



District of Columbia Housing Authority

1133 North Capitol Street, NE, Washington, DC 20002-7599
202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 1

Issued: September 16, 2014

Solicitation No. : 0049-2014

Comprehensive Community Needs Assessment

All respondents shall acknowledge receipt of this addendum, sign below and return it with your bid. **Failure to acknowledge receipt of this addendum may be cause for rejection of your bid.** Respondents are informed that the above named solicitation is modified as follows:

- I. The District of Columbia Housing Authority has received questions in response to the subject solicitation and is outlined in **“Exhibit A Questions/Concerns”** of this addendum.
- II. The District of Columbia Housing Authority hereby has attached the **“Income Requirements Exhibit B”** of this addendum.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

End of Addendum No. 1

Cheryl Moore
Interim Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

“Exhibit A”
Questions/Concerns

**Comprehensive Community Needs Assessment
0049-2014**

Questions/Concerns

1. The proposed contract timeline states that final report and presentation of findings are to be completed by the end of the 6th month of the initial contract year (D.1, page 18 of the solicitation). Given the time necessary for this sort of project, (working with partners, conducting focus groups and interviews, and developing, conducting, coding, and analyzing a multi-site survey and preparing reports), we are concerned that this schedule is unrealistic. Would DCHA consider alternative timelines?

DCHA RESPONSE: While DCHA would like to see this project completed within the stated 6 month timeline, DCHA is flexible with regard to timelines. Potential firms should include in their proposals a timeline that ensures that the project is completed as close to the stated 6 month timeline as realistically as possible.

2. What is the estimated level of effort for this proposal?

DCHA RESPONSE: Do not understand the question being asked.

3. Is there a recommended page limit for the technical proposal?

DCHA RESPONSE: There is no page limit for the technical proposal. However, DCHA expects firms to be as concise as possible in communicating and constructing their proposals.

4. Can DCHA provide the same demographic information from Exhibit 2 for each of the public housing developments in Exhibit 1?

DCHA RESPONSE: Once a contract has been awarded, DCHA will provide the successful firm with relevant demographic information from its data management system.

5. Sections 3.5.4 and 3.5.6 both ask for references. Are there distinctions that we need to make between the two requests?

DCHA RESPONSE: Section C.5.4 asks for Documentation to Substantiate Prior Experience and Qualifications; Section C.5.6 asks for Reference.

6. When was the last time that DCHA commissioned a Comprehensive Needs Assessment (CNA)?

DCHA RESPONSE: This is the first time that DCHA has commissioned a Comprehensive Needs Assessment.

7. If that CNA was performed under contract, who was the vendor? How much was the contract for?

DCHA RESPONSE: This is the first time that DCHA has commissioned a Comprehensive Needs Assessment.

8. What is DCHA's budget for this project?

DCHA RESPONSE: DCHA has not determined a specific budget for this project.

9. The RFP often mentions DCHA strategic partners. Is there an available list of these "strategic partners?"

DCHA RESPONSE: DCHA has partners that it works with in delivering services to its families. Once a vendor has been selected, DCHA can make available a list of its partners.

10. On what basis were the 11 communities targeted?

DCHA RESPONSE: DCHA is in the process of implementing a new strategic direction for connecting its families to services and resources which facilitate upward mobility for abled bodied adults and better academic outcomes for the children in the families residing in DCHA's public housing communities. The communities identified in the scope of work are the communities in which families (able bodied adults and children) reside.

11. Is DCHA looking for separate data, analysis and recommendations for each of the 11 communities?

DCHA RESPONSE: DCHA is looking for separate data and analysis and profiles for each property and recommendations for each where appropriate.

12. Is the demographic information in Exhibit #2 available specifically for the targeted 11 communities?

DCHA RESPONSE: Basic demographic information is housed in DCHA's data management system and will be made available to the successful firm after contract award.

13. Will the Office of Resident Services or other DCHA office be able to facilitate the contractor's access to DCHA residents for research purposes? Will the contractor be able to obtain residents' contact information from DCHA (email, phone/text #s, and addresses) for surveys and focus groups, etc.?

DCHA RESPONSE: DCHA and its staff will work with firms and property management to facilitate the successful firm gaining access to the families impacted by the CNA process. This included contact information when appropriate.

14. Please provide additional explanation of Pay-for Performance framework?

DCHA RESPONSE: Pay for Performance contracting identifies expected deliverables, performance measures or outcomes; and payment is contingent on their successful delivery. Performance-based contracts also use appropriate techniques, which may include but are not limited to, consequences and/or incentives to ensure that agreed upon value to the state is received.

