



ADDENDUM THREE

DATE: December 29, 2025

TO: All Respondents

FROM: Sheila Brown, Procurement/Contract Administrator

RE: **ADDENDUM #3 Questions and Answers**

- 1. Sample Size & Universes** — Should we plan for a fixed minimum of 35 files per indicator, or apply a statistically valid sampling method based on the current universes? If the universes have changed from the values cited in the RFP, could you share the updated counts by indicator? **MHA Response:** **Utilize the indicators cited in the RFP.**
- 2. Systems & Access** — Which case-management and inspection platforms will we use (e.g., Yardi, Tenmast, MRI)? Will read-only remote access be available for electronic file review? Please confirm the current mix of electronic vs. paper files and the preferred file-pull process. **MHA Response:** **See Addendum Two.**
- 3. Inspection Vendor Review** — Please confirm the name of the current HCV inspection contractor. Should the review be documentary/procedural only, or include a limited sample of field re-inspections? **MHA Response:** **See Addendum Two.**
- 4. Deliverables Format** — Does MHA have a preferred template for the deficiency log, final report, and corrective-action plan, or may we submit our firm's standard formats (with an executive summary and SEMAP score worksheet)? **MHA Response:** **Respondent should utilize forms at their discretion that will provide detailed information that is useful to MHA.**
- 5. Travel Pricing** — Should travel expenses be included and clearly identified within the annual fixed price, or handled as reimbursable per MHA's travel policy? If reimbursable, could you provide the applicable rates or policy reference? **MHA Response:** **Travel should be clearly identified as separate fixed amount and then added to the total fixed price. Travel should be calculated utilizing GSA (Montgomery, AL).**

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