

February 04, 2026

**Employment Verification Services
RFP #250-02-26**

ADDENDUM NO. 2

This addendum, issued February 04, 2026, becomes in its entirety a part of the Request for Proposals RFP #250-02-26 as is fully set forth herein:

- Item 1:** Q: Are there any peak periods during which verification volume is expected to increase?
A: **Not specifically, there will continuously be peaks of high volume throughout the year.**
- Item 2:** Q: Will this be a single-award or multi-award contract?
A: **That is unknown. That is why we are issuing this RFP.**
- Item 3:** Q: Is it possible to request an extension while questions are under review and responses are being issued?
A: **Please see Item 29 below.**
- Item 4:** Q: The submission instructions state “In addition 2” on page 4. Does this require submissions to be both uploaded electronically and dropped off in person?
A: **In addition to, as an additional option on how to submit a proposal.**
- Item 5:** Q: Is there a recommended number of personnel to be provided for the support team, or is staffing left to the vendor’s discretion?
A: **The recommended number of staff members will be left to the vendor's discretion.**
- Item 6:** Q: Are there any strict or specific security requirements that vendors must comply with?
A: **No**
- Item 7:** Q: Could you please provide the direct link for vendor registration? The current link only allows access under the “landlord” option.
A: **They are the same link. You must select Vendor when registering on the website. <https://hacp.org/profile/register/>**
- Item 8:** Q: Can you confirm the required electronic submission format? One section references Microsoft Word, while another references PDF.
A: **HACP prefers pdf; the Word reference is specific to proposed redlines to the sample professional services contract (Attachment A).**

- Item 9:** Q: If a vendor independently meets both MBE and WBE certification goals, can those goals be satisfied without subcontracting?
A: **If an Offeror is a certified MBE, HACP asks that they put forth a good faith effort to partner with a separate WBE and vice versa. You cannot claim both.**
- Item 10:** Q: Is it permissible for the customer support center to operate virtually?
A: **Yes**
- Item 11:** Q: Will Housing Authority (HA) staff be making in-person visits to the support center at any time?
A: **No**
- Item 12:** Q: For Section 3 requirements, should all related documentation be directed only to the email listed under “Goals and Planning”?
A: **If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact Lloyd C. Wilson Jr., Resident Sustainability Manager, by email at lloyd.wilson@hacp.org or by contacting him at Housing Authority of the City of Pittsburgh, Bedford Envision Center 2305 Bedford Avenue, Pittsburgh, PA 15219, telephone (412) 508-6055.**
- Item 13:** Q: For H-Firm Demographics, are you requesting information for all payroll employees or only those who will be assigned to this contract?
A: **Provide a demographic description of all employees of your firm**
- Item 14:** Q: If the vendor meets both MBE and WBE requirements, are Letters of Intent still required?
A: **Yes. See Item 9 above.**
- Item 15:** Q: Can you provide information on the prior vendor and the approximate annual contract value?
A: **No.**
- Item 16:** Q: Is page 26 required to serve as the cover/front page of the Fee Sheet?
A: **No.**
- Item 17:** Q: If multiple income verifications (e.g., ten connections) occur for a single household over a 24-month period, should the vendor invoice for each verification?
A: **The HACP would prefer an option to be charged only for the employment verifications needed for a specific date, rather than for all generated employment verifications.**
- Item 18:** Q: Are there any preferred platforms or software systems that the Authority recommends or currently utilizes?
A: **No, currently the HACP is not utilizing a system to verify employment.**

Item 19: Q: What HACP move in exceptions can be waved?
A: **None**

Item 20: Q: EIV - can we get access through HACP's system, like Elite-Emphasis?
A: **No**

Item 21: Q: Prior Solicitation Status: We understand that a similar solicitation (RFP #250-27-25) was open for submissions in mid-2025. Could you confirm if that RFP was cancelled, awarded and subsequently terminated, or if this current RFP (#250-02-26) represents a re-solicitation with different requirements? If it was cancelled, could you share the reason?

A: **Any previous solicitation for these services is not pertinent to this RFP.**

Item 22: Q: Incumbent Provider: Who is the current vendor providing these services to HACP?

A: **There is no current vendor.**

Item 23: Q: System Integration: The Scope of Services mentions releasing data electronically to HACP. Does HACP utilize a specific Housing Management System (e.g., Yardi, MRI, Elite) or other system of record that the successful bidder will need to integrate with?

A: **No, the Vendor must have the capabilities to send the information electronically online.**

Item 24: Q: System Integration: The Scope of Services mentions releasing data electronically to HACP. Does HACP utilize a specific Housing Management System (e.g., Yardi, MRI, Elite) or other system of record that the successful bidder will need to integrate with?

A: **No, the employment verification will need to be delivered electronically, preferably online.**

Item 25: Q: Budget: Is there an estimated budget or a "not-to-exceed" annual amount allocated for this contract?

A: **No. That is why HACP is issuing this RFP.**

Item 26: Q: Pain Points: Are there specific challenges or functional gaps with the current provider or system that HACP is looking to resolve with this new solicitation?

A: **The vendor must be able to produce employment verifications electronically and must be able to support the large volume of requests.**

Item 27: Q: Price Escalation: Does the contract permit annual price adjustments (e.g., based on CPI) for the option years, or must the submitted fees remain fixed for the full potential 5-year term?

A: **The fees submitted to this RFP must remain in place throughout the 5-year contract.**

Item 28: Q: Anticipated Award Date: What is the tentative timeline for the Notice of Award following the submission deadline?

A: **That is unknown.**

Item 29: The due date, time, and location remain unchanged at February 19, 2026, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219.

Item 30: 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 February 19, 2026**, 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/yHaGA7Za7IMUqyvX5Bqe>

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 February 19, 2026, at 10:00 a.m., regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 2



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

02/04/2026

Date