



# PALM BEACH COUNTY HOUSING AUTHORITY

## RFP ADDENDUM #1 Solicitation No. PBCHA-RFP-2020-03

DATE: March 4, 2020

TO: All Prospective Responders

RE: **Housing Quality Standards (HQS) Inspections**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on February 10, 2020 will become part of the Housing Quality Standards (HQS) Inspections. The RFP closing date and time has been extended to March 30, 2020 until 2:00 p.m.

The following documents are added to the bid documents:

1. Addendum #1 Questions and Answers

The remaining portions of this Request for Proposal for Housing Quality Standards Inspections remain unchanged.

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Please complete the attached acknowledgment and include with your proposal.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

ADDENDUM #1  
RFP No.: 2020-03 Housing Quality Standards (HQS) Inspections



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## Questions and Answers

1. Is this an ongoing project or one-time assistance?

A. Ongoing project

2. How many vouchers does your agency administer?

A. HCV- 2,650; PBV- 402; HOPWA- 264- Mainstream- 163

3. Are inspections performed on an annual or biennial basis? Annual basis

- If biennial, are all of your HCV units are on biennial inspections? If not, how many are biennial, how many are not biennial?

A. N/A

- How many inspections were completed last year?

A. 2,051

- How many inspections are projected for next year?

A. 3,500

4. Are you allowing self-certification of non-life-threatening deficiencies?

A. Yes

5. Approximately what percentage of your reinspections self-certified in the last year?

A. 0

6. How many inspections are you looking for NMAI to complete annually?

A. Up to the projected amount as outline in question #3. It may be less inspections, depending on the re-inspection rate of failed inspections.

7. What software is currently being utilized?

A. Tenmast; We will be utilizing a new software system within 6-9 months.

8. Are you using software with a field solution for inspectors (e.g. iPads, tablets, etc.)?

A. Currently, we do not have in-house inspections. In the past we utilize tablets to complete inspections.



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9. Are physical re-inspections performed or is self-certification used?

A. Physical re-inspections.

10. Do you want NMAI to provide administrative/call center services?

A. Yes.

11. Are you fully utilizing your inspections software?

A. We are using a third party provider to schedule, provide notices and they are responsible for creating an FTP linkage for inspection results and corresponding 50058 action 13s into PBCHAs computer system.

12. Are notices generated through the software with all variable fields automatically populated?

A. Notices are being generated by the 3<sup>rd</sup> party provider.

13. Do you require pass notices be sent?

A. Yes

14. Can notices be created individually and/or in a batch?

A. Either; its to the vendor's discretion.

15. Are generated notices automatically stored to a document management system?

A. Currently no. They are stored on the vendor's website with PBCHAs ability to review and pull them at any time.

16. If "no" to # 2 - Would you accept daily batches of notices via PDF or would you require the notices be sent individually?

A. I do not understand this question. The notices would need to be searchable. The authority would prefer a repository where we could pull inspection reports and letters per tenant or via batch via website/vendor provided document management system.

17. If "no" to # 2 - How would the notices be stored on your system?

A. Vendor should provide options of availability of documents and storage options in RFP response.



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18. Can annual scheduling be completed in bulk or one record at a time?

A. Both; preferred is in bulk with reconciliation for canceled inspections due to move outs.