

**ADDENDUM FOR GREENSBORO HOUSING AUTHORITY REQUEST FOR PROPOSALS FOR HOUSING
QUALITY STANDARDS (HQS) INSPECTION SERVICES**

JUNE 2017

Question # 1: Does the Yardi software currently in place allow for photos to be captured while using the system, or is a separate device necessary to capture photos of deficiencies?

Answer # 1: It is able to attach photos in the software.

Question # 2: If GHA provisions a tablet, what is the cost to the vendor?

Answer # 2: There is no cost but the vendor must sign a damage waiver.

Question # 3: If the tablets are supplied by GHA, what is the method and resource for tech support in the field?

Answer # 3: You would contact the GHA IT area.

Question # 4: Who is the previous and current vendor?

Answer # 4: We do not disclose that information.

Question # 5: Is the current software capable of generating a HUD Form 52580?

Answer # 5: Yes, our software does and this can be done through a desktop, Ipad, or with the app on a phone.

Question # 6: Will the results of the inspection, inspection date, and tenant name be sufficient for data integration into Yardi?

Answer # 6: A file with this information cannot just be uploaded but if using a tablet with the Yardi app, then the information is automatically transferred.

Question # 7: What will determine the number of firms awarded for the contract?

Answer # 7: The evaluation criteria listed in the RFP will determine the number of firms awarded for the contract.

Question # 8: Is the "complete package of documents" required to be in paper format, or can the submission be digital?

Answer # 8: The "complete package of documents" is required to be submitted in a paper format.

Question # 9: We understand the importance of uploading into Yardi for the PIC reporting. If a different software system is able to generate the necessary data elements such as tenant name, ID, result status, address, etc., would that be sufficient?

Answer # 9: No, the information needs to be in Yardi for more than just PIC reporting purposes. GHA does not want to re-enter the data into Yardi.

Question # 10: If the complete package of documents can be generated in a format which is stored digitally and can be printed by the PHA at any given time, would this satisfy the requirement for a paper format?

Answer # 10: No, a physical paper format is required.

Question # 11: If GHA is utilizing an outside contractor for their inspection services, what is the contractor charging for: initial inspections, annual inspections, re-inspections, no shows, special inspections, Quality Control inspections, and complaint inspections

Answer # 11: The contractor will be charging for initial inspections, annual inspections, re-inspections, special inspections, Quality Control inspections and complaint inspections.

Question # 12: Under "Scope of Work" G. 2 it states that the contractor shall provide training for GHA employees. How many GHA employees will the contractor be training?

Answer # 12: The contractor will not be training any GHA staff.

Question # 13: Under 11. D Price, No Shows are not included. Will GHA pay for "No Shows"? What is meant by pricing "Notification and HUD Reporting"?

Answer # 13: We will not have no shows as we own the property and notices will be given to the residents....they do not have to be home for the inspection to be completed.

Question # 14: Are all of the properties to be inspected within the city of Greensboro?

Answer # 14: All properties are within the city of Greensboro.

Question # 15: We are unable to attend the pre-bid conference. Can we call in for the conference? If so, please provide the telephone number.

Answer # 15: We do not have a conference call system. We are looking into skype as a communication alternative and will advise if this is possible (the meeting will be in the large training room at the Central Office location)