



ADDENDUM ONE

DATE: July 29, 2026

TO: All Respondents

FROM: Sheila Brown, Procurement/Contract Administrator

RE: ADDENDUM #1 Questions and Answers

1. Section 3 Applicability

The solicitation incorporates MHA's Section 3 Policy. Because this procurement is for professional applicant screening services that would be performed using our existing workforce rather than through contract-specific hiring, please clarify which Section 3 workforce, labor-hour tracking, and reporting requirements will apply to the successful contractor. **MHA Response:** Section 3 is applicable to any persons, new hire or current staff that isn't exempt. Section 3 exemptions apply to the following: "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." If your workforce falls into this exemption you would not be applicable.

2. NCIC Requirement

Please clarify whether the required criminal history information must be obtained directly through NCIC, or whether equivalent commercial criminal history screening services that comply with applicable laws and industry standards will satisfy the contract requirements. **MHA Response:** MHA is open to an equivalent commercial criminal history screening service as long as it meets the applicable laws and captures nation-wide information.

3. Citizenship / Immigration Verification

Please clarify the citizenship or immigration verification services expected under the contract. Is the successful contractor expected to perform employment eligibility verification (such as I-9/E-Verify-related services), or is another form of verification intended? **MHA is removing this item from the scope of work, it was inadvertently added to the wrong RFP.**

4. **Report Deliverables**

The Scope of Work references both summary reports and full reports. Please clarify the expected content and level of detail for each report type and whether sample report formats are available.

MHA Response: The report shall include details that are listed in Part 1-Scope of Services of the RFP. All reports should include enough information for the agency to make an informed, and accurate determination. No samples are included. Respondents may include sample reports in their proposal submission.

5. **Pricing**

Exhibit C requires all-inclusive pricing by report category. If additional searches or third-party costs become necessary based on applicant-specific circumstances or at MHA's request, should those costs be included in the proposed pricing, or may they be billed separately with prior approval? **MHA Response:** Respondent may include additional category item are price item #5. If more than one is needed, MHA has allowed for additional pages to be submitted with proposal. Any additional requests outside of the ensuing contract will be added as a contract modification which requires unilateral approval.

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