15. Please explain the difference between the asset-based approach and traditional needs assessment techniques.

DCHA RESPONSE: Asset-based approach to needs assessments simply refers to a needs assessment process that in addition to identifying the needs, challenges and weakness, the process also identifies that assets that may exist within that population, specific community or surrounding neighborhood that may be available to address the identified needs, challenges and weaknesses.

16. Page 5, Section B.4 Specifications – It states the firm should include a strategy for the use of technology, volunteers, interns and community groups to collect data. Is the firm required to use interns and volunteers?

DCHA RESPONSE: DCHA is not requiring the use of volunteers or interns. However, if the firm's strategy included volunteers and interns, the plan/strategy for their use should be clearly outlined in the firm's proposal.

17. Please explain the Bonus Evaluation system on page 34 and 35. What are District of Columbia Preference Points and how are they different from DCHA Preference Points?

DCHA RESPONSE: Section E.4 Evaluation Factor E-Bonus CBE Participation, states that DCHA will acknowledge your firms CBE Participation points based on the district's point system, DCHA will meet that certification and apply preference points accordingly.

18. In what form (s) would DCHA prefer the final product be delivered?

DCHA RESPONSE: DCHA expects that the final product be presented to DCHA in a Power Point presentation to be presented to key DCHA staff which summarizes the key findings and recommendations and a detailed narrative report which provides all detailed findings and recommendations.

19. Will DC Housing Authority (DCHA) share data on the social service providers that are currently offering housing authority residents services and the utilization of those services?

DCHA RESPONSE: Yes

- a. Does DCHA have relationships with service providers that would allow the successful bidder on this RFP to understand the address from which their clients come (i.e., home address)? **Yes**

- b. Could DCHA provide the successful bidder with its records on which tenants receive what services (and where) based on any DCHA-related funding of those services? **Due to confidentially concerns, DCHA would not be able to provide specific information on services received by individuals.**

20. Does the DCHA need a very specific estimate of gaps (e.g., estimated need for 200 childcare slots, 150 available within x distance, gap of 50)? Stated differently, would DCHA be satisfied with an analysis that – based on the totality of data – shows that there is need among tenants for a particular service and/or set of services and there are/are not appropriate service providers within a given distance (e.g., ½ mile) of the development?

DCHA RESPONSE: DCHA would prefer specifics. However were appropriate, estimates that are as close to reality as possible would be acceptable.

21. Is there a page limit for the technical proposal response? If so, please indicate whether the limit excludes resumes or not.

DCHA RESPONSE: There is no page limit for the technical proposal. However, DCHA expects the firms to be as concise as possible.

22. Exhibit# 2 provides DCHA residents Key Demographics. Are there demographic data available to offerors on average household size; racial proportions; and adult educational levels?

DCHA RESPONSE: Yes. This information will be made available to the successful firm once a contract has been awarded.

23. Will the questions concerning the RFP and their responses from DCHA be shared with all offerors? And if so, how will that information be disseminated?

DCHA RESPONSE: Yes, all questions will be answered by an Addendum and place on DCHA web site and; shared with each offeror by via-email.

24. Please provide information on the page limit and format (e.g., fonts, spacing, margins, tables, graphs, etc.) for on the technical and cost proposal.

DCHA RESPONSE: There is no page limit on the technical proposal. However, DCHA expects firms to be as concise as possible. The format of the proposal should follow the format as presented under the Technical Evaluations section located on page 31 of the Request for Proposals.

25. For the HUD Section 3 requirements, can these be met by a subcontractor?

DCHA RESPONSE: yes

26. Is a Section 3 certificate required at the time of submission or award or can the application be pending?

DCHA RESPONSE: It is required at the time of submission for points awarded toward your scoring total. If received, please submit at time of award.

27. Is a Section 3 certificate required or can the awardee commit to complying with Section 3 hiring requirements, and provide the plan?

DCHA RESPONSE: A Section 3 certificate is not required. The awardee can definitely commit to complying with the hiring requirements, as well the other options for economic opportunities for our clients. It should be included in the plan.

28. Will the successful bidder be able to provide a small stipend and employment training to each resident who agrees to serve as an assessor/surveyor?

DCHA RESPONSE: Staffing plans and options for hiring, including stipends should be determined by the potential vendors and communicated in their proposals.

29. Can you provide a current list of Income Eligibility Requirements and Guidelines used by DCRA for qualifying the public housing residents currently on the rolls?

DCHA RESPONSE: Please see attached Exhibit B.

