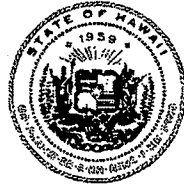


DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR


BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
17:CPO/083

April 18, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. HCVP-2017-08, Addendum No. 1
Tenant Income Recertification and Quality Control Service Review of
Recertification Files for the Section 8 Housing Choice Voucher
Program on the Island of Oahu

This Addendum No. 1 is to 1) amend the Invitation for Bids (IFB), 2) provide clarifications to the IFB, and 3) provide responses for written questions received up until April 14, 2017 as follows:

Part I – Amendments to the IFB:

1. Paragraph C. Single or Multiple Contracts to be Awarded on Page 20 under Section 2. Specifications of the IFB is hereby amended to read as follows:

“C. Single or Multiple Contracts to be Awarded

Single Multiple Single & Multiple”

2. Paragraph 2 on Page 33 under Section 2. Specifications of the IFB is hereby amended to read as follows:

“2. Maximum time frame to complete each quality control service request shall be as follows:

Quantity of Files in Service Request	Maximum Time Frame to Complete Request
Up to 10 Files	1 Business Day
Between 11 to 30 Files	3 Business Days
Between 31 to 50 Files	5 Business Days
Between 51 to 100 Files	10 Business Days
Between 101 to 150 Files	15 Business Days
Between 151 to 200 Files	20 Business Days

The HPHA reserves the right to request for services with deviation to the file completion time frame listed above. Specific due date and time will be provided at the time of request should deviations **be necessary**.

3. A new paragraph H. is hereby added to the certification and documentations list to be provided as part of the bid submittal on Page 43 under Section 3. Bid Offer Form and Instructions of the IFB as follows:

“G. Bidders should include the following additional materials in the bid submission to demonstrate necessary skills, abilities, knowledge, and experience in meeting the minimum qualifications:

1. Copy of Occupancy and Rent Calculation Certification or equivalent certification for personnel to be assigned to the resulting Contract if awarded.
 2. Resume of all personnel who are potential candidates assigned to the resulting Contract if award.”
4. Attachment 18 – Bid Submittal Checklist provided in the IFB is hereby deleted in its entirety and replaced with Attachment 18a – Bid Submittal Checklist.
 5. All other terms and conditions of the IFB shall remain the same.

Part II – Clarification to the IFB:

Clarify office equipment provided by the HPHA for services performed at the designated HPHA office location will include access to one (1) computer, one (1) printer, and one (1) desk phone.

Part III – Written Questions and Responses:

No written questions were received by the required due date and time.

April 18, 2017
IFB HCVP-2017-08, Addendum No. 1
Page 3

Please contact Ms. Tammie Wong, IFB Coordinator, at (808) 832-6090 should you have any questions. Thank you.



AN EQUAL OPPORTUNITY AGENCY

BID SUBMITTAL CHECKLIST**IFB HCVP-2017-08****TENANT INCOME RECERTIFICATION AND QUALITY CONTROL SERVICE REVIEW
OF RECERTIFICATION FILES FOR SECTION 8 HOUSING CHOICE VOUCHER
PROGRAM ON THE ISLAND OF OAHU**

The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all aspects of bid submission requirements. The HPHA shall not be responsible for other pertinent IFB information not listed below:

- 1. Wage Certificate
- 2. Bid Offer Form (original signature required)
- 3. Hawaii Compliance Certificate OR
 - a. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
 - b. Department of Consumer and Commerce Affairs Certificate of Good Standing; and
 - c. State and Federal Tax Clearance Certificate.
- 4. Corporate Resolution indicating authorized signer for bid and contractual documents
- 5. Certification and Representations of Offerors, Form HUD 5369-C
- 6. Copy of Occupancy and Rent Calculation Certification or equivalent certification for personnel to be assigned to the resulting Contract if awarded.
- 7. Resume of all personnel who are potential candidates assigned to the resulting Contract if awarded.
- 8. Submit bid offer in a sealed envelope identified with IFB No. HCVP-2017-08, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.