



RFP #23-025 HQS/NSPIRE Inspection Services

Addendum #2

Responses to Questions:

The following questions were submitted by the deadline and are answered in this addendum.

Question #1: May we please view the attendance list from the pre-proposal conference Zoom meeting that was held on October 5th?

Answer #1: Yes, please see attached.

Question #2: Has OHA elected to postpone the implementation of HCV NSPIRE inspections to October 1, 2024, or does the agency intend to implement on an earlier date?

Answer #2: OHA will postpone the implementation of HCV NSPIRE, however, we anticipate implementing prior to October 1, 2024.

Question #3: Under initial inspections, OHA is requiring that pass and fail notices be mailed for initial inspections. Typically, the pass status or fail items are provided at the time of inspection so that the property owner is able to quickly remedy the unit and be ready for reinspection. Is OHA requiring the vendor to also mail pass/fail notices for initial inspections?

Answer #3: Yes, OHA is requiring the vendor to mail a pass/fail notice.

Question #4: With regard to mailing notices, where OHA requires notices be mailed within 24 hours, is within one business day acceptable?

Answer #4: One business day is acceptable.

Question #5: In the section on insurance, OHA is requiring minimum insurance be maintained for the following items, which do not appear to be applicable to inspection services. Will OHA consider removing these insurance requirements?

- a. Builders Risk Insurance
- b. Crane Physical Damage Insurance
- c. Pollution Insurance
- d. Garage Liability Insurance

Answer #5: Yes, these can be removed as they are not applicable to this service.

Question #6: Will the agency allow remote video inspections?

Answer #6: No, not for the vendor.

Question #7: Are inspections previously conducted by internal staff or an external vendor?

Answer #7: Inspections are conducted by an external vendor.

Question #8: If inspections are conducted by an external vendor, who is the vendor and what is the fee structure?

Answer #8: Nan McKay is the vendor that has conducted the inspections. The fee structure paid is per inspection.

Question #9: What management software system is currently in service by the Authority?

Answer #9: Yardi

Question #10: Will the agency allow the vendor to use their own software and integrate into the agency's software?

Answer #10: No.



Oakland Housing
Authority

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Addendum #2

Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum MUST be included with your proposal.

Pre-Proposal Conference Attendees Sheet

RFP #: 23-025

RFP Title: HQS-NSPIRE Inspection Services

October 5, 2023

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