

Addendum #2 to HQS Inspections RFP

Date: April 18, 2025

Subject: Responses to Questions Submitted for RFP and Changes to the Number of Inspections Expected

Dear Prospective Bidders,

This addendum serves to address questions received regarding the HQS Inspections RFP and to inform all bidders of updates pertaining to the anticipated volume of inspections.

1. Changes to the Expected Number of Inspections:

Based on recent program adjustments and historical data, the expected number of inspections has been revised.

- **Previous Estimate:** 1300 inspections annually
- **Updated Estimate:** 800-1300 inspections annually

Please note that the actual number of inspections may vary due to program needs and scheduling considerations. Bidders should incorporate this updated volume into their planning and proposals.

2. Responses to Submitted Questions:

- **Question 1:** There is mention of a scheduled pre-proposal conference; what is the date for that?
Response: Since the RFP is reopened, we will not be holding another pre-proposal conference this time.
- **Question 2:** The website and RFP have conflicting inspection numbers. How many inspections do you anticipate annually?
Response: The original estimate was 1,300 inspections annually; however, after a review, the figure was revised to fluctuate between 800 and 1,300 inspections per year.
- **Question 3:** Can you please clarify whether the Contractor is responsible for providing tablets, mobile devices, or any inspection-related hardware used during field inspections, or will HACM furnish these devices for use during the inspections, given the restrictions on overnight data or equipment retention?
Response: The contractor is responsible for their own hardware.
- **Question 4:** Your proposal states there are 5000 vouchers but says vendor will do approximately 1300 inspections, including Admin services. Are you bifurcating the

contract between multiple vendors or using your in-house staff in addition to the vendor? How would the inspections be separated?

Response: The in-house staff will be responsible for conducting inspections; however, the contractor will only perform inspections for properties owned by the Housing Authority of the County of Monterey unless otherwise is requested. Approximately 800 - 1300 inspections are scheduled annually for these properties.

- **Question 4:** Is your Yardi system operational with regards to scheduling, letters and utilizing the mobile app?

Response: Yes, Yardi does include features such as scheduling, generating letters, and utilizing the mobile app.

3. Additional Information:

- The deadline for questions is now closed.
- The submission deadline for proposals remains unchanged at May 5, 2025.

We appreciate your interest and participation in this procurement process. Should you require clarification, please reach out via email to dcambunga@hamonterey.org.

Sincerely,
Delayna Cambunga
Procurement and Contracts Manager