



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | 713.260.0600 | David A. Northern, Sr., **President & CEO**
Houston Housing Authority Board of Commissioners: LaRence Snowden, *Chair* | Kristy M. Kirkendoll, *Vice Chair*
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The Houston Housing Authority ("HHA") has issued this Amendment No. 1 to RFP 22-22 Human Resources ("HR") Analytics Consultant for the purposes of:

1. Incorporating the attached Draft Contract into the solicitation as Exhibit C for informational purposes is not required to be submitted with the sealed proposals.
2. Answering the following question that was submitted to "HHA" by the published due date:

Question 1: Administer and interview new employees (i.e., new hires) at 30-day and 90-day intervals and provide quantitative and qualitative data identifying trends so that "HHA" management can make appropriate business decisions. Can you define administration in this instance?

Answer 1: At a minimum, administration includes but is not limited to the creation of the surveys, interviewing the new and/or exiting employees, provide quantitative and qualitative data identifying trends so that HHA management can make appropriate business decisions.

Question 2: Is HHA requesting a third party to receive daily feeds of hires/terminations from identifying recipients, or will HHA manage the distribution of the 30 and 90-day survey leveraging the communications drafted and survey platform by the 3rd party vendor?

Answer 2: The vendor will perform this task.

Question 3: Administer exit interviews for all employees exiting "HHA" and provide a comprehensive statical report on findings. Can you define administration in this instance?

Answer 3: See answer number 1.

Question 4: Is HHA requesting a third party to receive daily feeds of hires/terminations from identifying recipients, or will HHA manage the distribution of the exit survey leveraging the communications drafted and the survey platform by the 3rd party vendor?

Answer 4: See answer number 1.

Question 5: What is the current budget allocated for this contract?

Answer 5: This information is not released during an open solicitation.

Question 6: What was HHA's reason for publishing a separate RFP for HR Analytics Consultant from RFP 22-21 for HR Consultant services?

Answer 6: This was done in the best interest of HHA.

Question 7: What are the biggest differences between the two in the SOW?

Answer 7: The SOWs were done to protect the best interest of HHA.

Question 8: What have been HHA's biggest pain points regarding the incumbent and handling these services in the past years?

Answer 8: See answer to number 5.

Question 9: How much has HHA spent on HR Analytics Consulting services in 2018, 2019, 2020, and 2021?

Answer 9: See answer to number 5.

Question 10: Whom is the incumbent providing HR Analytics Consulting to HHA?

Answer 10: See answer to number 5.

Question 11: When was the last agreement signed between the incumbent and HHA for these services?

Answer 11: See answer to number 5.

Question 12: Can we get a copy of the current HR Analytics Consulting services contract between the incumbent and HHA?

Answer 12: See answer to number 5.

All other terms and conditions in the solicitation shall remain the same.

Date

**Austin Y. Crotts, MA
Interim Procurement Manager,
Houston Housing Authority**



A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or 504ADA@housingforhouston.com