

June 12, 2026

RFP #250-21-26

Disaster Relief, All-Hazards, and Cybersecurity Planning Services

ADDENDUM NO. 2

This addendum issued June 12, 2026, becomes in its entirety a part of the Request for Proposals RFP #250-21-26 as is fully set forth herein:

Item 1: Q: If the vendor has a WBE certification from another Pennsylvania city (Philadelphia), will that meet the MBE/WBE requirements of this solicitation?

A: **Yes.**

Item 2: Q: Can the Authority confirm that if the prime contractor meets MBE/WBE requirements, they do not need to contact in writing a minimum of 10 MBE/WBE subcontractors to participate in the proposal contract.

A: **Yes, “Best Efforts” only applies when the Prime has not met the goals.**

Item 3: Q: Can the Authority provide the funding source and not to exceed (NTE) amount for this opportunity?

A: **No.**

Item 4: Q: To assist proposers in developing an appropriately scoped response, what is the anticipated budget range or not-to-exceed amount for this engagement?

A: **This is unknown, that is why we are issuing this RFP.**

Item 5: Q: Does HACP anticipate that cybersecurity and IT continuity planning will represent a specific percentage of the overall scope of work or project effort? If so, please share an estimated percentage of the total budget that should be used to support IT/cyber-related planning.

A: **HACP does not mandate a fixed percentage of project effort or budget for the IT and cybersecurity components. Proposers should look to the final Fee Sheet (Attachment K), which evaluates these components based on their individual merits. However, given that 4 of the 27 required planning elements explicitly govern IT resilience (COOP, IT Systems Recovery, Resident Processing Continuity, and Cyber Incident Response), proposers must ensure their allocation yields fully executable runbooks rather than generic, high-level policy summaries**

Item 6: Q: Is HACP seeking a high-level strategic cyber annex integrated into the EOP/COOP framework, or a more detailed operational cybersecurity incident response and technical recovery capability assessment?

A: HACP requires a detailed, operational Cybersecurity and Technology Incident Response Plan alongside an IT Systems & Infrastructure Disaster Recovery Plan. While these plans must scale up and integrate cleanly into our overall Emergency Operations Plan (EOP) and Continuity of Operations (COOP) frameworks, they must contain specific, actionable technical runbooks for the IT team to execute during a crisis

Item 7: Q: Does HACP currently maintain any existing emergency operations, continuity, cybersecurity, evacuation, or incident response plans that will be made available to the selected consultant?

A: HACP possesses baseline localized emergency protocols, department-level standard operating procedures, and legacy disaster recovery documentation. However, out of strict network security and data privacy concerns, HACP will not provide internal technical documentation, legacy system architectural maps, or past cybersecurity plans to vendors during the proposal bidding phase. Upon formal contract award, execution of a Non-Disclosure Agreement (NDA), and project kickoff, the successful consultant will be provided a comprehensive data package containing all relevant existing documents, historical assessments, and environmental data required to execute the full scope of work

Item 8: Q: Will HACP provide access to internal IT leadership, managed service providers, or cybersecurity vendors during plan development?

A: Yes. HACP will facilitate direct access to internal IT leadership (including the Sr. Director of IT), as well as designated technical contacts from our primary Managed Service Providers (MSPs) and software vendors during the discovery and interviewing phase of the project

Item 9: Q: Does HACP expect development-specific annexes and evacuation procedures for each housing development/facility, or a centralized enterprise-wide planning framework with representative site-specific appendices?

A: HACP requires a centralized, enterprise-wide planning framework. However, this framework must include site-specific appendices and localized evacuation maps for our 16 primary housing developments. Proposers should scope their approach to accommodate an agency footprint consisting of a Central Office administrative building, approximately 3 offsite administrative offices, and 16 distinct housing developments encompassing roughly 2,500 public housing units

Item 10: Q: Can HACP clarify the expected level of detail for evacuation maps and related geographic planning deliverables?

A: Evacuation mapping must comply with standard City of Pittsburgh All-Hazard Plan (AHP) layout expectations. HACP expects professionally produced, clear facility-specific evacuation diagrams for major common areas and clear egress/assembly routes for each of the 16 developments. Integration of standard GIS data points for regional routing is highly encouraged

Item 11: Q: Has HACP previously completed a Hazard Identification and Risk Assessment (HIRA), continuity assessment, cybersecurity assessment, or vulnerability analysis that will be available to the selected consultant?

