



District of Columbia Housing Authority

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

Tyrone Garrett, Executive Director

Addendum

Addendum No. 1

Issued: July 2, 2018

DEBIT/CREDIT CARD UTILITY PAYMENT SOLUTION 0025-2018

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

The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference Attachment A.

**All Other Terms and Conditions Remain Unchanged
End of Addendum No. 1**


Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

QUESTION 1: Page 6 – Debit/Credit Card Requirements -“f. Cards must be restricted for Utility payments to utility designated providers” Does this stipulate that only purchases to a utility provider can be made on this card? All other purchases or vendors are restricted?

ANSWER 1: Yes.

QUESTION 2: Page 6 – Debit/Credit Card Requirements - “g. Cards must be restricted from ATM withdrawals” - Are cardholders not able to make cash withdrawals from ATM’s? Are all forms of cash withdrawal (teller and cashback) restricted as well? This seems to conflict with the need for scoring on banking and ATM locations later in the RFP.

ANSWER 2: No forms of ATM withdrawals will be allowed by participants be it teller or cashback withdrawals.

QUESTION 3: Page 5 – “Supplier shall issue Debit/Credit cards to DCHA for use by program participants at designated point of sale (POS) terminals for the sole use of payment of utility bills” – Can residents only pay for utilities in person? This would seem to restrict payments via phone, internet, and online banking.

ANSWER 3: Participants are authorized and awarded Debit-Credit Card will allow payments in person, by phone and online.

QUESTION 4: Page 6 – B.2 - Debit/Credit Card Requirements – “Federal Wire System must be used for transfer of funds and utility payments.” – What funds are being wired versus ACH?

ANSWER 4: DCHA will only make payments on actual utility bills i.e. if Client is entitled to \$200 a month and only spends \$100 the client will not be entitled to the remaining \$100 if not used within 30 days. The next month only \$200 will be uploaded on the Clients card.

QUESTION 5: Page 7 – B.5 – Qualifications “c. Chip-card transactions” – If the card is only being used at “designated providers” can the EVM requirement be waived?

ANSWER 5: Yes, the Electronic Payment Processing and data security guideline requirement can be waived.

QUESTION 6: Page 9 – C.2.6 Proposal Content, PART I – Technical Proposal shall Contain: No. 3 Bank/ATM Locations in District of Columbia and Metropolitan Area” – If there is no cash access on the card, can this requirement/evaluation criterion be removed?

ANSWER 6: Yes, this requirement can be removed.

QUESTION 7: Pages 10-11 “C.7.3 - Experience” and “C.7.7”- References” - DCHA is requesting three contact names under Experience “that can serve as a reference for each” and another three “recent professional references” under References. Do you require a total of 6 unique references?

ANSWER 7: DCHA requires three (3) recent professional references.

QUESTION 8: Term of Contract – “two (3) years with two (2) one year option periods” – Is this a typo? Should it read “three (3) years with two (2) one year option periods” for a possible total of 5 years?

ANSWER 8: Page 16 – Section D – Contract Terms, D.1 TERM OF CONTRACT:

REVISE as follows: The term of the contract shall be for three (3) years with two (2) one year option periods from the date of award, as deemed appropriate in the representation of DCHA and subject to availability of funds.