>
<b>Friday, March 29</b>	<b>Good Friday</b>
<b>Monday, May 27</b>	<b>Memorial Day</b>
<b>Wednesday, June 19</b>	<b>Juneteenth Day</b>
<b>Thursday, July 4</b>	<b>Independence Day</b>
<b>Monday, September 2</b>	<b>Labor Day</b>
<b>Monday, November 11</b>	<b>Veteran's Day</b>
<b>Thursday, November 28</b>	<b>Thanksgiving Day</b>
<b>Friday, November 29</b>	<b>Day after Thanksgiving</b>
<b>Tuesday, December 24</b>	<b>Day before Christmas</b>

Wednesday, December 25

Christmas Day

- Item 17:** Q: Are there any mandated Paid Time Off, Vacation, etc.?  
A: **The HACP offers various types of paid time off in alignment with the length of employment.**
- Item 18:** Q: Is this a newly initiated project, or is it a continuation of an existing one?  
A: **This RFP may result in the award of a new contract or contracts.**
- Item 19:** Q: If it is ongoing, kindly provide the names of the current service providers/incumbent vendors.  
A: **There are no incumbents, as the previous contracts have expired.**
- Item 20:** Q: Could you provide details on the previous expenditure associated with this contract?  
A: **This is a Right to Know Request. You must contact HACP's Open Records Officer, whose information can be found on our website [www.hacp.org](http://www.hacp.org).**
- Item 21:** Q: Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?  
A: **This is a Right to Know Request. You must contact HACP's Open Records Officer, whose information can be found on our website [www.hacp.org](http://www.hacp.org).**
- Item 22:** Q: Are there any specific challenges or issues currently being faced with the existing vendors?  
A: **There is no current vendor, as the previous contract has expired.**
- Item 23:** Q: Can you clarify the expected number of awards for this solicitation?  
A: **That is unknown.**
- Item 24:** Q: Is there any preference or priority given to local vendors for this contract?  
A: **As per 2 CFR 200.319 (b), "The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference."**
- Item 25:** Q: Can you please list the type of roles required?  
A: **Typically, executive search firm services are used for Director and above vacancies.**
- Item 26:** Q: We have a question regarding a specific point mentioned in the RFP document and would appreciate your clarification:  
"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." As we do not have prior experience with HACP jobs, we would like to inquire if it is acceptable for us to proceed with our proposal under these circumstances.

**A: If an offeror does not have previous HACP experience, they may list their last three projects completed.**

**Item 27: Q:** Could the HACP please confirm whether this contract is intended for Direct Hire placements (Authority will hire recruited resources)?

**A: Typically, executive search firm services are used for director and above, direct hire vacancies.**

**Item 28: Q:** Could the HACP clarify if the Fee Schedule (Fee Sheet Attachment K) must be submitted as a separate document from the Technical Proposal?

**A: Yes. If uploading to the Dropbox link it should be uploaded as a separate file. Offerors choosing to submit physical proposals must submit one original plus three (3) paper copies of their technical proposal and one (1) electronic copy in a PDF format on a Flash Drive. In a separate sealed envelope submit one (1) original paper, one (1) paper copy and (1) electronic copy in a PDF format of the fee proposal.**

**Item 29: Q:** To be responsive to Section IV—B regarding previous related experience (points 1, 2, and 3), are vendors required only to complete the forms provided in Attachment J?

**A: Vendor may complete Attachment J or provide references in their own format.**

**Item 30: Q:** Could the HACP please confirm whether firms are required to submit six distinct references to cover points 1 and 3 in Section IV—B, or may the same references be used for both points?

**A: They may be the same.**

**Item 31: Q:** With reference to Section IV – B 4) “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 if a vendor does not have HACP experience? In this case What part of Attachment J is required to be submitted?

**A: See Item 26 above.**

**Item 32: Q:** Our firm is a minority-owned firm certified by NCTRCA (North Central Texas Regional Certification Agency) and NMSDC, will this certification satisfy the requirements under Section IV - F for the Minority and Women Business Participation Plan?

**A: Yes.**

**Item 33: Q:** Is it mandatory to submit a separate MBE/WBE participation plan demonstrating best efforts even if the firm is already MBE certified?

