



## ADDENDUM NUMBER 1

~~April, 28, 2025~~  
Request for Quotation (RFQ)  
~~QC Tenant File Audits~~  
Proposal Due Date: ~~May 9, 2025 at 1:00 P.M. CST~~  
Chicago Housing Authority  
Department of Procurement and Contracts  
60 East Van Buren, 8<sup>th</sup> Floor  
Chicago, IL 60605

Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum are to be fully incorporated into Respondent's Response therein.

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent's Signature Date

### Item Number 1: QUOTATION DUE DATE CHANGE

Current Reads: Quotations may be received prior to, but not later than, Friday, April 18, 2025, at 1:00 P.M., CST.

Changed To: Proposals may be received prior to, but not later than, **Friday, May 9, 2025**, at 1:00 P.M., CST. ~~at 1:00 P.M., CST.~~

### Item Number 2: QUESTION AND ANSWERS

1. Section 1.2 indicates there are approximately 2,900 files and the expectation is to audit approximately 725 per quarter. Based on available capacity and resources, would it be an acceptable approach to audit significantly more files in a given quarter and less in a quarter when less resources are available (given capacity and time constraints of the Authority)?

**Answer:** The vendor is required to establish touchpoints with each site on a quarterly basis, with the expectation of completing a 12% file audit by the end of the fourth



quarter. This allows some flexibility, enabling the vendor to conduct fewer file audits in one quarter and make up the difference in subsequent quarters.

2. Please clarify which program the tenant files relate to. Are they for public housing, housing choice vouchers, or a combination?

**Answer:** PH and RAD

3. In section 2.1, the final bullet under Pricing Shall Include contains the following language: "Vendor shall provide an all-in unit cost to perform a quarterly onsite verification that the audit selection represents the required 3% target." Please clarify what is meant by the "3% target" and if this is to mean the vendor shall be onsite at least quarterly.

**Answer:** The vendor is expected to be either on-site, or at an agreed upon location, quarterly to complete the audits. Respondents shall be prepared to complete 3% audits per each quarter.

4. Section 2.1 indicates to provide a separate cost breakdown for any tenant file discrepancies and resolution. The provided excel form does not include a section for this fee. Should this be added to the provided excel form on noted in a different section of the response?

**Answer:** - Revised fee form attached in Excel Format

5. Section 3.1 indicates to provide an hourly rate for additional services. The provided excel form does not include a section for this rate. Should this be added to the provided excel form on noted in a different section of the response?

**Answer:** Revised fee form attached in Excel Format

6. Section 3.1 indicates the following mandatory forms are required: Contract Compliance Certification, Diversity Goals Utilization Plan, Letter of Intent M/W/DBE and/or Section 3 Business Concern. These forms do not appear to be included with the RFQ, so please clarify if these are available and need to be submitted or are part of the subsequent mandatory forms that are indicated will be provided to the successful respondent.

**Answer:** Please download these forms from <https://www.thecha.org/contracting-opportunities/forms-and-documents>

7. What system or systems are the tenant files currently handled with?

**Answer:** The majority of the files are available in physical format. However, in cases where files are already in PDF format, they can be provided as such..



**8. Are any documents necessary stored solely outside of this system?**

**Answer:** All documents are in hard copy format.

**9. Have you made any software changes regarding tenant file processing in the last year?**

**Answer:** No

**10. What is the preferred ratio of on-site versus off-site testing?**

**Answer:** All audits will be performed on a designated CHA location(s).

**11. How will access be handled for off-site testing?**

**Answer:** Access will be granted for onsite testing as the site requires, such as issuing visitor badges. Access schedules will be coordinated between PAM and the selected respondent.

**12. What is the preferred method of communication of the testing results?**

**Answer:** Email the comprehensive audit finding report to designated CHA contacts.

**13. Are there any milestones within each quarter that will be required?**

**Answer:** Refer to question 1.

**14. Can you please clarify what exactly is being requested under Exhibit A "Approach & Work Plan" "Include description of the debit card program benefits"?**

**Answer:** This item has been removed from the Exhibit.

\*\*\*\* END OF ADDENDUM NO. 1\*\*\*\* |

Chicago Housing Authority

*Tamiko Casteel*

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Tamiko Casteel  
Procurement Manager