

Addendum

SOLICITATION NAME	Section 8 Housing Quality (HQS) Inspection Services Q1713	ADDENDUM NUMBER	1	DATE	03-22-17
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	On page 3, the RFP states that "KCDC has a Section 8 Coordinator – everything else is done through the contract inspection company." What are the responsibilities for the KCDC Coordinator?
	He coordinates the paperwork between the inspection company and KCDC. He responds to issues between the landlords and the inspection company. If needed, he goes with the contract inspector on a complaint inspection or he may go out and inspect before turning in a complaint inspection.
Q2	Page 4 of the RFP says, "The proposer will deliver three copies and one original (so marked) of your proposal by the due date and time" and the RFP also says email responses are acceptable. If we submit via email do we have to submit one original and three copies via email?
	KCDC does want the three copies and one original mailed or delivered.
Q3	For all failed inspections, is it required by KCDC to send both a fail item report and HUD-52580 form to both tenant and owner?
	No-just the failed item report.
Q4	Please provide a copy of the weatherization form and explain when and how this form is utilized
	This form is used to rate units as it is a rent reasonable method to rate units. Units that have higher weatherization methods for their units, receive more points. It is a point system for rent reasonableness. See Exhibit A for the form.
Q5	Move-out, Special and Compliance Inspections - Are these full inspections similar to the Annual and Initial Inspections?
	"Move out" is for the damages for Moderate Rehab units only. "Special" is a complaint inspection requested by the tenant or owner. "Compliance Inspection" is a quality control inspection required by SEMAP.
Q6	How many inspectors and office staff currently service the HQS inspections project
	The incumbent vendor has: 1 - Field Director 2 - Inspectors 1 - CSR Manager 9 - CSRs 1 - Data Analyst 3 - Logistics 3 - IT Staff

Q7	Are similar inspection workloads as shown page 15 of the RFP expected for the upcoming year? Yes, these are the inspections currently conducted.
Q8	Under what conditions, does the Self Certification inspection process apply? If a unit does not have life threatening items and has less than 10 fail items, the owner may self-certify.
Q9	Is it required to use the forms in the RFP <i>Solicitation Document E Proposer References</i> and <i>Solicitation Document F Proposer Experience</i> or can we just format the proposal and ensure we answer the required questions? The intent is to make sure the vendor provides the listed information, in the order presented in the RFP document. As long as the information in the Solicitation Document E Proposer Reference and Solicitation Document F Proposer Experience sections is present and as long it supplies the requested information in an easy to follow format, the proposer may edit the format. KCDC however is the final judge as to whether the revision complies with the intent.

End of Addendum