



## Housing Authority of the City of Pittsburgh

Contracting Officer  
412 Boulevard of the Allies, 6<sup>th</sup> Floor  
Pittsburgh, PA 15219  
(412) 456-5116  
[www.hacp.org](http://www.hacp.org)

**July 22, 2025**

### **Employment Verification Services RFP #250-27-25**

#### **ADDENDUM NO. 1**

This addendum issued July 22, 2025, becomes in its entirety a part of the Request for Proposals RFP #250-27-25 as is fully set forth herein:

**Item 1:** Q: Could you please confirm if this is for tenant screening? Or is it pre-employment screening for HACP employees?

A: **The purpose of the Request for Proposals is for a service provider to provide wage information and employment start dates of current and past employers of individuals who have applied for or are currently participating in the HCV and/or LIPH Programs. This information is used to ensure accurate calculation of household income, which directly impacts eligibility and the tenant's portion of rent. Verifying employment details is a required part of HUD's income determination process and helps ensure compliance with federal regulations.**

**Item 2** The due date, time, and location remain unchanged at August 5, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 3:** The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on August 5, 2025**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:  
<https://www.dropbox.com/request/SfXEXpy0OIFKKz5bOW89>

Sealed proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than August 5, 2025, at 10:00 a.m. regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 1**



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Mr. Brandon Havranek  
Associate Director of Procurement/Contracting Officer

07/22/2025

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Date