A: HACP maintains baseline internal continuity assessments and localized risk data. On the technical side, the Cybersecurity and Infrastructure Security Agency (CISA) conducted a formal Cybersecurity Maturity Assessment of HACP environments in 2025, which verified that HACP meets acceptable federal cyber maturity thresholds. Out of strict security compliance, the full report and specific technical findings will not be released during the bidding phase. However, upon formal contract award and execution of a Non-Disclosure Agreement (NDA), relevant high-level summaries and architectural benchmarks from the CISA assessment will be made available to the successful consultant to guide the development of the final cybersecurity playbooks

Item 12: Q: For professional services firms utilizing existing staff and subcontractors with no anticipated project-specific hiring, would selection of Tier IV (“No New Hire Opportunity”) within the Section 3 Opportunities Plan satisfy HACP’s Section 3 requirements?

A: Yes. For professional services firms utilizing existing staff and subcontractors with no anticipated project-specific hiring, selection of Tier IV (“No New Hire Opportunity”) within the Section 3 Opportunities Plan will satisfy HACP Section 3 requirements, provided the firm documents that no new Section 3 employment, training, or contracting opportunities are expected under the contract and complies with applicable reporting requirements.

Item 13: Q: Section IV.A.4(b) references submission of “a corporate resolution signed by the Secretary of the Corporation.” For proposers organized as LLCs rather than corporations, will equivalent organizational authorization documentation (such as an LLC resolution, operating agreement authorization, or member/manager authorization) satisfy this requirement?

A: Yes.

Item 14: Q: The RFP requires local business/vendor registration. Would HACP permit proposers to complete applicable City/vendor registration requirements upon notice of intent to award rather than prior to proposal submission, as early registration in jurisdictions where a firm does not yet have contracted work can create administrative and tax-related complications?

A: This RFP does not require local business/vendor registration.

Item 15: Q: Section I states that HACP is “contemplating the award of a professional service contract, or contracts.” Can HACP clarify whether it anticipates making a single award to one prime consultant/team or multiple awards by discipline or scope area (e.g., emergency management, cybersecurity, continuity planning, GIS/mapping, etc.)?

A: No, it will depend on the quality of proposals.

Item 16: Q: Please comment on the anticipated funding and implementation commitment associated with this procurement, including whether funding for the project has

been fully secured and whether HACP currently intends to proceed with the full scope as described in the RFP?

A: See Item 15.

Item 17: Q: Can HACP clarify the intended meaning and scope of “Disaster Relief” within this procurement? Specifically, is HACP seeking operational recovery and continuity planning only, or does the scope also contemplate disaster relief program administration, resident assistance coordination, disaster housing recovery operations, FEMA/public assistance coordination, or related post-disaster support functions?

A: The primary focus of this RFP is operational recovery, organizational continuity of operations (COOP), and emergency response planning. While the final plans must outline coordination paths with external disaster response entities (such as FEMA, HUD, and local emergency management), this scope does *not* include the active deployment or day-to-day administration of post-disaster resident financial relief programs or post-disaster field operations.

Item 18: Q: What framework should the cybersecurity plans align with: U.S. Department of Housing and Urban Development (HUD) guidance, the National Institute of Standards and Technology Cybersecurity Framework 2.0 (NIST CSF 2.0), the Cybersecurity and Infrastructure Security Agency Cross-Sector Cybersecurity Performance Goals (CISA CPGs), or something else? Has the Housing Authority of the City of Pittsburgh (HACP) designated one?

A: The final cybersecurity and technology response plans must harmonize with HUD Information Security guidance at a minimum. To meet federal and municipal best practices, HACP expects the technical recovery and incident response frameworks to align seamlessly with the NIST Cybersecurity Framework (NIST CSF 2.0) and NIST SP 800-34 (Contingency Planning Guide for Federal Information Systems).

Item 19: Q: Is the cybersecurity work plan development only, or does it include vulnerability scans, penetration testing, and controls audits? Does scope cover only enterprise Information Technology (IT), or also Operational Technology (OT) and Internet of Things (IoT) systems at HACP properties such as building management and access control?

A: This engagement is strictly focused on planning, policy, operational playbook development, and incident response integration within our emergency management framework. Active technical evaluations—such as live penetration testing, active controls audits, or network vulnerability scanning—are outside the scope of this RFP. The scope covers enterprise IT systems and their technical dependencies. Operational Technology (OT) or physical IoT systems (like building access control panels or HVAC systems) are included only from a business continuity perspective regarding how their loss impacts property operations

Item 20: Q: Does HACP have existing Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), hazard mitigation, or cybersecurity plans this engagement would

update? Will Offerors get access during the proposal phase or only after award? If not before award, can HACP share the last-revised date and current scope coverage of each existing plan?

