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## ADDENDUM ONE

**DATE:** June 21, 2021

**TO:** All Bidders

**FROM:** Sheila Brown, Procurement/Contract Administrator

**RE:** **ADDENDUM #1 Questions and Answers**

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Please see questions and answers submitted below, MHA response is in red.

Do we need to provide hourly rates for each category? **Yes**

Can we provide range for each category? **Yes**

Do we need to email the submission? **No**

Are there any previous vendors for this contract? **Yes** Can you provide the expenditure for previous contract? **No, MHA will not release this information at this time**

What is the budget for this RFP? **MHA does not release this information**

Whether companies from Outside USA can apply for this?

(like, from India or Canada) **Any company can apply as long as they meet the requirements of the RFP and are authorized to operate in the U.S.**

Whether we need to come over there for meetings? **In the event MHA needs are not met via virtual communication, an in-person meeting may be requested.**

Can we perform the tasks (related to RFP) outside USA? **This is will be based on your ability to perform tasks as outlined in the RFP.**

(like, from India or Canada)

Can we submit the proposals via email? **Proposals should be submitted via instructions in Section II, Subsection 2.1 of the advertised RFP.**

How many employees currently work under (or will be anticipated to work under) this contract? **This will be based on the need of MHA for such services. In the past MHA has had 32 temporary employees since March 2020 to date.**

Who are the present vendors? **Elwood Staffing, 22<sup>nd</sup> Century Technology, and InTime Staffing**

How many vendors will be awarded as a result of this solicitation? **MHA will determine the number of awards based on the proposals submitted that best suit its needs.**

What are the current billable hourly rates? **MHA will not release this information at this time.**

What were the bill rates at the time of award? **MHA will not release this information at this time.**

How much was spent (dollar value) on this service last year? **Approximately \$325,211.30 over the last year**

How much is intended to be spent (dollar value) once the contract is awarded? **This will be based on the needs of MHA**

Is there a Prevailing/Living wage requirement associated with this project? **See wage requirements for the State of AL.**

Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners? **See Section 5.3 of the RFP.**

Is it possible to share the current pricing of incumbent vendors? **MHA will not release this information at this time.** If yes, please share the details here.

Is there a local preference? **Yes**

What certifications are acceptable to include with our proposal showing that we are a Women Business Enterprise (WBE)? **Any certification issued by HUD and/or the company's home state.**

Under **3.1.6 Client Information** in the proposal outline, how many references would you like included? **Three at a minimum**

For pricing, can we use a pay rate range for each position? **Yes**

In **3.1.4.2.** of the proposal outline, can you please clarify what is meant by "The APPROPRIATENESS of the TECHNICAL APPROACH?" **This is in relation to the services MHA is desiring and what avenue will your company utilize to provide those services.**

If Exhibit B is **NOT** meant to be a separate document, would you like us to list the bold-faced titles from Exhibit B (and our responses) in the appropriate sections of "3.1.4 Proposed Services"? **The proposer may use this as a guide to prepare their response.**

Can you elaborate on providing a "firm total cost" **This is the tabulation of all costs.**

May we provide a rate range per position description in RFP **Yes**

May we provide a not to exceed hourly rate per position description in RFP **Yes**

Is it mandatory to hold the State of Alabama license at the time of submission? Or can vendors provide it after notice of award? **It can be provided upon award**

Due to a signed NDA with our customers, we are not able to disclose their contact details, can we propose the contract details and provide the reference of another agency rather than housing authority agencies? **Yes**

How many positions can we expect under a given year? **This will be based on MHA needs.**

Are we required to provide any benefits? **No** If yes can you please let us know what benefits are required?

Can you please provide us the list of Holidays and Vacations? **See attached 2021 Holiday schedule.**

Page No. 34 - Staffing and Qualifications - 3. Are we required to provide the resumes of the staff who will be servicing the account? Or do we need to provide sample resumes? **Yes, please provide actual resumes**

For pricing is there any particular format that we need to follow? **No.** Can we propose our structure of pricing? **Yes, as long as it is easy to follow.**

Can the engagement letter be in the form of a cover letter on company letterhead stating we will provide the requested services to the Authority if awarded with the contract? **Yes**

Can you please describe what information you would like to see in the Cost Proposal? **Hourly rates for each position, rate ranges, etc.** Do you wish to see pay rates and bill rates? **Yes** Do you wish to see a mark up for each position? **Yes**

Is previous participation with HUD project's mandatory to bid on this project? **No**

We don't have previous participation in HUD projects, can we write "No previous participation" on HUD 2530 Previous Participation Certification form and return it to be compliant with submission requirement? **Yes, correct**

Is there a minimum DBE participation goal for this project? **No**

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



## 2021 OBSERVED HOLIDAYS

<b>Friday, January 1</b>	<b>New Year's Day</b>
<b>Monday, January 18</b>	<b>Martin Luther King, Jr.'s Birthday</b>
<b>Monday, February 15</b>	<b>Presidents' Day</b>
<b>Monday, May 31</b>	<b>Memorial Day</b>
<b>*Monday, July 5</b>	<b>*Independence Day (July 4<sup>th</sup>)</b>
<b>Monday, September 6</b>	<b>Labor Day</b>
<b>Monday, October 11</b>	<b>Columbus Day</b>
<b>Thursday, November 11</b>	<b>Veterans Day</b>
<b>Thursday, November 25</b>	<b>Thanksgiving Day</b>
<b>Friday, November 26</b>	<b>Day after Thanksgiving Day</b>
<b>Friday, December 24</b>	<b>Christmas Eve</b>
<b>Saturday, December 25</b>	<b>Christmas Day</b>

\* **Holidays** falling on **Sunday** are celebrated on **Monday** and those falling on **Saturday** are celebrated on **Friday**.