

# MHA



Housing Authority of the City of Meriden  
22 Church Street  
P.O. Box 911  
Meriden, CT 06451

Phone (203) 235-0157  
Fax (203) 634-1971

*Robert Cappelletti*  
*Executive Director*



*Cornelius J. Ivers*  
**Chairman**  
*Scott T. Griffith*  
**Vice Chairman**  
*Carlos Ruiz*  
**Treasurer**  
*Nancy Rosado*  
**Resident Commissioner**  
*Lawrence Kendzior*  
**Commissioner**

February 7, 2023

## **Addendum No. 1**

Request for Proposals – (RFP) 2022-01-S8 (Re-bid)  
Housing Choice /Voucher (HCV) Management, Oversight and Supportive Services

Questions and answers are listed below.

Q. Is there a current vendor? And if so, who is it?  
A. **No.**

Q. If there is a current vendor, how many staff members does it take to run the program?  
A. **Not applicable.**

Q. What is the anticipated volume of income calls on a daily basis?  
A. **Unknown.**

Q. Does the Scope of Work include HAP/UAP payment processing and if so, does MHA utilize direct deposit for payments to landlords and tenants?  
A. **Yes the scope of work includes HAP/UAP payment process and yes MHA does utilize direct deposit for payments to landlords and tenants.**

Q. Can you confirm that the scope of work includes the management, scheduling and reporting of inspection activities, but the performance of the inspections in the unit is optional?  
A. **Correct.**

Q. We acknowledge the RFP states that MHA will retain the use of HAB Software system to start, would MHA consider a proposal that responds with a plan that includes not using HAB software but rather uses the contractor's software?  
A. **Yes, MHA will consider plans that include the contractor's software**

- Q. The RFP states that the contractor will be required to manage existing MHA staff. What is the staffing level in relation to the need for each role? What is the budgeted expense of that staffing level?
- A. **Currently there are 4 staff for the HCV program not including two additional staff for the FSS program. The staff are comprised of three (3) eligibility staff and one director. MHA would consider maintaining one FTE to manage portability and Hap run processing**
- Q. Would MHA consider proposals that contemplate the contractor fully staffing the HCV operation independent of the MHA and would prioritize hiring existing MHA staff.
- A. **Yes, MHA would consider proposals where the contractor fully staffs the program.**
- Q. Does the MHA HCV program have any audit findings or alternatively is it operating under a HUD corrective action plan. If yes, would you MHA be willing to share this information?
- A. **No, MHA was a high performer prior to the COVID exemption.**
- Q. Has MHA recently been under a HUD VMS review or HUD Rent Reasonableness review and if so, can you share the follow-up action required from that?
- A. **No MHA has not recently been under a HUD VMS or Rent reasonableness review.**
- Q. What is the latest SEMAP score for MHA and what likely will be the next score?
- A. **MHA was a high performer at last rating and have utilized the COVID wavers since that wave.**
- Q. Would you provide information on the number of late reexams, the number of past due inspections and the budget and program utilization level,
- A. **Late inspections = 27; late inspections = 32; and 98.6% utilization.**
- Q. What is the authorized ACC unit program size (ACC unit program size is 871) and what does the budget utilization support for program size? (Budget supports 100% utilization) Also, what is the reserves percentage amount to the budget authority that MHA is tracking at?
- A. **(The program has 0 reserves at this time).**
- Q. Has MHA been conducting quality control file reviews and HQS inspection reviews and if so, which position on staff is doing that and what is the sample size?
- A. **This task is completed by a consultant annually and has always met or exceeded the requirements.**
- B.
- Q. We acknowledge the RFP states that MHA is making available office space available to the vendor, would MHA consider an RFP response where the contractor is doing most of the work off site in their own office, in a turn-key manner?
- A. **Yes, the contractor doing most of the work off site is acceptable, we just wanted to offer options for the contractor.**
- Q. Would MHA consider proposals where the contractor is directly processing month-end requisitions and processing all HAP and UAP payments, instead of the finance department?

- A. No MHA wishes to retain this function but will entertain and evaluate other proposals.**
- Q. The RFP references overseeing HPS for inspections and rent reasonableness and performing quality control inspections, please elaborate and explain who HPS and what existing arrangement is in place.
- A. This is a typo it should say HQS not HPS and currently MHA is utilizing a 3<sup>rd</sup> party inspector for HQS inspections and 3<sup>rd</sup> party consultant and software that establishes rent reasonableness.**
- Q. Do you anticipate needing to open the HCV waiting list in the next 3 years?
- A. Yes.**
- Q. Can you identify all of the specialized HCV programs MHA has (i.e. PBV, FUP, VASH, Mainstream, FSS and Homeownership and tenant protection) and the size of each and how many openings in each?
- A. PBV 855, FUP 4, VASH 10, 9 are PBV, Mainstream 40, FSS 110 and Homeownership 15 and tenant protection 132.**