A: HACP possesses baseline localized emergency protocols, department-level standard operating procedures, and legacy disaster recovery documentation. However, out of strict network security and data privacy concerns, HACP will not provide internal technical documentation, legacy system architectural maps, or past cybersecurity plans to vendors during the proposal bidding phase. Upon formal contract award, execution of a Non-Disclosure Agreement (NDA), and project kickoff, the successful consultant will be provided a comprehensive data package containing all relevant existing documents, historical assessments, and environmental data required to execute the full scope of work.

Item 21: Q: How should HACP's COOP, EOP, and Hazard Mitigation Plans align with the City of Pittsburgh Comprehensive Emergency Management Plan (CEMP) and the Allegheny County Emergency Operations Plan? Does HACP have Memoranda of Understanding (MOUs) or coordination agreements with the City of Pittsburgh Office of Emergency Management and Homeland Security (OEMHS) or Allegheny County Emergency Services (ACES) for multi-jurisdictional incidents?

A: All plans must be compatible and integrate seamlessly with the City of Pittsburgh Emergency Operations Plan (EOP), All-Hazard Plan (AHP), and Allegheny County coordination structures. HACP operates in alignment with municipal and county response protocols. Existing localized inter-agency agreements, contact channels, and operational relationships will be shared with the selected consultant post-award.

Item 22: Q: Will the consultant work through a single HACP project liaison or through working groups organized by annex?

A: The consultant will report directly to a primary designated Project Manager who will serve as the central liaison. However, for data-gathering, interviews, and specific plan development, the consultant will be granted direct access to working groups representing our major operational and administrative departments (e.g., Housing Operations, Legal, Finance, HR, Facility Services, and IT)

Item 23: Q: What is HACP's approval workflow for each annex, and what review turnaround should Offerors assume between submitting a draft and receiving consolidated comments?

A: Drafts will be reviewed concurrently by department heads and internal leadership. In alignment with standard contract terms, HACP will use reasonable business efforts to provide consolidated feedback within 30 business days of receiving a draft module. The consultant is expected to incorporate changes and return the revised copy within 10 days

Item 24: Q: How does HACP prioritize plan coverage across its property portfolio? Are there specific properties, resident populations, or operational functions that should receive heightened planning focus during incidents?

A: **HACP expects a consistent baseline level of planning across all agency-owned developments, ensuring each site is appropriately prepared for incidents and operational disruptions.**

At the same time, additional planning focus is required for certain properties, particularly those serving primarily elderly and/or disabled residents, due to increased vulnerability and the need for enhanced life-safety and support considerations during emergencies.

Heightened planning may also be warranted for operationally complex sites, such as high-rise buildings, properties with centralized systems, or developments requiring coordinated service delivery, where additional contingency and communication planning is necessary.

In short, all developments receive equal baseline planning coverage, with supplemental emphasis applied based on resident population needs and operational risk factors.

Item 25: Q: Is there a preference for local vendors?

A: **No.**

Item 26: Q: What is the annual budget allocated for this RFP?

A: **See Item 3.**

Item 27: Q: Work will be onsite or remote?

A: **HACP anticipates a hybrid project delivery model. Core discovery activities, such as general stakeholder interviews, milestone tracking meetings, and draft document reviews, can be conducted effectively via remote platforms (e.g., Zoom or Google Meet). However, specific operational milestones—including initial facility site walkthroughs across our 16 housing developments and physical administrative offices—will require a planned, on-site presence by the selected consultant to ensure technical and geographic accuracy. Proposers should account for this hybrid approach in their proposed methodology and project schedule**

Item 28: Q: Can vendor provide entire services from offshore location (outside US geography)

A: **No. Out of strict data security and regulatory compliance guidelines governing public housing records and sensitive employee/resident Personally Identifiable Information (PII), offshore data access or delivery of services from locations outside the United States geography is strictly prohibited**

Item 29: Q: Who are previous incumbents on this project?

A: **None.**

Item 30: Q: We kindly request a 1-2 week extension of the proposal submission deadline to ensure a thorough and high-quality response.

A: **No, See Item 54.**

Item 31: Q: What is the estimated time frame for beginning the project after award?

A: **Project kickoff is anticipated within 30 days of final contract execution and board approval. In accordance with Section I of the RFP, the baseline professional services contract period of performance is one (1) year**

Item 32: Q: How long is the project expected to last?

