Responses to Questions
RFP HCVP Consulting Services

1) What is JHA's current business system/which system of record software is currently in use?
   Emphasys Elite

2) Does JHA use electronic or paper files?
   Paper

3) Will the vendor only work on backlog files, or will they be responsible for current work?
   Both for the first 3 to 6 months

4) Can the services be completed remotely? If not, what are the onsite requirements?
   Not all services can be completed remotely. The contractor will be responsible for ensuring all SEMAP and other reporting requirements are met.

5) What is the proposed reporting structure (e.g. vendor will report to director or executive director)?
   Lead person/vendor will report to the Executive Director

6) What is the contract period and projected service timeframe?
   The initial contract for technical assistance and training will be for six months and renew for an additional 6 months for technical assistance only.

7) What is the current status of the program (e.g. # of backlogged annual recerts, interims, inspections, rent increases, etc.)?
   There are currently less than 100 backlogged annual recertifications and interims.

8) Does JHA have any written processes outside of the administrative plan?
   No

9) Where is JHA's solicitation currently advertised? Where will addenda be posted?
   The solicitation is currently advertised on the Public Housing Authorities Directors Association (PHADA) website, the National Association of Housing and Redevelopment Officials (NAHRO) website, and the Jackson Housing Authority (JHA) website. Addenda will be posted to the JHA website.

10) Do you have a mandatory FSS program?
    No

11) What is the budgeted number of HCV staff positions?
    Four, including the Director. All HQS inspections and rent reasonableness are contracted out to a third party company.

12) Can you send along a current organizational chart?
    Yes, the current organizational chart will be uploaded to the website on 1/29/2019.

13) Do you wish to have consulting staff on site full-time?
    No. However, some of the services can only be completed onsite.

14) Are you open to having any of the tasks completed remotely, such as processing backlogs of certifications and PIC errors, etc.?
    Yes.