

ADDENDUM ONE (1) ANSWERS TO QUESTIONS FOR RFP 2019-02

DATE: April 10, 2019
TO: All Bidders
FROM: Joeretta Smith, Procurement/Contract Administrator
RE: **ADDENDUM #1 ANSWERS TO QUESTIONS FOR RFP 2019-02 SENIOR LEADERSHIP TRAINING SOLICITATION**

1. QUESTION: Has the Housing Authority (HA) had similar Leadership Training within the past 5 years?
- a) If yes, who provided the training?
 - b) What was the contract value of the training provided, previously?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

2. QUESTION: Is this requirement for Senior Leadership a result of a HUD Finding?
- a) If yes, what was the HUD observation/request to improve situation?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

3. QUESTION: How many participants will receive the training?
- a) Have the participants received similar training previously?
 - b) If yes, when and who provided such training?

RESPONSE: Approximately 10 staff; All necessary information, related to the RFP, is disclosed in the solicitation.

4. QUESTION: What is the root cause of this requested Senior Leadership Training?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

5. QUESTION: When was the most recent turnover in Board of Commissioners and or Executive Director and Department Directors?

- a) how many new commissioners, within the past two (2) years are there?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

6. QUESTION: What is the intent of this requested training? Obviously, to build great capacity within the Senior leadership, but are there other underlying desired results?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

7. QUESTION: Where will such training take place? A) within the HA facilities, b) outside of the HA facilities, c) if outside will the facilities have to be rented?

RESPONSE: Trainings will take place onsite within the HA facilities.

8. QUESTION: How did the HA identify the four (4) training topics: Team Work, Strategic Planning, Public Speaking and Conflict Resolution?

- a) Why did the HA identify only these four (4) training topics?
- b) Should there be additional Leadership training topics included?
- c) Identified by the Contractor?
- d) Identified by MHA?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

9. QUESTION: The RFP states on page 8, paragraph IV that “the sessions should take place on a quarterly basis and be conducted within a year.”

- a) What does the HA foresee as a typical schedule of training?
- b) One of the four topics each training session?
- c) How long DOES THE MHA anticipate that each training topic session be, for example 2hours per topic, 4 hours per topic?

RESPONSE: Yes, each topic will be discussed at each training session; course duration will depend on trainer’s training content.

10. QUESTION: What is the difference between paragraph 3.2 Relevant Experience and Past Performance where the information requested is a “reference,” and paragraph 3.3 “References?”

RESPONSE: For paragraph 3.3, please provide contact information of references. For paragraph 3.2, please list all relevant experience you have relating to the scope of work listed within the RFP.

11. QUESTION: The HA has approximately 1670 low income units, correct?

- a) How many HCV units does the HA administer oversight for?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

12. QUESTION: The HA is rated as a standard performer by HUD, correct?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

13. QUESTION: Does the HA administer any of the following programs or activities?

- a) RAD conversion
- b) Homeownership programs
- c) HOPE VI programs
- d) NSI
- e) CNI
- f) ROSS
- g) FSS
- h) Others-please identify?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

14. QUESTION: Please provide an organization chart?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

15. QUESTION: Paragraph 2.15 Licenses and Insurance seems to have contradiction in requirement requests; One sentence (1st paragraph) states, "Copies of all licenses must be in the Procurement/Contract office prior to contract execution." Yet, paragraph 2 requests "Prior to contract award ... provide proof of insurance ..." Since the provision of insurance sometimes is often expense, can the successful contract provide such insurance upon notification of award, but state that the required insurance will be obtained as requested? (in the same manner as meeting the requirement for licenses)

RESPONSE: Prior to the execution of the contract, current copies of all licenses and insurances are to be submitted to the Procurement/Contract office.

16. Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

17. Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?

RESPONSE: No.

18. If the project is an extension or continuation of a past or current effort, we would like to request print or electronically-based information that describes those efforts and their outcomes, including their proposal and budget.

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

19. What is your budget or budget range or how much have you spent on similar work in the past?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

20. What is your estimate of the number of individuals who would be served by the project? What are their titles? Are you anticipating individual services, group services, or a mixture of both?

RESPONSE: Approximately 10 staff; All necessary information, related to the RFP, is disclosed in the solicitation.

21. Is the proposed project based on similar programs that have been developed elsewhere or used by other organizations? If yes, could you please provide 1) contact information for two or three such programs or 2) references to literature or published reports that we might consult.

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

22. Why are you choosing to outsource this project rather than staffing it internally?

RESPONSE: All necessary information, related to the RFP, is disclosed in the solicitation.

23. Will answers to questions from all potential vendors be shared among them?

RESPONSE: Yes.

24. Will we be able to learn who the other bidders are?

RESPONSE: Upon Request.

25. In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

RESPONSE: Yes.

We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal submittal from your firm.