A: **The baseline contract execution timeline is 12 months. Rather than 27 disconnected binders, HACP prefers a highly structured, consolidated enterprise master plan containing clearly indexed operational annexes and localized development appendices for easy execution**

Item 33: Q: Is this expected to be multi-award?

A: **In accordance with Section I of the RFP, HACP is contemplating the award of a professional service contract, or contracts. While HACP reserves the right to make a single award to a comprehensive prime consultant team or multiple awards divided by discipline (e.g., separating physical emergency management from technical cybersecurity planning), the final determination will depend entirely on the quality, comprehensiveness, and cost-effectiveness of the proposals received. Proposers are encouraged to submit comprehensive solutions that address the full scope of services**

Item 34: Q: Is there an anticipated budget or will this be grant funded?

A: **See Item 3.**

Item 35: Q: Will these be individual plans or a combined plan?

A: **The baseline contract execution timeline is 12 months. Rather than 27 disconnected binders, HACP prefers a highly structured, consolidated enterprise master plan containing clearly indexed operational annexes and localized development appendices for easy execution**

Item 36: Q: What is the expectation for stakeholder meetings, number of meetings, in person vs remote meetings?

A: **HACP expects a hybrid approach. General status tracking, milestone updates, and core departmental interviews can be facilitated remotely via Zoom or Google Meet. However, key operational milestones—such as initial facility site walk-throughs for the 16 developments and regional emergency management alignment sessions—should include planned on-site presence.**

Item 37: Q: How many of these plans are completely new vs how many are updates to existing plans?

A: Proposers should approach this as a comprehensive new, unified development initiative. While HACP possesses baseline localized emergency protocols and department-level operating procedures, the objective is to establish an integrated framework from the ground up. A consolidated structure containing a core EOP/COOP rulebook supplemented by functional operational annexes is preferred over standalone plans

Item 38: Q: The RFP identifies 27 planning elements. Should respondents assume these are intended as standalone plans, or would HACP consider a consolidated structure with core plans, annexes, and appendices?

A: Proposers should approach this as a comprehensive new, unified development initiative. While HACP possesses baseline localized emergency protocols and department-level operating procedures, the objective is to establish an integrated framework from the ground up. A consolidated structure containing a core EOP/COOP rulebook supplemented by functional operational annexes is preferred over standalone plans

Item 39: Q: Please identify any existing emergency management, continuity, disaster recovery, cybersecurity, or related City/County plans available for review. Should respondents assume entirely new plan development, updates to existing materials, or alignment with existing City, County, and partner plans where appropriate?

A: Proposers should approach this project as a new, unified development initiative rather than a simple update to legacy paperwork. HACP maintains baseline internal standard operating procedures, localized hazard data, and a recently completed 2025 CISA Cybersecurity Maturity Assessment. However, the successful consultant must build an integrated enterprise framework from the ground up. All deliverables must explicitly align and integrate with external partner frameworks, specifically including the City of Pittsburgh Emergency Operations Plan (EOP), the City's All-Hazard Plan (AHP), and the Allegheny County Emergency Operations Plan. Relevant local integration data and internal baselines will be made available post-award under NDA

Item 40: Q: Approximately how many stakeholder interviews, workshops, or facilitated meetings should respondents anticipate as part of this effort?

A: Respondents should scope their proposals to cover interviews with key leadership across approximately 10 major administrative and operational departments, alongside focused engagement sessions with site managers for our 16 developments. HACP will directly introduce and help facilitate initial contact with local emergency management counterparts (City/County OEM), but the consultant will be responsible for active outreach, workshop coordination, and gathering external partner alignment data

Item 41: Q: Will HACP facilitate coordination with City, County, State, and external partners or should respondents assume responsibility for outreach and engagement?

A: Respondents should scope their proposals to cover interviews with key leadership across approximately 10 major administrative and operational departments, alongside focused engagement sessions with site managers for our 16 developments. HACP will directly introduce and help facilitate initial contact with local emergency management counterparts (City/County OEM), but the consultant will be responsible for active outreach, workshop coordination, and gathering external partner alignment data

Item 42: Q: Can HACP provide an anticipated Period of Performance?

A: Project kickoff is anticipated within 30 days of final contract execution and board approval. In accordance with Section I of the RFP, the baseline professional services contract period of performance is one (1) year

Item 43: Q: Can HACP provide additional information regarding existing IT systems, technology dependencies, and cybersecurity capabilities relevant to continuity and planning efforts?

