MOBILE HOUSING AUTHORITY

SOLICITATION TYPE:	Request for Proposal ("RFP")
RFP NUMBER:	**MHA-13-R-2023**
SOLICITATION TITLE:	**HOUSING CHOICE VOUCHER CONTRACT ADMINISTRATION**
DOCUMENT TITLE:	**RESPONSES TO CLARIFICATION QUESTIONS/ANSWERS**
SOLICITATION ISSUE DATE:	December 15, 2023
CLARIFICATION DATE/INQUIRIES DEADLINE:	**December 29,2023 by 2:00 P.M. CST**
PROPOSALS DUE DATE AND TIME	**January 16, 2024, by 2:00 P.M., CST**
METHOD OF SUBMISSION	**Proposals will only be accepted by electronic submission at:** **procurement.mobilehousing.org**

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MOBILE HOUSING AUTHORITY
MOBILE, ALABAMA

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In response to the issuance of <u>**MHA-13-R-2023**</u>, <u>**Housing Choice Voucher Contract Administration**</u> Mobile Housing Authority ("MHA"), hereby responds to questions regarding the RFP as indicated below:

A. Responses to Questions Received.

1. If through recruiting we are unable to find qualified local staff, would MHA be open to remote hires.
   MHA Response: No.

2. What are the HR parameters in terms of responsibilities and accountability for these positions? Where does contractor level or authority begin and end?

   MHA Response: We will discuss with successful respondent.

3. Does Mobile have any opposition to contractor procuring a full time individual for Mobile to hire for any of the positions?

   MHA Response: Mobile Housing Authority currently has a full staff.

4. If staff are not qualified, is contractor able to provide staff augmentation for those positions, or are we involved in hiring/rehiring for those positions?

   MHA Response: We will discuss with successful respondent.

5. Is the Policy Analyst position expected to also be full-time and 100% onsite?

   MHA Response: This position is required to be onsite and remote.

6. Any supplies that would be needed to perform the duties under these responsibilities, would MHA provide these supplies/reimbursing, or is the contractor responsible for those supplies?

   MHA Response: Yes, MHA will provide the basic office supplies.

7. Would the contractor be reimbursed for any additional systems that we may need to utilize to improve efficiencies?

   MHA Response: To be discussed with awarded respondent.

8. Does MHA expect the contractors to reside locally in Mobile? Or is there a living stipend available?

   MHA Response: Yes and no stipend available.

9. What are the performance requirements?

   MHA Response: Those required from HUD, SEMAP and HUD Recovery Agreement.

10. What, if any, backlog (annuals, interims, moves) is MHA currently experiencing? If so, to what extent? (none, mild, heavy)

   MHA Response: We will discuss with awarded respondent.

11. Is the FSS program mandatory or voluntary?

   MHA Response: We will discuss with awarded respondent.

12. Has the FSS Action plan received HUD approval?

   MHA Response: We will discuss with awarded respondent.

13. When was the last PCC (Program Coordinating Committee) meeting?

   MHA Response: We will discuss with awarded respondent.

14. Is MHA currently receiving funding from an FSS Grant? If so, for how many positions?

   MHA Response: We will discuss with awarded respondent.

15. Can MHA provide a current org chart of program staffing?

   MHA Response: Yes, the org chart will be on the Procurement website.

16. How many staff are dedicated to the HCV program? What are the specific positions that the contractor will be overseeing?

   MHA Response: See org chart.

17. In the Scope of Work Section D, it does not describe the expected responsibilities of the Inspections Manager, can it be assumed that the position will be responsible for all Inspection related items and not the Policy Analyst?

   MHA Response: Correct.

18. Does MHA anticipate billing for portability in the near future or during this contract period?

   MHA Response: No.

19. Are there any objections to having multiple individuals providing the program administrative services?

   MHA Response: We are looking for one dedicated person.

20. What are MHA's expectations for HCV training?

   MHA Response: Please refer to the RFP Scope of Work on training.

21. Does MHA have a dedicated fraud department that is either under the umbrella that the contractor will be overseeing, or outside the department?

   MHA Response: No.

22. Aside from YARDI, what other systems are utilized to support routine processing and management of families? Does MHA have any additional transaction management systems?

MHA Response: None. Any value added to the contractor systems that would enable MHA to operate better please include it in.

23. Is MHA currently on a case management model or functional transactional model?

    MHA Response: To be discussed with awarded respondent.

24. What system is currently used for rent reasonableness and wellness and also background checks?

    MHA Response: See response to #22.

25. Does MHA have any expectations of contractor improvements or goals? (Example currently at standard performer, but want to move to high performer)

    MHA Response: Maintain High Performer

26. What level of autonomy does the contractor have for establishing efficiencies within the program?

    MHA Response: To be discussed with awarded respondent on a case-by-case basis.

27. How does MHA perform billing? Equal installments over the contract period? Or hourly for services rendered during that billing period?
    MHA Response: Monthly based on hours rendered.

28. In relation to section 4.13 of the RFP, what does MHA consider a deficiency of the contractor that would allow MHA to withhold payment? Can MHA provide deficiencies in list format?

    MHA Response: MHA seeks to work with the awarded respondent to maintain High Performer status.

29. In relation to section 4.14, can MHA provide further language and clarification on termination. Emphasis on *"parameters of notice of termination, and termination is for convenience of MHA.*
    MHA Response: This is a required provision in all HUD contracts.

30. Does MHA anticipate awarding multiple contracts for each position?
    MHA Response: No.

31. If multiple contracts are awarded, what level of authority does one contract have over the other?
    MHA Response: **See answer for No. 30**.

32. What security criteria are required to access any internal resources?
    MHA Response: **To be discussed with awarded respondent along with our attorneys.**

33. Will MHA provide Wifi Access?
    MHA Response: Yes, for on-site operations.