

JACKSON HOUSING AUTHORITY
RFP FOR HQS INSPECTION SERVICES

#	RFP Section	RFP Page #	Question
1	RFP Instructions	3	Given the USPS' recent announcement of service slowdowns and the unpredictability of delivery timelines, would JHA please confirm that submittal via delivery service (e.g., FedEx, UPS) is acceptable. Yes, Fed Ex and UPS are acceptable.
2	RFP Instructions	3	Would JHA allow bidders to submit their proposals electronically? Yes
3	Contractor Qualifications, Evaluation	6, 9	The RFP states in item C that respondents should describe their proposed approach to performing the services. In item F, the RFP states that respondents should provide a detailed methodology for delivering proposed services. The Methodology evaluation criteria states "Describe in detail the firm's approach to performing this contract." Would the government please confirm that items C and F are requesting the same information, and if not, provide clarification to understand the differences. Yes, an answer to item C will suffice, as an answer to item F.
4	Inspection Standards	7	The RFP states, "Submit invoices once monthly on or about the 8th of each month for work performed in the prior month in accordance with Exhibit B." Exhibit B provided in the RFP is a Contact Information Form. Please clarify reference to Exhibit B on page 7. Disregard the reference to exhibit B.
5	Exhibit B	15	Exhibit B appears to be a form for confirming receipt of the RFP. Please provide instructions for this form (e.g., submit by no later than XX/XX/XX or disregard form). You may turn this form in by 11/29/2021 with your response or submit electronically.
6	Exhibit C	16	Is Exhibit C to be submitted as part of the cost proposal? Yes
7	Price, Exhibit C	5, 16	The instructions for the cost proposal requests unit costs for additional reimbursable expenses. Would JHA please clarify what additional expenses contractors should anticipate? None that JHA is aware. If there are any costs not included in this RFP, we ask that you list them in your cost to the PHA
8	Price, Exhibit C	5, 16	The instructions for the cost proposal requests unit costs for additional reimbursable expenses, in addition to the fees for performing services. If Exhibit C is to be used for the cost proposal form, may vendors modify the form to enable us to provide unit costs for additional reimbursable expenses? Yes the form may be modified.
9	Exhibit D, Attachments List Order	17	Would JHA please provide the HUD 5369-B, Certifications and Representations of Offerors, General Conditions for Non-Construction Contracts, and Equal Employment Opportunity Certification and provide instructions for these forms (e.g., include with Cost proposal).

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10	All Inspections	General	Does the JHA allow for development of an application programming interface to a proven inspection management tool? Yes
11	All Inspections	General	Are bidders responsible for Emphasys/Elite hardware, software, and maintenance costs? No, JHA would be responsible.
12	All Inspections	General	If contractors are responsible for hardware, software, and maintenance costs for Emphasys/Elite, please provide estimated annual costs. N/A
13	All Inspections	General	Throughout the RFP, there are requirements for data entry into designated software applications. In addition, the Proposal Form has a line item for data entry costs. Would JHA please confirm that the handhelds interface with the Elite software and that data entry is not required. Correct. Currently the handhelds interface with the Elite Software and data entry isn't required.
14	All Inspections	7	Item 7 states that the contractor cannot bill JHA for inconclusive rating for any other reason than the unit is vacant or the designated family has moved. Please confirm that "vacant," in this context, means that no one was at home during the scheduled inspection time as contractor's cannot be responsible for families or responsible parties are not present at time of inspection. Correct. Vacant indicates no one was home
15	General	N/A	What is the anticipated contract award date? 12/3/2021
16	Introduction	2	What is the anticipated go live date? 1/1/2022 Approximately
17	Introduction	2	Paragraph 4 of the Introduction provides a breakout of number of inspections by type. No estimate has been provided for re-inspections. Would JHA please provide an estimate for number of re-inspections. Currently averaging 15 per month.
18	Introduction	2	Paragraph 4 of the Introduction provides a breakout of number of inspections by type. No estimate has been provided for no-shows/inconclusive. Would JHA please provide an estimate for number of no-shows/inconclusives. Approximately 15 a month.
19	Introduction	3	Paragraph 4 of the Introduction provides a breakout of number of inspections by type. No estimate has been provided for rent reasonableness determinations. Would JHA please provide an estimate for number of rent reasonableness determinations. Approximately, 380 per year.
20	Photo Imaging	7	The RFP requires photos with a minimum viewable area of 8"x6". Please confirm that the JHA-provided equipment is capable of providing images compliant with this requirement. Yes, JHA is capable to provide this service.
21	Photo Imaging	7	The RFP states, "All digital inspection photos are to be provided via email to JHA on a monthly basis for cataloging." Please clarify whether digital inspection photos can be submitted via

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			Emphasys/Elite vs. email. Yes, all photos can be submitted, via, Emphasys.
22	Notifications	12	The RFP requires that notifications contain census tract. Does the JHA provide this information for each location? No, and you may disregard this request.

