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Jeff Sklet
 Executive Director

ADDENDUM NO.1

PCHA-RFP-2025-02

Request for Proposals: Housing Quality Standards (HQS) Inspection Services for the Housing Choice Voucher Program

Date: April 24, 2025

The following changes, additions, and/or deletions are hereby made a part of the documents for the above noted RFP, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Proposals, remain unchanged.

PROPOSAL DUE DATE: MAY 8, 2025 by 2:00pm

#	Question	Answer
1	Does the county handle disputes between tenants and landlords for deficiency corrections or is the inspector responsible for that?	The Housing Authority does not get involved with tenant or landlord issues. The inspection results are provided to the landlord.
2	Does the county have a process to determine if the tenant or landlord are at fault for the failed items during the inspection?	The Housing Authority follows NSPIRE guidelines which has more detailed outline.
3	Is it acceptable for contractors to use their own form of back-up storage for documentation?	All inspections must be completed using Lindsey Housing Software as outlined in the RFP.
4	Is there any allowance for a no-show or no admittance to property?	This would be determined by the proposing company. Inspections are required in order for the tenant to occupy the unit.
5.	What is the estimate of annual inspections to be completed each year?	For the year of 2024 it appears there were 3081 inspections completed.
6.	How many annually by type: Initials/Annuals/Specials/QC/ Re-inspections	Initials: 584/ Annual: 1489 / Special: 1761/ Initial Re-inspections: 214/ Re-inspection: 761
7.	Has the Authority adopted biennial inspections?	PCHA returned to annual inspection due to issues with the biennial inspections.



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8.	Does the Authority currently have a contractor delivering inspection services?	No.
9.	Will the Authority allow a contractor to use its on system to feed data into the Authority's system of record? If so, will the Authority coordinate and advocate with its software vendor to allow access via API. The contractor will be responsible for developing the API and subject to the Authority's software vendor requirements.	Possibly. Currently Lindsey offers a mobile HQS Inspection software which works specifically on Apple products only. The mobile inspection system syncs to the desktop program. It would be best to keep the same software. Propose with detailed information regarding more specifics with this inquiry.
10.	Will Lindsey Software be downloaded on the tablets the inspectors use?	Yes. The contractor will need to download the Mobile Inspection module on their ipads.
11.	Does the inspector have to hold the license of code inspector?	No.