



**ADDENDUM #2**  
**Housing and Human Services**  
**Housing Quality Standards (HQS)/NSPIRE Inspection Services**  
**RFP # 7432-23**

March 7, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7432-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: Does BCHA currently use a contractor to conduct the services requested in this RFP?
  - a. If so, who is the contractor?
  - b. What is the current cost for these services?

**ANSWER: This information is not relevant, please explain how this information would help you to provide a bid?**

2. Question: How many inspections/day do current inspectors complete?

**ANSWER: The schedule is set up by the contractor as the inspectors are employees of the contractor not BCHA. BCHA's administrative plan states that inspections will occur during business days, Mondays through Fridays between the hours 8:00 a.m. and 5:00 p.m. There is no set schedule by BCHA as to how many inspections should be done in a day versus a week as long as the inspections are scheduled so that they are happening in alignment with HUD's required due dates for the type of inspection that is being conducted (annual, special, quality control, reinspection, initial). On average we are conducting 60-175 inspections a month.**

3. Question: Does BCHA currently use software to document inspections in the field?
  - a. If so, what software is being used?
  - b. Can/will BCHA provide access to said inspection software, is there a license fee to vendor?
  - c. If not, what is management system of record?

**ANSWER: a. Yes we use HMS by HAB/MRI and will be transitioning to MRI's full suite of software in the next 1-2 years. b. Yes, remote access to the system would be provided and there is no licensing fee that the vendor/contractor is responsible for paying. C. N/A**

4. Question: Please provide a copy of the BCHA's software uploading procedure as referenced in, "All Inspections Item F. Photo Imaging".

**ANSWER: This information would be provided to the awarded vendor from our software vendor upon contract award. Inspectors have the ability to upload photos directly from their tablet/phone that is connected to the mobile version of our HMS software.**

5. Question: NSPIRE is not yet finalized. In fact the portion of NSPIRE relevant to the HCV program has not yet been published, how can any vendor be "certified"?

**ANSWER: The RFP stated that inspectors would need to be certified to conduct NSPIRE inspections no later than October 1, 2023 based on HUD's plan to have NSPIRE go into effect October 1, 2023 for the voucher program. If HUD modifies that date our expectation for certification to be completed would be modified accordingly.**

6. Question: Please provide a copy of the portion BCHA Section Eight Administrative Plan related to HQS inspections.

**ANSWER: It can be found <https://assets.bouldercounty.gov/wp-content/uploads/2023/01/bcha-hcv-administrative-plan-2023.pdf> under chapter 8 which begins on page 266.**

7. Question: How long has BCHA been providing minor repairs and replacement for smoke detectors, etc. to private market rentals?

**ANSWER: BCHA has not been providing minor repairs and replacements for smoke detectors to private market rentals.**

8. Question: For BCHA units, how often will vendor be allowed to replenish supplies for minor repairs?

**ANSWER: That is an optional service not a required service. The vendor should respond in their proposal whether or not they want to provide any of the listed optional services and for what time frame or in what capacity. If a vendor's proposal states that they are wanting to offer that optional service with no time frame specified, then it would be assumed that service would be provided for the entire length of the contract.**

9. Question: Clarification requested for Section "K. Additional Optional Services: On-site Maintenance, On-site Maintenance in Private Market Rentals, and On-site Maintenance in BCHA owned units." Should proposal include on-call maintenance team?

**ANSWER: No, the optional services would be to provide minor repairs in the moment to avoid having to fail a unit for a 24 hour fail like replacing a battery missing in a smoke detector if the detector is not one of the battery sealed types yet.**

10. Question: In the Scope of Work, it states: BCHA is seeking proposals from highly qualified and insured contractors, to provide inspections to meet federal Housing Quality Standards (HQS) for the Housing Choice Voucher Program, and third-party inspection services for minor rehabilitation construction work on BCHA-owned properties for HUD and other compliance inspections.

Will the inspection services for minor rehabilitative construction work on BCHA-owned properties be to the HQS/NSPIRE protocol, or are these a different type of inspection? Can you please provide more information on what will be required from the Contractor for these inspections?

**ANSWER: Please refer back to the RFP where optional services for repair work are defined on page 10 and 11. The minor repair work would be an option to avoid having to fail a unit and conduct a reinspection if it was for items like missing outlet covers or missing batteries, etc.**

11. Question: In the Scope of Work and a few other places in the RFP, it states: All dwelling units must be inspected in accordance with ... Applicable local city and county "Housing Code". The local jurisdictions have many requirements above the HQS/NSPIRE inspection protocols. In the current contract, an amendment was done to remove this item. Please advise if this will be a requirement of the new contract.

**ANSWER: Inspections would need to be performed in accordance with HUD's requirements and BCHA's administrative plan, any applicable local/city Housing Code adopted by BCHA would be detailed in the administrative plan, at this time the 2023 version of the administrative plan does not have any additional local housing codes adopted as part of the inspection requirements.**

12. Question: The current contract required Cyber Liability insurance coverage in the amount of \$500,000. Is Cyber Liability insurance not required for this contract?

**ANSWER: The insurance requirements are correct in the RFP.**

13. Question: Pricing – there is no place in the RFP to provide pricing information for the following:

- HQS/NSPIRE Initial Inspections
- HQS/NSPIRE Annual Inspections
- HQS/NSPIRE Special Inspections
- HQS/NSPIRE Reinspections
- No Show/No Adult/Refused/Moved
- Processing of Certification of Repairs

**ANSWER: Please use the attached bid pricing worksheet and modify as needed to fit your proposal.**

14. Question: Page 9 – All Inspections – Item 2 states: The Contractor shall enter the data into BCHA's software system no more than two business days from the time the inspection was conducted. Page 10 – F states: Pictures must be uploaded into BCHA's software system of record in accordance with the software's uploading procedures.

What is the BCHA's software system of record? Who provides access to the software system? Does any software application need to be loaded on contractor provided tablets / computers in order to be compatible with the BCHA software system?

**ANSWER: We use HMS by HAB/MRI and will be transitioning to MRI's full suite of software in the next 1-2 years. Yes it would need to be loaded on contractor provided materials, remote access to the system would be provided and there is no licensing fee that the vendor/contractor is responsible for paying.**

15. Question: Special Inspections – Item 2 states: Complete the first attempt to complete each Special Inspection within 24 hours if the condition reported is considered a life-threatening condition as identified by HUD and/or BCHA's administrative plan.

Will the BCHA's administrative plan be made available for review prior to proposal submission?

**ANSWER: Yes it is online currently and can be found at:**

**<https://assets.bouldercounty.gov/wp-content/uploads/2023/01/bcha-hcv-administrative-plan-2023.pdf> the section on HQS is in chapter 8 which begins on page 266.**

**Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 14, 2023**.

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7432-23** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

March 7, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7432-23, Housing Quality Standards (HQS)/NSPIRE Inspection Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that, **BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

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