**North Little Rock Housing Authority**

**ADDENDUM NO. THREE (3)**

**October 1, 2018**

**RFP DOCUMENT**

**REPLACE** all references to “Percent” with “Dollars” under the U/M column in Section 3.2, Table No. 5 in the IFB Document. The referenced changes will also be made on the bid website.

**END OF ADDENDUM NO. THREE (3)**

**ATTACHMENTS**

Attachment No. 1 Questions and Answers

**QUESTIONS & ANSWERS**

**Attachment No. 1**

**Question**: How much was last year's spend with the successful bidders and what is the expected spend for 2019?

**Answer**: The contract period ending in 2017, the NLRHA spent over $50,000 in temporary staffing services. In 2018 under $25,000 was spent. The need for services periodically varies therefore NLRHA has not forecasted an amount for 2019.

**Question**: Will NLRHA provide a breakdown of the utilization per category Example: Spend for Administrative, Industrial/Maintenance and more?

**Answer**: No. A breakdown is not available.

**Question**: Will NLRHA accept Notice of Assignments?

**Answer**: The NLRHA contract will be with the awarded contractor. The contractor may submit their process or procedures in their proposal for review.

**Question**: Does an out-of-state company need to provide a business license for services with the bid or upon the intent to award?

**Answer:** Please see Section 5.4 if the IFB document.

**Question**: Will NLRHA allow a weekly electronic submission of time sheets to temporary worker's supervisor in lieu of paper time sheet and temporary worker's supervisor fill in the hours worked per day, signed (by supervisor and employee), dated and returned the next Monday electronically by or before 9:00 AM Central Time?

**Answer**: Yes. An electronic time sheet is acceptable in lieu of a paper timesheet. Time sheets will be submitted on a weekly basis. However, the awarded contractor(s) may have to work with NLRHA staff to determine a timeframe for submission.

**Question**: Does NLRHA expect any active contingent personnel to be transitioned to the new talent supplier?

**Answer**: No.

**Question**: What are NLRHA primary business drivers and current pain points?

**Answer**: The NLRHA’s primary business driver is to provide decent, safe, and sanitary housing as effectively and efficiently as possible. Non- compliance with the aforementioned is the pain point for the housing authority.

**Question**: If the selection of a company is not the prime bidder, can the company opt-out as a subcontractor?

**Answer**: Please refer to Section 2.3.5 of the “Instruction to Bidders and Contractors” (ITBC)