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IN REPLY PLEASE REFER TO:
17:CPO/096

April 25, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. HCVP-2017-08, Addendum No. 3
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. 2 is to amend the Specifications of the IFB as follows:

1. Subparagraph 1. Service Location and Schedule under Paragraph C. Management Requirements on Page 34 of the IFB is hereby amended to read as follows:

"1. Services shall be performed at the designated HPHA office location at 1002 North School Street, Honolulu, Hawaii 96817, unless otherwise agreed to by the HPHA prior to commencement of work. **Completion of all required tasks remotely is not acceptable to the HPHA. A combination of onsite staff and off-site staff may be acceptable with the approval of the HPHA prior to commencement of work. However, data entry into the Emphasys Elite System is not an allowable remote task and is required to be performed at designated HPHA office location(s).**

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. The Successful Bidder shall provide all office equipment necessary to perform the services should services be provided outside of the designated HPHA office location.

The HPHA shall submit a Service Request with case assignments to the Successful Bidder with one (1) week advance notice prior to commencement of work. Business hours for the HPHA office location(s) are from 7:45 a.m. to 4:30 p.m. HST, Monday through Friday, excluding State holidays. See Attachments 13.

The Successful Bidder shall manage staff time/schedule necessary to complete the specified services within the allowable timeframe for recertification and quality control services. The Successful Bidder's staff business hours may be revised with the prior written approval of the HPHA. Weekend work shall be conducted only as necessary and upon written approval of the HPHA. The HPHA is not responsible for and shall not pay overtime required to meet Section 8 timelines."

2. Subparagraph 3. Confidentiality of Information under Paragraph C. Management Requirements on Page 35 of the IFB is hereby amended to read as follows:

"3. Confidentiality of Information.

The Successful Bidder shall ensure the confidentiality of all information, documents, or materials viewed, discussed or provided to personnel concerning the Section 8 tenants/residents. The Successful Bidder's personnel shall not provide confidential information to the tenants and the general public without expressed written consent of the HPHA.

The Successful Bidder shall ensure secure transfer of all files and data if the HPHA approves tasks to be performed remotely or off-site."

3. A new subparagraph 7. is added to Paragraph C. Management Requirements on Page 36 of the IFB as follows:

"7. Tenant files and related recertification documents will be made available to the Successful Bidder at the designated HPHA office location in printed form. It is the responsibility of the Successful Bidder to retrieve the tenant files and related recertification documents from the designated HPHA office location and return the completed tenant files and related recertification documents to the designated HPHA office location should remote or off-site services are approved by the HPHA.

4. All other terms and conditions of the IFB shall remain the same.

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

