

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.