

HARRIS COUNTY HOUSING AUTHORITY

8933 Interchange Houston, Texas 77054 | 713.669-4514 P

AMENDMENT OF SOLICITATION

AMENDMENT # 1

DATE: 4-27-18

ISSUED BY: Debra McCray, HCV Director

AMENDMENT TO SOLICITATION NUMBER: **Request for Proposals (RFP) # 18-03**

Housing Quality Standard (HQS) Inspection Services

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS IS **UNCHANGED.**

THE SOLICITATION MENTIONED ABOVE IS AMENDED AS SET FORTH ABOVE AND BELOW. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

ITEM 1: Responses to written questions submitted in reference to RFP 18-03:

Question 1 – Will this contract replace existing internal inspectors?

Response 1 - *No, this contract will not replace internal inspectors.*

Question 2 - Who was the previous inspections vendor?

Response 2 - *Nan McKay and Associates is the current vendor.*

Question 3 - What criteria will determine if multiple vendors are awarded the contract?

Response 3- *HCHA will only choose one vendor.*

Question 4 - Did the previous vendor provide an interface for the enterprise software system currently used by the agency?

Response 4 - *No, the previous vendor did not provide an interface for the enterprise software currently used by the agency. HCHA provided the current vendor with iPADS and cellular phones with the inspection software that interfaced with HCHA's Housing Pro software.*

Question 5 - What is the current structure fee?

Response 5 - *The Harris County Housing Authority (HCHA) does not release budgetary information related to the service being procured. It is the responsibility of the proposers to submit a fee schedule for the work.*

Question 6 - Item 4, under the draft contract indicates a monthly sum to be invoiced. Is the annual amount to be level loaded over the period of the contract year?

Response 6 - *No, each month after services are performed, the vendor shall submit an original itemized invoice to the Authority related to the type and number of inspections performed for that month.*

Question 7 - Item 10 on page 12 of the RFP: Are financial statements and information concerning the Vendor's affirmative action plans, policies, etc. being requested at this time? If so, can they be a separate file sent electronically? (the financials are fairly large)

Response 7 - *The vendor's financial statements, affirmative action plans, policies, etc. must be submitted with the RFP. The financials may be submitted in a separate file.*

Question 8 - What percentage of the first-time annual HQS inspections result in a fail?

Response 8 - *30% of the first-time annual HQS inspections result in a fail.*

Question 9 - What percentage of the first-time HQS inspections result in non-entry/not at home?

Response 9 - *15% of the first-time annual HQS inspections result in a non-entry/not at home.*

Question 10 - Can vendor use their own inspection software as long as the inspection data is downloaded into the Housing Pro system?

Response 10- *Housing Pro software is installed on two iPADS, which are provided by HCHA.*

Question 11 - Is vendor responsible for any hardware, software and maintenance costs? If yes, please provide estimated annual costs.

Response 11- *HCHA is responsible for its hardware, software and maintenance costs, except in the instance the contract inspector is negligent or careless. HCHA will provide two iPADS and two cellular phones to the current vendor.*

Question 12 - Which vendor(s) is currently performing inspection service?

Response 12 - *See response to question #2.*

Question 13 - How many staff, inspectors and support staff are assigned to the inspection services listed in the RFP?

Response 13- *The current staffing need is two contract inspectors. The contract inspectors are supported by an HCHA internal Inspection Specialist and Inspection Clerk. The Inspection Specialist and Inspection Clerk schedules and assigns the inspections, answers all calls and e-mails pertaining to the Inspections Department.*

Question 14 - Are any of the staff unionized? If yes, please provide union name and bargaining agreements.

Response 14- *No.*

Question 15 - Is vendor required to operate on-site at a designated HA space or will vendor be required to secure office space at a different location?

Response 15- *The vendor is not required to operate onsite at a designated HCHA space. The vendor may use two on-site HCHA cubicles, which can be assigned to the contract inspectors. Any additional space required is the responsibility of the selected vendor.*

Question 16 -Will HA or vendor provide computers and other office equipment or office furniture?

Response 16- *See responses to question #4, #10, #11 and #15.*

Question 17 -Will HA or the vendor provide IT support/staff for existing systems?

Response 17- *HCHA will provide IT support/staff for HCHA's existing systems.*

Question 18 -Will HA or the vendor provide computers?

Response 18- *Vendor will be provided with two iPADS.*

Question 19 -Will HA or vendor provide other office equipment, such as printers?

Response 19- *Vendor will be provided printers as deemed necessary by HCHA.*

Question 20 -Will HA or vendor provide phones for the vendor's call center operations?

Response 20- *No. HCHA will only provide two cell phones for the two contract inspectors. Scheduling the inspections will be handled by HCHA. Incoming calls regarding inspections will be handled through the HCHA call center.*

Question 21 -Will HA or vendor supply office furniture?

Response 21- *See reponse to question #16.*

Question 22 - What is the expected contract award date?

Response 22- *The expected contract award date is June 1, 2018.*

Question 23 - What is the expected go live date?

Response 23- *The expected go-live date is July 1, 2018.*

Question 24 -What is the contract term?

Response 24- *Please see Attachment N, Draft Contract under terms.*

Question 25 -When does the existing vendor contract expire?

Response 25- *The existing vendor contract expires June 30, 2018.*

Question 26 - Please provide inspection pricing for the existing contract?

Response 26- *The Harris County Housing Authority (HCHA) does not release budgetary information related to the service being procured. It is the responsibility of the proposers to submit a fee schedule for the work.*

Question 27 -Will HCHA grant two weeks to allow vendor to fully incorporate HCHA's responses?

Response 27- *No. The date and time specified for receipt of proposals is unchanged.*

Proposer/Respondent: _____

Date: _____

Name

Signature