



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7549
202-535-1000

Tyrone Garrett, Executive Director

Addendum

Addendum No. 1

Issued: November 26, 2019

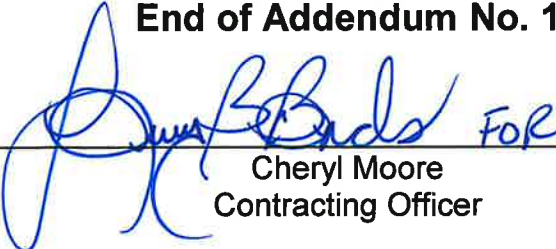
**RENT REPORTING FOR CREDIT BUILDING - TECHNICAL ASSISTANCE
PROVIDER
Letter of Solicitation
0009-2020**

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:

The District of Columbia Housing Authority hereby issues Addendum No. 1 to **REVISE** and provide **RESPONSES** to all inquiries received in response to the subject solicitation as referenced in Attachment A.

All Other Terms and Conditions Remain Unchanged

End of Addendum No. 1



Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT A
Letter of Solicitation 0009-2020
RENT REPORTING FOR CREDIT BUILDING - TECHNICAL ASSISTANCE
PROVIDER

I. REVISIONS

1. SECTION 3 REQUIREMENTS on page 4 and 5 **RESERVE** and **DELETE** content.
2. PROPOSAL FORMAT on page 9, **REVISE** Sentence 3 as follows:
“Offerors shall submit one (1) original and **six (6)** copies of both the technical and price proposals, prepared in such format and in such detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether or not the offer Offeror can meet the requirements set forth in this solicitation.”
3. PROPOSAL SUBMISSION on page 20, **REVISE** Sentence 1 as follows:
“Respond as outlined and submit ONE (1) original and **SIX (6)** copies of the Proposal, typed and prepared on standard 8.5 x 11 letter size paper with material printed on one side only.

II. Inquiries/Questions and Responses

QUESTION 1. Can we submit a joint proposal from two separate companies who partner on rent reporting? One that provides the programmatic design and support consulting, and one that provides third party reporting, dispute management and outcome tracking support?

RESPONSE 1. **Yes, details from both entities must be included in the Proposal Content and Attachment C.**

QUESTION 2. Are there cost constraints for this project based on what the City Council allocated in its budget?

RESPONSE 2. **Yes.**

QUESTION 3. Are there cost constraints for this project based on what the City Council allocated in its budget?

RESPONSE 3. **Yes.**

QUESTION 4. How many residents do they expect to pilot with?

RESPONSE 4. **Fifty (50).**

QUESTION 5. There are many ways in which DCHA can go about reporting rent. In our proposal, we wanted to air on the side of equipping DCHA to make that decision, rather than deciding beforehand. However, depending on which way they go, there are different costs associated with the reporting. How should we handle building in the costs of reporting and outcome tracking before we have a firm idea of which route DCHA will choose? Should we build in the cost of the third party for the initial year to pay them out of this contract or would DCHA prefer to pay the third party outside the scope of this agreement directly if it signs agreements with the third party? Same with credit report pulling.

RESPONSE 5. **Build in the Cost.**

QUESTION 6. Do you have a template for responding to the Section 3 Requirements? We plan to keep all the work in house and don't plan to subcontract, so section 3 doesn't really apply to us, but want to make sure we document this appropriately. Thanks in advance for your response.

RESPONSE 6. **Section 3 does not apply to this solicitation. Please see noted revision.**

QUESTION 7. CBA can comply with some key, but not all, insurance policy requirements. We are a small nonprofit with the capacity to execute this contract, but the resources required to increase our insurance would be prohibitive. If CBA is awarded the contract, will DCHA agree to: a) waive coverage related to 1) products and completed operations, 2) personal/advertising injury, 3) automobile liability, 4) employer's liability; b) waive the limit requirement on the Errors and Omissions policy (we have this up to \$1 million, but cannot increase to \$2 million)

RESPONSE 7. **No.** The stated insurance limits are the minimum Insurance Requirements. Offerors with coverage below the stated minimums may provide a certificate for \$5,000,000.00 in Excess/ Umbrella coverage.