Jackson Housing Authority Section 8 HCV Program Questions

RFP Section	RFP Page #	Question
Contractor Qualifications, Item G	6	Rather than providing a copy of an inspector's Driver's License, which would need to be treated as PII, is it acceptable for a contractor to certify that they have verified each inspector has a valid/active driver's license? YES
Contractor Qualifications, Item G	6	There are various criteria that can be selected when conducting a DMV background check. Would the JHA please clarify which criteria should be included in the DMV background check? A general background check that license(s) are current and valid.
Contractor Qualifications, Item G	6	Our company's policy, due to privacy concerns, is to provide a certification/attestation that the DMV background check has been completed and approved rather than providing the actual report. Please confirm this is acceptable. Yes
Contractor Qualifications, Item G	6	Please confirm that the cost of a DMV background check will be an allowable separate charge to the resultant contract. No. The PHA will not reimburse for this expense.
Contractor Qualifications, Item H	6	Our company's policy, due to privacy concerns, is to provide a written certification/attestation of the successful completion of criminal searches rather than the report itself. Please confirm this is acceptable. Yes
Contractor Qualifications, Item H	6	Please confirm that the cost of a criminal background check will be an allowable separate charge to the resultant contract. No. The PHA will not reimburse for this expense.
Exhibit D, Attachments List Order	17	Would the JHA please provide the HUD 5369-B, Certifications and Representations of Offerors, General Conditions for Non-Construction Contracts, and Equal Employment Opportunity Certification forms. See forms on website at jacksonha.com. Click Procurement Tab
Exhibit D, Attachments List Order	17	Please confirm that the completed Exhibit D forms should be included with the Cost proposal. Correction. Exhibit C form should be included with the Cost Proposal
N/A	N/A	As follow-up to JHA's response to question #2 related to email submission, please confirm that PDF format is acceptable. Yes! All electronic submissions MUST be in PDF format. Date and time of receipt of email will be recorded/copied for file.
N/A	N/A	As follow-up to JHA's response to question #2 related to email submission, please confirm that proposal would be submitted to jcephus@jacksonha.com . Yes. Date and time of response to the RFP by email received will be recorded.
RFP Instructions	3	Please confirm that if a bidder submits its proposal electronically, a hard copy is not required. Correct.

Jackson Housing Authority

RFP HQS Inspection Services

Questions

1. What is the current contractor currently charging for the following types of inspections?

Annual Inspection \$25

Initial Inspection \$30

Re-inspection \$21

No Show \$13

Special/Complaint Inspection \$25

Quality Control Inspection-N/A

Rent Reasonableness Determinations \$7.95

Data entry into JHA' Software \$7.80 unit

2. Is the contractor required to send "Pass Letters" to landlords and tenants? **Yes for now. The PHA is in the process of requiring all landlords to connect to the landlord portal for such information. Emailing landlords will be acceptable as well.**

3. Please describe the Scope of Work for Rent Reasonableness. **Currently, the rent reasonable (rent comparison) module in Elite is utilized for these but that may change in the near future.**

Using the Rent Comparison module in Elite, create a "rent reasonable" for the subject unit, select comparable units to ensure requested rent is approvable, then complete the evaluation and save a copy of the certificate. One copy of the certificate is mailed to the property owner / manager with a rent approval letter and another copy is submitted to JHA

4. Will JHA use their own inspectors to supplement contractor's inspectors?
No

5. Who is currently completing these inspections? **3rd Party Contractor.**

ISterling

3. Can the contractor use their own inspection software to complete these inspections? If so, will JHA provide a “Bridge” to JHA’s software? **No.**
JHA will provide handhelds for the inspections. You will download results into Elite/Emphasys software.