

Questions on RFP #1971-21 – Housing Consultant – City of Hartford

1. Is there a requirement that the Offeror be located in the City of Hartford? **ANSWER:** No
2. Is it possible for the winning Contractor to perform work remotely? **ANSWER:** YES, with complete transparency of what is being worked on.
3. If the Offeror does not have to be located in the City of Hartford and it is not possible for the work to be performed remotely, would the Authority consider changing its position on travel to allow for reasonable travel costs to be covered as long as they are compliant with GSA travel regulations? **ANSWER:** No
4. For Service Area 3: Administration:
  - a. Besides the Administration Plan and the Admission and Continued Occupancy Plan (ACOP), what other agency plans may need to be reviewed/updated?  
**ANSWER:** Those are the major two agency plans. Offeror may be expected to assist with integrating, but not preparing, the CFP plans into the annual planning process as well. There could be an ask for assistance in strategic planning or other similar efforts although nothing is currently planned in those areas.
  - b. Will the Contractor be responsible to provide suggestions for the updates/amendments?  
**ANSWER:** Yes. Suggestions for amendment and identification of regulatory areas needing updating as well.
  - c. Will the Contractor actually write the updated document(s)? **ANSWER:** Yes.
  - d. With regard to “Assistance in implementation of updates to various agency plans,” will the Contractor be responsible for training? **ANSWER:** Not necessarily. Training could be conducted through subcontract or offeror may suggest training materials the Authority could implement on its own. Please provide a general description of your approach to training in your response.
  - e. With regard to “Assistance in implementation of updates to various agency plans,” is the Contractor to conduct the 30-day comment period, public hearings, soliciting resident participation? **ANSWER:** Yes.
5. For Service area 4: Troubleshooting:
  - a. What are some examples of what may need to go through troubleshooting? **ANSWER:** Novel 504 or reasonable accommodation issues and their relation to the Authority ACOP and Admin Plan, implementation of new regulatory or programmatic changes into the current operating structure of the Authority, novel issues involving lease terms, etc.
6. For Service area 5: Special Projects:
  - a. What are some examples of special projects? **ANSWER:** Projects that go beyond a single issue. For example, drafting and implementation of a new Section 3 plan and programmatic design to reflect the changes to the Section 3 rule. This particular project is already well underway at the Authority and no assistance is needed, but it provides a good example.
7. Will the Authority allow for suggested changes to the contract terms?  
**ANSWER:** Changes are strongly discouraged but will be considered on a case-by-case basis at Authority discretion only to the extent that they are explicitly addressed in a response.

8. Who is the current software vendor?

**ANSWER:** Emphasys

9. If the Authority changes its software, will the Contractor be reimbursed for any costs it incurs as a result?

**ANSWER:** The Authority is not currently anticipating a change. The Authority could consider a reimbursement request if made. Approval would be at Authority discretion and made on a case-by-case fact specific basis.

10. If the Authority plans to change software during the term of the contract, will the contractor be responsible for transitioning the program to the new software?

**ANSWER:** Potentially, this would also be an example of a special project.

11. Is there a budget for this work? If yes, please define or direct Offerors to where it can be found.

**ANSWER:** The Authority has performed a cost estimate for these services, but does not believe it is in the best interest to share the estimate.

12. Is there a current contractor(s) performing this work? If so, who is it?

**ANSWER:** ProjectLogic, LLC is currently performing the bulk of the work. The Authority also has a contract with Nan McKay & Associates.

13. The link under Section 1.4 for submission of the full proposal is not working. When you click on it, nothing happens. Please provide an active link or an alternate method for submission.

**ANSWER:** This is the actual sharefile link

<https://hartfordhousing.sharefile.com/share/upload/r0a59f00261f543bfa477d8dc00b66693>

Copy and paste this link into anything other than Internet Explorer, this may be the issue you're having with the link.

Please email your documents to [bids@hartfordhousing.org](mailto:bids@hartfordhousing.org) if you are unable to access this link.

14. Service Area 1: Hearing Officer

Is HHA looking for the Consultant to act as an Independent Housing Officer and actually schedule/conduct the Hearing via Zoom or would the Consultant's role be to prepare Housing Authority staff who would be conduct the hearing and then based upon the hearing transcript provide recommendations?

**ANSWER:** HACH would be looking for the Consultant to act as an independent hearing officer; schedule/conduct and provide recommendations.