AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT OR TASK ORDER

1. Amendment Modification No. 2. Effective Date 3. REQUISITION/PURCHASE REQ. NO.
A003 12/24/2017 PR1116-108-16

4. ISSUED BY
Norfolk Redevelopment and Housing Authority
Purchasing Services Office
201 Granby Street, 7th Floor
Norfolk, VA 23510

5. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

7A. AMENDMENT OF SOLICITATION/CONTRACT NO.

7B. DATED (SEE ITEM 8)
12/20/2016

8. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
☐ The above numbered solicitation is amended as set forth in Item 11. The hour and date specified for receipt of Offers ☐ is extended, ☑ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 6 and 12, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

9. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 10.

CHECK ONE
☐ A. THIS CHANGE ORDER IS ISSUED PERSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 11 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 7A.

☐ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 11, PURSUANT TO THE AUTHORITY OF VPPA § 2.2-4308.

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☑ is not, ☐ is required to sign this document and return copies to the issuing office.

10. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by section headings, including solicitation/contract subject matter where feasible.)

RFP PR1116-108-16 - Attached are answers to questions submitted before the January 13, 2017 question and answer deadline.

See instructions in box #8 to acknowledge this and previously posted Amendments A001 and A002

All other solicitation terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 7A, as heretofore changed, remains unchanged and in full force and effect.

11A. NAME AND TITLE OF CONTRACTOR (Type or print)
11B. CONTRACTOR/OFFEROR
Kathleen Mosley, CPPO, VCO, Director of Admin Services

12C. DATE SIGNED

11C. DATE SIGNED

Distribution: Purchasing File - Contractor - Finance - Initiator

12A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

12B. NRHA CONTRACTING OFFICER

12C. DATE SIGNED

(Signature of person authorized to sign)

NRHA FRM 25-011

(Signature of person authorized to sign)
PR1116-108-16 Temporary Employee Staffing Services
Amendment A003 – Questions and Answers

Q1. Who is the incumbent(s) and how long were they in service of the contract?
   A1. Please see the solicitation Section III Background. Contracts run for 5 years.

Q2. When does NRHA plan to make the award?
   A2. NRHA intends to award within 30 days after the proposal due date.

Q3. How many contract awards will be made?
   Q4. NRHA anticipates a multiple award. The number of contract awards depends on the number winning proposals.

Q4. What is NRHA's historical usage and yearly spend of this contract during the past three (3) years?
   A4. Please see Section III Background and multiply by 3 years.

Q5. Are Proposers required to bid on all positions (an all or nothing bid)?
   A5. Proposers may submit a proposal for the services that they can provide.

Q6. What specific drug screenings are required?
   A6. The standard 5-panel drug screen;
      - Marijuana
      - Cocaine
      - Opiates
      - Amphetamines
      - Phencyclidine

Q7. Will Proposers be allowed to pass through the costs for background checks and drug screens, (at no additional markup), to NRHA?
   A7. Criminal Background and Drug Screens are required for all staffers referred to NRHA for temporary employment. The cost for background checks and drug screens shall be included in the cost for doing business.

Q8. Would Proposers be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to NRHA?
   A8. Proposers may be disqualified or adversely impacted during the evaluation process if exceptions are submitted.

Q9. What are the NRHA's current hourly rates charged for each of the positions listed in the RFP?
   A9. That information is not available as they are considered unit prices and the contracts are still active.

Q10. If government-mandated costs or expenses are enacted during the contract term, will Proposers be allowed to request rate increases to cover these higher rates?
A10. Proposers will be allowed, through written request, to request rate increases to cover higher rates. However, official documentation will be required from the proposer to prove government-mandated increases. The NRHA Contracting Officer will have final say regarding the approval of any rate increases. Rate increases will be subject to negotiation.

Q11. With respect to Affordable Care Act (ACA) costs, would NRHA prefer these charges as a separate line item on the invoices, or instead incorporated directly into each Proposer’s hourly rates? Please clarify.

A11. ACA costs shall be incorporated into each proposer’s hourly rate.

Q12. Are there any surety/bid/performance bonds required for this contract?

A12. No.

Q13. Could NRHA provide a list detailing the laws, regulations, statues and ordinances that regulate the performance of the resultant contract (i.e., Living Wage Ordinance, Prevailing Wage, SCA, ACA, etc.)?

A13. The impending contracts do not fall under SCA. Knowledge of ACA laws and regulations are the responsibility of the proposer. HUD maintenance wage rates are attached to the solicitation.