30. Will the successful bidder be provided with the contact information (name, address, phone # and email) for all housing units listed in Exhibit 1?

DCHA RESPONSE: Once a contract has been awarded, the successful firm will be provided with relevant contact information for families who are potentially impacted by this assessment process.

31. Will DCHA provide the key specific Demographic information for each unit as it has for the overall public housing units?

DCHA RESPONSE: Once a contract has been awarded, DCHA will provide the successful firm with relevant demographic information from its data management system.

32. Has DCHA identified a minimum targeted number or percentage of the 3955 units you expect to be assessed?

DCHA RESPONSE: No. DCHA is requesting a random sample of the 3,955 households to be assessed and is relying on the expertise of the potential vendor to determine and communicate what the random sample number is.

33. Will DCHA provide the successful bidder copies of the findings of the last comprehensive assessment and evaluation of the public housing units?

DCHA RESPONSE: This is the first time that a comprehensive assessment has been undertaken and therefore, there are no assessment reports to provide to potential vendors.

34. Will DCHA provide the successful bidder with a copy of the DCHA's current 5 -10 year public and affordable housing plan?

DCHA RESPONSE: DCHA is a Moving-to-Work organization. As a result of this designation, DCHA is required to develop an annual Moving-to-Work plan which is submitted to the Department of Housing and Urban Development (HUD) for approval. Once a contract has been awarded, DCHA will make available its current Moving-to-Work plan.

“Exhibit B”
Income Requirements

EXHIBIT B
Income Requirements

FY 2014 INCOME LIMITS SUMMARY

	FY 2014 Income Limit Category	Persons in Household							
		1	2	3	4	5	6	7	8
	<u>Very Low (50%) Income Limits (HCVP)</u>	37,450	42,800	48,150	53,500	57,800	62,100	66,350	70,650
	<u>Extremely Low (30%) Income Limits (LRSP)</u>	22,500	25,700	28,900	32,100	34,700	37,250	39,850	42,400
	<u>Low (80%) Income Limits (PH & OPT- OUTS)</u>	47,950	54,800	61,650	68,500	74,000	79,500	84,950	90,450
Washington- Arlington- Alexandria, DC-VA-MD HUD Metro FMR Area		\$107,000							



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Client Placement Division
1133 North Capitol Street, NE, Suite 178
Washington, D. C. 20002-7599

Call Center (202) 535-1000
Fax (202) 535-2043

DOCUMENTS NEEDED FOR PUBLIC HOUSING INTERVIEW

1. Government issued photo identification for ALL family members 18 years of age and older
2. Proof of birth for ALL family members.
 - For example: birth certificate, baptismal record, military DD-214 Form, etc.
 - Birth certificates for children must show proof of relationship, such as the mother and/or father's name.
 - If a household member's name is different than the name that shows on the social security card, provide supporting documentation such as marriage license, adoption papers, etc.
3. Verification of social security numbers for ALL family members
4. Proof of Income:
 - If employed, complete the **Employment Release of Information Form**.
 - If receiving income/ benefits from a source that is NOT employment (Social Security Benefits, Disability Benefits, Unemployment Benefits, Retirement, TANF, etc.), provide most recent statement or award letter from that agency.
 - If not receiving any income at all, complete the **Zero Income Statement**. This statement **must be notarized**.
5. Verification of Preference: **WORKING FAMILY**. **At the time of your interview** you must be either: a) employed at least 20 hours per week; b) attending school full time; c) participating in a verifiable job training program; d) attending a certified GED program; or e) disabled and/or 62 years or older.
6. If you pay child care expenses because you work or go to school, bring contact information for your child care provider to the interview.
7. For each household member that is a full-time student, a **Verification of Full Time Student Status** form must be completed and stamped/ sealed by the school.



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DOCUMENTS NEEDED FOR PUBLIC HOUSING INTERVIEW (ELDERLY)

1. Government issued photo identification for ALL family members 18 years of age and older
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 - If receiving income/ benefits from a source that is NOT employment (Social Security Benefits, Disability Benefits, Unemployment Benefits, Retirement, TANF, etc.), provide most recent statement or award letter from that agency.
 - If not receiving any income at all, complete the **Zero Income Statement**. This statement **must be notarized**.
5. **Verification of Preference: Must provide proof that head of household, spouse or sole member is 62 years of age or older.**
6. If you pay child care expenses because you work or go to school, bring contact information for your child care provider to the interview.
7. For each household member that is a full-time student, a **Verification of Full Time Student Status** form must be completed and stamped/ sealed by the school.