

**March 10, 2026**  
**Bulk Mailing and Printing Services**  
**RFP #400-04-26**

**ADDENDUM NO. 3**

This addendum issued March 10, 2026, becomes in its entirety a part of the Request for Proposals RFP #400-04-26 as is fully set forth herein:

**Item 1:** Q: Could you please provide historical annual volume for this contract (e.g., total mail pieces per year, average job size, peak months, color vs. black & white ratio)?

**A: This is a new service, so there's no prior history.**

**Item 2:** Q: Is there a current or previous contractor performing these services? If so, are you able to share contract value and performance feedback?

**A: No.**

**Item 3:** Q: Will pricing be evaluated strictly on the Attachment K Fee Sheet unit rates, or will total estimated annual cost calculations also be considered during evaluation?

**A: The proposed rates and level of service will be scored based on reasonableness and appropriateness in relation to the services requested. All Offerors are required to submit their fees for providing the goods or services requested under this RFP in accordance with Attachment K.**

**Item 4:** Q: What are the standard turnaround times expected for routine jobs, and what is the anticipated response time for emergency/rush jobs?

**A: We currently tell our departments to give us a 2-week notice so we can plan properly and give them a realistic date that the mailing will be done. We also must work around certain times when pre-scheduled, large monthly jobs are printed. As far as emergency/rush jobs we usually get them 2-4 days before they need to be mailed out.**

**Item 5:** Q: Are there specific data security certifications required (SOC 2, HIPAA-level compliance, etc.) for the online submission platform?

**A: No, the only information being shared on the database are names and addresses.**

**Item 6:** Q: For firms located outside Pennsylvania, are there specific certification bodies required for MBE/WBE participation to meet HACP goals? Is documentation of "best efforts" sufficient if direct participation thresholds are not fully achieved?

**A: We accept DBE certifications from 3<sup>rd</sup> parties such as the Pennsylvania State Unified Certification Portal (PAUCP) managed by the Department of Transportation and 3<sup>rd</sup> party certifiers such as EMSDC and WBENC. We don't have any geographic limitations for certifications from recognized certifying bodies. We do not accept self-certification.**

**Yes, documentation of "best efforts" is acceptable if Offerors are unable to meet the goals.**

**Item 7:** Q: For service contracts of this type, does HACP typically require direct hiring to meet Section 3 labor thresholds, or is participation through financial commitment to the Section 3 program acceptable?

**A: HACP requires contractors to make good faith efforts to meet Section 3 labor hour benchmarks through direct hiring of Section 3 workers. Financial contributions alone do not satisfy the labor hour requirement.**

**Item 8:** Q: Are there any additional insurance limits beyond the \$100,000 per occurrence listed in the contract that proposers should anticipate?

**A: Contractor will obtain and maintain (a) workers' compensation insurance in accordance with State Workers' Compensation Law; and (b) liability insurance with a combined single limit of not less than \$100,000 per occurrence with insurers reasonably acceptable to the Authority. The Authority will be named as an additional insured on each of such liability policies and such coverage shall be on a primary and non-contributory basis. The Contractor will deliver to Authority certificates evidencing such policies prior to the commencement of the Services and will deliver evidence of the renewal or replacement of such policies at least 30 days prior to the expiration thereof. Each of such policies will contain a waiver of the insurer's rights of subrogation against Authority.**

**Item 9:** Q: Does BABA compliance apply to paper, envelopes, and printed materials under this contract?

**A: Refer to link: <https://www.hud.gov/baba>.**

**Item 10:** Q: Will electronic submission through the Dropbox link alone be considered compliant, or is physical delivery strongly preferred?

**A: Yes. Refer to page 13 of the RFP. You can submit electronically or by dropping your physical bid off in person. We only require one submission.**

**Item 11:** Q: What is the expected timeline for evaluation, interviews (if any), and contract award?

**A: Once a review is completed, we will notify the responsible awarded individual.**

**Item 12:** Q: I have a few questions about specifications. Letter – Full color or Black only?

**A: Both**

**Item 13:** Q: Letter -8.5 x 11?

**A: Yes**

**Item 14:** Q: Letter – Single or Double Sided?

**A: Both**

**Item 15:** Q: Letter – Paper Stock?

**A: It varies because the newsletters go on glossy paper**

**Item 16:** Q: Variable or Static?

**A: Static**

**Item 17:** Q: Envelope – Standard #10 or Window?  
A: **Both**

**Item 18:** Q: What mail type? Standard, First Class, Non-Profit?  
A: **First Class**

**Item 19:** Q: What is the required turnaround from when we receive the list and artwork until when it is needed to drop?

A: **Three (3) Business days maximum for rush jobs. We normally ask our internal departments for a 2-week lead from when the job is due for planned mass mailings.**

**Item 20:** Q: Is there a SOW (Scope of Work) to follow?

A: **Please refer to Section II of the RFP and all addenda issued.**

**Item 21:** Q: Are there any items for quoting for the RFP or just the letter/envelope mailing?

A: **Letter/envelopes with a return envelope, postcards are sent out occasionally, and newsletters that are on glossy paper.**

**Item 22:** The due date, time, and location remain unchanged at March 19, 2026, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 23:** 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 March 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/JmLhTogJQmyHC8Kldotw>

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 March 19, 2026, 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

**03/10/2026**

Date