



ADDENDUM # 1

Automated Payroll & HR Management Software # 1862-18

Original Notice of RFP Issued on: October 1, 2019

Response Due Date: Thursday, October 31, 2019 by 2:00pm

October 23, 2019

To All Prospective Respondents:

The purpose of this addendum is to provide an answer to a question raised by a potential respondent.

Question 1: Is this a resolicit of an existing contract?

Answer 1: This solicitation is not a resolicit of an existing contract. The Housing Authority is required by Federal guidelines to solicit every 5 years.

Question 2: Is the previous award/contract public knowledge on who was awarded the contract and the amount?

Answer 2: The previous award/contract is public knowledge due to the Freedom of Information (FOI) Act. The current vendor for the Housing Authority is ADP and the average yearly spend for the term of five years is approximately \$35,511,97.

Question 3: Can you provide the name of the current contractor and the amount from the previously awarded contract?

Answer 3: Please refer to question # 2.

Question 4: When will the availability of funds for executing this contract be known?

Answer 4: The availability of funds has already been approved by the Chief Financial Officer, but is always subject to Federal appropriations.

Question 5: Standard form LLL, Block 6, is the Department and Agency answer: HUD and Hartford Housing Authority?

Answer 5: Standard form LLL, Block 6, would be “The Housing Authority of the City of Hartford”.

Question 6: Standard Form LLL, Block 7, is the left blank, and if not, what is the correct answer?

Answer 6: Standard Form LLL, Block 7, should be blank

Question 7: Standard Form LLL, Block 8, is the answer “RFQ-1862-18”; if not what is it?

Answer 7: Standard Form LLL, Block 8 would be “RFQ 1862-18”.

Question 8: Standard Form LLL, Block 9, what is the answer to this block?

Answer 8: Standard Form LLL, Block 9 shall be N/A.

Question 9: Standard Form LLL, Block 10, is it correct if you have NO ONE ever lobbying on your behalf that these remain blank?

Answer 9: For Block 10, you may use “N/A”.

Question 10: Standard Form for Non-Construction Contract, RFP \$10,000-\$250,000, Can you provide a word document version that we can fill-in

Answer 10: The Housing Authority will generate the contract with the required paperwork to the awarded vendor. The vendor will sign and return for the Executive Assistant’s signature. A fully executed copy will be returned to you for your file.

Question 11: HACH Policies-Fraud, Ethics, and Conflicts of interest, can you provide a copy or link to the appropriate documents?

Answer 11: The HACH Policies-Fraud, Ethics, and Conflicts of interest may be found on ShareFile.
<https://hartfordhousing.sharefile.com/home/shared/fob55535-a4ab-4d45-9061-f8fo78282566>

Question 12: Is only part or the entire contract value tax-exempt? And exempt from which jurisdiction? Federal, State, County, City? Or all Please clarify.

Answer 12: The Housing Authority and its instrumentalities are tax exempt.

All other terms and conditions of the RFP remain the same.

Paula DeMaranville, Contracting Officer and Contracting Manager
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