RFP PR1116-108-16 is hereby amended per the below:

1. Proposal due date extended from Friday, January 13, 2017 at 3:00pm EST to Friday, January 20, 2017 at 3:00pm EST.
2. Question and answer date has been extended to Friday, January 13, 2017 at 5:00pm.
3. Question and answers received before amendment A001 are attached.

All Other RFP Terms and Conditions Remain Unchanged
PR116-108-16 Temporary Employee Staffing Services
Amendment A001 Questions and Answers

Q1. In reference to Section V, Billing Specifications, A. The Offeror shall provide monthly invoices in electronic format; PDF and/or Excel. Will you (NRHA) only accept invoices on a monthly basis? Can we, (the Offeror), also opt to provide them, (invoices) weekly or bi-weekly.

A1. Offerors may elect to provide invoices on a bi-weekly basis. NRHA payment terms as specified in the RFP will still apply.

Q2. The General Information form states the question deadline is January 6th and page 2 states the deadline is December 30th. Please confirm the correct date.

A1. The correct date for the last day of questions was January 6, 2017. However, that date has been extended; please see the first page of the amendment.

Q3. TAB 3 Past Performance section on page 16, states that past performance write-ups must not be more than five (5) years old; page 14, Section VI.F.3 states that all past performances shall not be more than three (3) years old. Which is correct?

A3. TAB 3 Past Performance section on page 16 is correct. Past performance write-ups must not be more than five (5) years old.

Q4. Please provide specific title(s) for the non-clerical position.

A4. Front Desk Receptionist; (Includes by not limited to Switchboard Operator)

Q5. In regards to the RFP page 18, XI Section H- Special Contract Requirements - Section 3 Clause, please explain what is required of the Temporary Labor Staffing Service to be in compliance with the Section 3 Clause and what proof must be provided to show compliance.

A5. In order to comply with Section 3 requirements, Temporary Service Contractors are required to satisfy, “to the greatest extent feasible”, outreach to recruit and employ qualified persons who fall within the guidelines of Section 3.

Contractors may show compliance by:

- Contacting resident organizations (NRHA’s Linda Davenport) and;
- Distributing flyers
- Posting signs
- Placing ads in local newspapers