



ADDENDUM ONE

DATE: April 11, 2023
TO: All Respondents
FROM: Sheila Brown, Procurement/Contract Administrator
RE: **ADDENDUM #1 Questions and Answers**

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1. The RFP requires that “all respondents must read, sign, and submit the Section 3 Clause Compliance Commitment Form and Section 3 Participation Election Form”. However, as stated in the Section 3 Plan, Section 1. C. Applicability:

“... Additionally, Professional service jobs are defined in 24 CFR 75.5 as “non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.” These jobs are excluded from the reporting requirement for Section 3 and Targeted Section 3 workers because it is very difficult for grantees and contractors to recruit and hire eligible persons for these roles due to the higher wages/salaries earned for these types of jobs. See, HUD Notice: CPD-21-09.

Given the foregoing, are respondents (i.e., lawyers and/or firms responding to this RFP) required to complete and submit the Section 3 forms? **MHA Response: Respondents may enter ‘not applicable’ on the forms and submit with proposal.**

2. Section 3.1.5 This sections states:

"Managerial Capacity/Financial Viability/Staffing Plan. The proposer’s entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the Profile of Firm Form."

There are no persons identified within those areas, nor anywhere else on the Profile of Firm Form. **MHA Response: The correction to the form should be persons identified within areas (1) and (4) of the Profile of Firm Form.**

3. **Certificate as to Corporate Principal.**

Why is this form required when this is not construction and there will not be a bond?

MHA Response: Respondents may enter 'not applicable' to any form that they deem not to apply.

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