



**HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT,
D/B/A PARK CITY COMMUNITIES
150 HIGHLAND AVENUE
BRIDGEPORT, CT 06604**

ADDENDUM # 1 – November 6, 2020

**MANAGEMENT AND OPERATION OF HOUCING CHOICE
VOUCHER (HCV) PROGRAM**

**Solicitation Number: 147-S8-20-S
Solicitation Date: October 13, 2020**

1. The following changes to the above-cited solicitation are hereby made:

- a. Submission Due date has been extended to Wednesday, November 18th, 2020 no later than 3:00 p.m. Late proposals will not be accepted.*

2. Questions asked via e-mail bids@parkcitycommunities.org:

Q1. Please clarify if the Agency will cover the office space, workstations, internet, utilities and software, security, etc. Vendor will not incur any expense for these.

A1. PCC will provide office space, workstations, internet, utilities and software. A Front Desk Security Officer is employed via contract by PCC. However, the contract is reviewed annually for financial feasibility and subject to change, reduction or elimination based on constraints.

Q2. Please confirm the maximum allowable bid price is 60% of earned admin fees with no escalations in subsequent Years.

A2. It is confirmed that the maximum allowable bid price for the first year is 60% of the agency's admin fee. Historically HUD funding increases to PHA's admin fees to PHA annually which provides for automatic escalation of the fee to vendor Escalation in subsequent years is negotiable based on utilization improvements. However, no bid price in excess of 70% of the earned admin fee will be considered.

Q3. Agency is open to the vendor completing some of the work remotely.

A3. Yes

Q4. Current SEMAP score/rating?

A4. Troubled Status

Q5. Number of names remaining on WL?

A5. 2500

Q6. Using Yardi Rent Café?

A6. Yes

Q7. Annual or biannual inspections.

A7. Currently annual. Admin Plan under review and biannual inspections will be adopted and effective 1/2021

Q8. PHA issues HAP and URP to owners and tenants?

A8. Yes

Q9. PHA cover costs of background checks?

A9. Yes

Q10. Proposal qualification form asks for bank account numbers along with references; is that correct? What can we provide in lieu of our bank account numbers?

A10. Disregard request for banking information.

Q11. Is the Park City Communities (PCC) Housing Choice Voucher (HCV) Program under a HUD Corrective Action Plan and/or HUD OIG Audit? If yes, will PCC furnish a copy of the latest HUD letter to PCC and/or PCC response letter back to HUD, to potential bidders?

A11. No. PCC is not under a Corrective Action Plan, nor and OIG Audit. PCC is working under a Recovery & Exit Plan which requires a written monthly submission regarding progress and completion of deliverables.

Q12. What is the most recent SEMAP score and rating?

A12. Troubled status

Q13. What is the leasing/budget authority utilization rate forecasted for 2020? How many HCV need to be leased to be at 95% or 98% of budget authority standard (e.g. current enrollment vs. 95% or 98% goal)?

A13. 87% leasing/98.8% aba. 250 voucher leasing potential via H-HR.

Q14. How many new admission HCV are currently issued and searching for initial enrollment apartments?

A14. 76

Q15. How many annual recertifications are past due?

A15. 377 down from 1300 in Oct 2019.

Q16. Before COVID-19, were the PCC HCV staff conducting annual recertifications of HCV program participants by mail or thru in-person appointments?

A16. By mail

Q17. Has the accounting for HCV Portability activity currently up-to-date or is there a backlog of work needed to reconcile payments from previous months and then take action to correct them?

A17. All port-ins absorbed, minor reconciliation required for port-outs

Q18. Is there a current Finance Director/Check Production Manager who will be responsible for cutting HCV checks on a monthly or does the RFP contemplate that the selected contractor would be responsible for all that activity?

A18. PCC is responsible for the issuance of HAP & UAP.

Q19. Please describe all the PCC HCV employees and their roles or responsibilities with the PCC HCV program that will stay on after the contractor is selected.

A19. When fully staffed 1 Director, 1 Program Manager, 2 Inspectors, 10 Housing Specialists, 1 Admin. Currently there are 5 Housing Specialists, 1 Inspector, 1 admin, 1 clerk and 1 interim Director. The contractor can choose to hire these individuals or not. If not hired by the contractor, they will not remain in the HCV Department.

Q20. Will the selected contractor have the opportunity to hire any current PCC staff involved in currently administering the HCV program, if they are not staying on after the RFP?

A20. PCC will not involve itself in the hiring decisions of the contractor

Q21. Of the 324 Project Based Voucher (PBV) how many different Housing Assistance Payment (HAP) Contracts are they under and are there new PBV contracts pending to be awarded?

A21. 36 PBV

Q22. Does PCC conduct HQS inspections currently with existing staff or do you have an outsource contractor?

A22. Outsourced

Q23. Need clarification on below: The RFP says HAP and UAP's issued by selected firm, then says in collaboration with PCC finance and issued by PCC. Who issues the HAP and UAP, the firm or PCC?

A23. Vendor produces end of month reporting, PCC issues HAP & UAP.

Housing Assistance Program Payments, UAP' s and withdrawals and disbursements to landlords and recipients to be issued by the selected firm. In collaboration with PCC finance department, and to be issued by PCC.

Q24. Does the following RFP excerpt mean Bridgeport wants to see our internal budget: or the budget authority for the program?

A24. PCC will want vendor to engage in an interactive budgeting process for the HCV Program in relation to overall expenses for program administration, projected leasing per annum and forecasting for the generation of administrative fees.

PCC Senior Accountant and contractor's financial staff to work collaboratively in forecasting for the HCV Program; drafting, developing, and periodically reviewing the annual HCV Program budget; and ensuring overall financial security of the PCC's HCV and related Programs.

Q25. What is the organization chart for the program, how many inspectors, housing specialists etc.? There are 16 workstations. Do any staff share workstations or does each staff person have their own workstation.

A25. When fully staffed 1 Director, 1 Program Manager, 2 Inspectors, 10 Housing Specialists, 1 Admin. There are no shared workstations.

Q26. How many names are on the current waiting list from 2016?

A26. 2500

Q27. TransUnion is used for background checks. Does the contractor or PCC pay for background checks? If contractor, is there a current agreement and a defined price?

A27. PCC pays for background checks.

Q28. What system is currently used for rent reasonableness? Does the contractor or PCC pay for rent reasonableness? If contractor is there a current agreement and a defined price?

A28. Go Section 8. PCC pays for reasonableness.

Q29. Is there a current phone system in place for the HCV program and will that phone system remain in place and maintained by the PCC or the contractor?

A29. Yes, maintained by PCC.

3. Except as provided herein, the terms and conditions of the original solicitation shall remain unchanged and in full force and effect.

END OF ADDENDUM # 1

Please sign this addendum and acknowledge receipt on the acknowledgement of addenda form to be returned with your proposal.

Signature:
(Authorized Signature)

Typed Name and Title

Name of Firm

Date
Date Issued: November 6, 2020