



ADDENDUM TWO

DATE: December 21, 2025
TO: All Respondents
FROM: Sheila Brown, Procurement/Contract Administrator
RE: **ADDENDUM #1 Questions and Answers**

1. How many staff are in your Section 8 Housing Voucher department? **12**
2. Do you outsource any additional compliance function aside from NanMckay for inspection compliance? **No**
3. What frequency should our testing be performed? **Once a year**
4. How many on-site trips will be necessary or requested? **Once a year**
5. What time-frame should our on-site trips be scheduled in? **April-May**
6. Is our review of a completed SEMAP tested document or is our review intended to be used for the annual SEMAP submission? **For the annual SEMAP submission**
7. What form and channel should testing conclusions be communicated in? **In writing via email**
8. What form and channel should recommendations come in? **In writing via email**
9. What are your current quality control procedures on SEMAP related compliance items? **None**
10. Did you receive any management letter findings, management letter comments, or verbal comments for your most recent audit? **Yes**
11. Did you have any negative experiences with your prior service provided that would prevent them from continuing on as the auditor? **No**
12. Do you foresee your previous service provider bidding on this contract? **Unsure**
13. Is there anything you would like to see improved from the prior year's SEMAP Indicator Auditing Services experience? **No**

1. What is the ideal timeline for completing the full SEMAP audit and delivering the report? **1 week**
2. Will auditors have remote login access to the electronic case management system? If so, what system is used (e.g., Tenmast, Yardi, MRI)? **Yes, Yardi**
3. Will MHA staff pull paper files, or will auditors be responsible for locating them? **Files are filed electronically**

4. What is the onsite expectation? a. How many days onsite? b. Are there multiple sites that need to be visited to access all documentation? If so, how many? **Site visit timing is determined by Auditors; there are no multiple sites**
5. Regarding the HQS Contractor Oversight, what documents or data will be made available for the inspection company review (QA files, contracts, performance reports)?
6. Are there identified gaps in previous vendor performance that MHA wants a new auditor to address? **No**
7. How will performance be evaluated annually for contract renewal? **Through same evaluation criteria listed in RFP along with awardees performance**
8. Can you provide the current Administrative Plan and any recent amendments? **Visit MHA website at www.mhatoday.org**
9. What are MHA's most recent SEMAP scores and HUD feedback? **93%** Can Vendor please provide a copy of their PIC SEMAP indicator report? **Why do they need a copy of this information?**
10. What is current PIC reporting rate? **98.85%**
11. Have there been any recent HUD monitoring visits, audits, or findings we should be aware of? **No**
12. Are there local policies or waivers (e.g., COVID-related flexibilities) that affect HCV administration? **No**
13. What is the rate of files stored — electronic only, paper only **All files are electronically filed**
14. How is rent reasonableness data maintained (internal database, third-party vendor, market surveys)?
Third party vendor
15. How are HAP and UHAP payments processed (system, approval workflow)? **System (Yardi)**
16. What is the current payment standard schedule and utility allowance schedule? **Visit MHA website at www.mhatoday.org**
17. How often are utility allowances updated, and what methodology is used? **Annually**
18. What areas of concern or risk has MHA already identified (e.g., late recerts, rent reasonableness)?
None
19. What are current agency hours of operation, and open to the public? **8am-4:30pm (Monday-Friday)**

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