



Housing Authority of the City of Pittsburgh

Contracting Officer
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219
(412) 456-5116
www.hacp.org

August 4, 2025

Employment Verification Services RFP #250-27-25

ADDENDUM NO. 3

This addendum issued August 4, 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: We would like clarification regarding the total transaction count numbers that were supplied on the proposal to see if this is correct, and we would like clarification and reasoning behind the total transaction count drop from the previous RFP that had the total transaction count at 13,000.

A: **The revised figure of 500 monthly transactions was based on the current usage patterns of both the Housing Choice Voucher Program and the Low-Income Public Housing Program.**

Item 2: Q: Is the HACP looking for a yearly transaction count increase?

A: **HACP is not currently seeking a yearly increase in transaction count, as future usage remains undetermined and will continue to be driven by actual program needs.**

Item 3: Q: Would the HACP be interested in utilizing NASPO?

A: **HACP is issuing this Request for Proposals in anticipation of awarding a contract(s) to the highest scoring, most responsive, and responsible Offer(s).**

Item 4: Q: Who is the incumbent employment verification service?

A: **Carahsoft Technology Corporation.**

Item 5: Q: Would a woman owned business count duplicative as both WBE and MBE? If a WBE is assigned 18% of the contract is the threshold for all MBE and WBE requirements met?

A: **No. The MBE and WBE goal participation percentages, not a minimum threshold, are separate goals. If an Offeror meets, and/or exceeds, the WBE goals, HACP asks that the Offeror also put forth a good faith effort to reach the MBE goal participation percentage and vice versa.**

Item 6: Q: Section 2-Scope of Services includes this requirement for this bid: “f) To release data electronically to the HACP for various purposes, to include, but not limited to, fraud investigations,

eligibility determinations, and locating defaults.” Is the Authority interested in solutions that have been proven in government benefit programs to uncover key risks for fraud, waste and abuse related to applicants? Would the Authority welcome the addition of optional, value add services within the cost proposal beyond income verification that could indicate FWA within your program?

A: At this time, the Housing Authority of the City of Pittsburgh is only seeking employment income verification services. While we recognize the potential value of additional solutions for identifying fraud, waste, and abuse, these services are not being solicited under this specific bid.

Item 7: Q: Section 2- Scope of Services includes this requirement for this bid: “e) To provide updated employee wage data from each payroll period.” Are we correct in interpreting this scope item as requiring the delivery of real-time wage data that is relevant and inclusive of the most recent payroll periods at the moment it is requested during application?

A: Yes, that is correct. If a request is made in the middle of a payroll period, we would expect to receive the most recent available payroll information up to that date.

Item 8: Q: Section 4-Content of Response Documents includes this requirement for this bid: “B. Previous Related Experience, 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.” Does HACP require bidders to have prior HACP experience? If not, how will this be included in the evaluation criteria?

A: HACP does not require Offeror(s) to have prior work experience with HACP. Neither is this included in our RFP evaluation criteria.

Item 9: Q: The instructions on page 3 requires offerors to submit two separate proposal volumes: a Technical Proposal and a Fee Proposal. However, Section IV-Content of Response Documents appears to require Attachment K-Fee Sheet to be included in the same volume as all other required proposal components. Please confirm that offerors’ Fee Proposal should include a completed Attachment K-Fee Sheet, and that offerors should include all other required components in their Technical Proposal.

A: The Free Proposal should include the Fee Sheet and all relevant financial components for the proposal. The Technical Proposal should include all other relevant components and information, and should not include the Fee Sheet or any financial components.

Item 10: The due date, time, and location remain unchanged at August 19, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 11: 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 19, 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, 6th Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than August 19, 2025, at 10:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 3



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

08/04/2025

Date