**A: If a firm is a certified MBE the expectation is that they put forth a “Best Effort” to attain the WBE goals, and vice versa.**

**Item 34: Q:** Could the HACP clarify if a vendor can meet the MBE performance threshold by self-performance?

**A: If a vendor is a certified MBE, they will meet the MBE goal.**

- Item 35:**      **Q:**    Is this contract for temporary positions or full-time positions?  
**A:**      **Director and above regular full-time, direct hire positions when needed.**
- Item 36:**      **Q:**    What specific roles are expected to be fulfilled throughout the term of the contract?  
**A:**      **Typically, executive search firm services are used for director and above, direct hire vacancies.**
- Item 37:**      **Q:**    Is it mandatory for vendors to meet both the 18% MBE and 7% WBE thresholds, or is it acceptable to meet just one? If both thresholds are mandatory, can a vendor achieve this by subcontracting?  
**A:**      **They are not mandatory, they are goals. Yes, vendors may reach the goals through subcontracting.**
- Item 38:**      **Q:**    Could the HACP clarify if vendors may provide references based on their experience in recruiting for temporary positions or providing temporary staffing services?  
**A:**      **A vendor's references are theirs to provide.**
- Item 39:**      **Q:**    Under Section 3 Opportunities Plan, could the HACP please confirm if the vendor can select either one of the Tiers?  
**A:**      **Yes, under the Section 3 Opportunities Plan, HACP allows vendors to select from among the specified tiers to fulfill Section 3 requirements. Each tier represents different levels of engagement and commitment to Section 3 hiring and contracting goals, so vendors can choose the tier that best aligns with their capabilities and resources.**
- Item 40:**      **Q:**    In the proposed staff section are there any specific key personnel the HACP is looking for firms to provide?  
**A:**      **Director and above regular full-time, direct hire positions when needed.**
- Item 42:**      **Q:**    Do firms need to submit resumes for the proposed staff?  
**A:**      **Resumes will be required when an actual sourcing/recruitment campaign is activated. If there is no active campaign, then there will be no need for resumes.**
- Item 43:**      **Q:**    Is HACP looking to favor the incumbent contractor (s)?  
**A:**      **See Item 6.**
- Item 44:**      **Q:**    Could the authority please clarify if HACP will favor firms that have prior experience with HACP?  
**A:**      **The RFP is open to all persons or organizations qualified to provide executive search and recruitment services.**
- Item 45:**      **Q:**    If a firm has recruiting experience in filling temporary positions can they bid on this solicitation?

**A: The RFP is open to all persons or organizations qualified to provide executive search and recruitment services.**

**Item 46: Q:** Is HACP looking for firms that only have executive search and recruitment experience or can firms with temporary placement experience bid on this solicitation?

**A: The RFP is open to all persons or organizations qualified to provide executive search and recruitment services.**

**Item 47: Q:** Is there a tentative budget assigned for the resultant contract?

**A: See Item 3.**

**Item 48: Q:** Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor?

**A: See Item 3.**

**Item 49: Q:** If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

**A: Unknown.**

**Item 50: Q:** Does HACP accept remote/offshore/Onsite resources to work on this engagement?

**A: Candidates must be authorized to work in the United States.**

**Item 51: Q:** Does the HACP require wet ink signatures or digital signatures?

**A: Please refer to Section I of the RFP on how to submit proposals.**

**Item 52: Q:** Could the HACP kindly provide information regarding the anticipated form in which work orders will be released, specifying whether it will be through email, portal, or any other designated method?

**A: The HACP HR department will work directly with the vendor using various mediums for communication i.e. phone, email, etc.**

**Item 53: Q:** Could the HACP please confirm if participation in this opportunity requires any specific licenses or certifications?

**A: Unknown at this time.**

**Item 54: Q:** Could HACP please clarify whether the firm participating in this opportunity needs to be a Section 3 Business Concern?

**A: The RFP is open to all persons or organizations qualified to provide executive search and recruitment services.**

**Item 55: Q:** Could HACP please confirm that we can fill out proposal forms electronically?

**A: Please refer to Section I of the RFP on how to submit proposals.**

**Item 56:** The bid due date is changed to October 24, 2024; time and location remain unchanged at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 57:** The Housing Authority of the City of Pittsburgh will **only be accepting physical bids dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on October 24, 2024**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219. Proposals may still be submitted electronically: <https://www.dropbox.com/request/mWgY91TSXy69HVXSTUEb> and may still be mailed via USPS at which time they will be Time and Date Stamped at Procurement Department, 6<sup>th</sup> Floor at 412 Boulevard of the Allies Pittsburgh, PA 15219. All proposals must be received at the above address no later than October 24, 2024, at 10:00 a.m. regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 2**



Dereen Neice  
Sr. Director of Procurement

10/17/2024

Date