A: Specific system metrics and detailed architecture will only be shared post-award. For scoping purposes, proposers should assume an enterprise environment supporting approximately 300 employees scattered across a Central Office and roughly 3 offsite administrative facilities, managing a portfolio of ~2,500 core public housing units and 16 developments. Primary cloud systems include Google Workspace Enterprise Edition and specialized web-hosted property management systems (e.g., Elite software from Emphasys PHA Software suite, DocuClass Document Management Suite)

Item 44: Q: Can HACP clarify whether development-level/site-specific annexes, evacuation procedures, or property-specific response protocols are expected for each housing development and facility, or if respondents should assume enterprise-level plans? If so, can you please provide the type and number of facilities?

A: HACP requires a centralized, enterprise-wide planning framework. However, this framework must include site-specific appendices and localized evacuation maps for our 16 primary housing developments. Proposers should scope their approach to accommodate an agency footprint consisting of a Central Office administrative building, approximately 3 offsite administrative offices, and 16 distinct housing developments encompassing roughly 2,500 public housing unit

Item 45: Q: Can HACP clarify the expected level of detail for evacuation mapping requirements associated with the City of Pittsburgh AHP compatibility requirement, including whether GIS support, facility-specific mapping, or professionally produced evacuation diagrams are expected?

A: Evacuation mapping must comply with standard City of Pittsburgh All-Hazard Plan (AHP) layout expectations. HACP expects professionally produced, clear facility-specific evacuation diagrams for major common areas and clear egress/assembly routes for each of the 16 developments. Integration of standard GIS data points for regional routing is highly encouraged

Item 46: Q: Can HACP clarify whether cybersecurity assessments, vulnerability scanning, penetration testing, or technical system evaluations are anticipated under this scope, or if respondents should assume planning and policy development efforts only?

A: This engagement is strictly focused on planning, policy, operational playbook development, and incident response integration within our enterprise emergency management framework. Active technical security evaluations—such as live penetration testing, active controls audits, or network vulnerability scanning—are outside the scope of this RFP. Proposers should focus their methodology on drafting actionable, step-by-step technical recovery runbooks and incident response policies based on stakeholder interviews and documentation reviews

Item 47: Q: Please clarify whether an offeror may satisfy the MBE/WBE participation requirement by meeting or exceeding the stated participation goals through one or more selected certified MBE/WBE subcontractors. In that case, is the offeror still required to document written outreach to at least ten certified MBE and ten certified WBE firms, or is that outreach documentation required only when the offeror is unable to meet the stated participation goals?

A: See answer for Item 2- Additional outreach documentation is required to show and demonstrate Good Faith efforts for offerors who are unable to obtain the City of Pittsburgh aspirational goals of 18% Minority and 7% Women owned businesses.

Item 48: Q: Section III states that offerors must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of insurance with the proposal. The sample contract appears to require workers' compensation and liability insurance with a combined single limit of not less than \$100,000 per occurrence. Please confirm the specific insurance coverages and minimum coverage limits required for this contract, and whether the insurance requirements in the sample contract are the only required insurance levels for proposal submission and contract award?

A:

Item 49: Q: Section IV references the HUD-5369-B Instructions to Offerors Non-Construction as being provided in Attachment B. However, Attachment B does not appear to be included in the RFP package. Can HACP please provide Attachment B or identify where offerors can access the applicable HUD-5369-B instructions?

A: Form HUD-5369-B is included in the solicitation document starting on page 40.

Item 50: Q: Attachment J provides forms for previous related experience, the last three jobs performed, and the most recent HACP project. Are offerors permitted to attach additional pages to provide project descriptions, scope details, relevance to this RFP, and other supporting information for each reference, provided the required Attachment J forms are also completed?

A: Yes.

Item 51: Q: Are offerors permitted to submit questions pertaining to the MBE/WBE participation plan to the identified point of contact for the MBE/WBE participation plan (Ricardo Williams) beyond the deadline for questions?

A: **Yes, however response to questions submitted after the deadline are at the discretion of HACCP.**

Item 52: Q: Could you please confirm whether:
An out-of-state (e.g., Maryland) MBE/WBE certification is acceptable for purposes of meeting HACCP participation goals

A: **Yes.**

Item 53: Q: Could you please confirm whether:
Any additional documentation or local registration is required for such firms to be recognized under this RFP

A: **No.**

Item 54: The due date is changed to June 24, 2026; time and location remain unchanged at 10:00 a.m., at the HACCP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 55: 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 June 24, 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/bosdnyrml55odlx8js2q>

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 June 24, 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

06/12/2026

Date