



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*
Dr. Max Miller, Jr. | Stephanie Ballard | Andrea Hillard Cooksey | Kris Thomas | Guillermo "Will" Hernandez

The Houston Housing Authority ("HHA"), has issued this Amendment No. 1 to RFB 23-15 Temporary Staffing Service for the purpose of:

1. Answering the following Questions submitted to HHA in writing by the specified due date.

Question 1: Can assistance be provided for the Section 3 Compliance Report? If so, who can I contact.

Answer 1: The form provided in the solicitation is an example. A section 3 coordinator will be assigned to the winning contractors and can assist with the completion of the form.

Question 2: In reference to Option 5, my current workers pool includes 80 of my temporary staff are Section 3 workers and 1 of my 4 fulltime employees qualify as a Section Worker. With that being said, is there any forms that needs to be attached?

Answer 2: No, you just need to select your option for your proposal submission.

Question 3: Do we have to bid on all positions?

Answer 3: Please include all positions offered by your staffing agency.

Question 4: Do we have to subcontract or can we self-perform?

Answer 4: No, you do not have to subcontract you can self-perform.

Question 5: Who is the current vendor(s)?

Answer 5: The current vendors are ExecuTeam, Cogent, and RADgov, Inc.

Question 6: What are the current rates/markup's?

Answer 6: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 7: Do we have to bid on all of the titles?

Answer 7: Only positions that are on the list that your agency is able to fill.

Question 8: What bilingual languages are you looking for?

Answer 8: All positions require that the staffing employee be fluent in English (any 2nd language proficiency is a plus)

Question 9: Do we have to submit temp resumes, as they will most likely not be available.

Answer 9: Yes, but not during the solicitation process, we will require resumes in order to be able to review skillset, experience and education level.

Question 10: Can the MBE be registered in another state other than Texas?

Answer 10: Yes.

Question 11: Can we pass background and drug testing fees back to Houston Housing Authority?

Answer 11: No, they may not be passed back to HHA.

Question 12: Does our company have to be a Section 3 employer in order to bid on this proposal.

Answer 12: No, they do not.

Question 13: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Answer 13: No, this is not a new initiative, the current vendors are ExecuTeam, Cogent, and RADgov, Inc.

Question 14: Can you please let us know the previous spending of this contract?

Answer 14: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 15: Please confirm if we can get the proposals or pricing of the incumbent(s).

Answer 15: After the opening of all bids, the bid tabulations will be posted on HHA website under Doing Business.

Question 16: Are there any pain points or issues with the current vendor(s)?

Answer 16: Providing high quality candidates with the requirements per the job descriptions.

Question 17: Please confirm the anticipated number of awards.

Answer 17: We would like to enter into agreements with a minimum of 5 vendors, and possibly up to 8 vendors.

Question 18: Is there any preference given to the local vendors ?

Answer 18: All respondents will be evaluated per the Exhibit B: Evaluation Criteria Sheet.

Question 19: Do we still need subcontractors if we are already MBE & SBE ?

Answer 19: You are not required to subcontract on this award.

Question 20: Do you want specifically in Houston & Texas?

Answer 20: The staffing agencies can be located anywhere in the U.S., but the positions will be filled in Houston and surrounding areas only.

Question 21: Is a bid re-compete of an ongoing contract? If yes, then please share the details of the incumbent ?

Answer 21: The current vendors are ExecuTeam, Cogent, and RADgov, Inc.

Question 22: How many vendors does the agency intend to award ?

Answer 22: We would like to enter into agreements with a minimum of 5 vendors, and possibly up to 8 vendors.

Question 23: What is the annual monetary spent value of the current contract since its inception ?

Answer 23: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 24: What will be the budget of this contract ?

Answer 24: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 25: Do you need actual resume or sample resume ?

Answer 25: Actual resumes.

Question 26: Can we provide references of state or federal ?

Answer 26: Please provide business references related to this solicitation.

Question 27: Is this a re-compete RFP? If yes,

Question 27a: Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

Answer 27a: See Answer 21.

Question 27b: Could you please share current Supplier's pricing and Proposals?

Answer 27b: We do not release that information during open solicitations; however, you can submit a TPIA request for that information. TXPublicInfoAct@housingforhouston.com

Question 27c: How many awards were made in the Past?

Answer 27c: Three (ExecuTeam, Cogent, and RADgov)

Question 27d: When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?

Answer 27d: The date of the current contract 09/18/2021. We do not release monetary information during open solicitations; however you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 27e: How many resources are currently engaged in the current contract?

Answer 27e: This question is unclear and can not be answered as stated.

Question 27f: Can you please share the number of positions served in previous years under this contract?

Answer 27f: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 27g: Can you please share the amount of business each vendor did under this contract in previous years?

Answer 27g: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 27h: Is there any issue that the agency is currently facing with the incumbents?

Answer 27h: Not being able to provide qualified candidates

Question 27i: Are incumbents allowed to bid on this RFP? Please confirm.

Answer 27i: Yes. All respondents will be evaluated per the Exhibit B: Evaluation Criteria Sheet.

Question 27j: Please share the historical spending for the year 2021 and 2022?

Answer 27j: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 27k: How many positions were used in year 2021 and 2022?

Answer 27k: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 28: Can you also provide prices or the awarded proposals of ongoing contract ?

Answer 28: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 29: What will be the estimated annual budget for this project?

Answer 29: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 30: Is this a single award or multiple award contract?

Answer 30: This is a multiple award contract.

Question 31: If it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

Answer 31: We would like to enter into agreements with a minimum of 5 vendors, and possibly up to 8 vendors.

Question 32: How will job requests be shared among multiple awarded vendors?

Answer 32: The staffing work orders will be sent to all vendors at the same time via email, and we will review resumes as they come in. The first qualified candidate to be interviewed will be placed.

Question 33: Will all job requests be shared among all awarded vendors simultaneously?

Answer 33: Yes.

Question 34: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

Answer 34: No, HHA staffing need requests will go to all vendors at the same time.

Question 35: Can you share details from where we can get old RFP details?

Answer 35: We do not release that information during an open solicitation. However, you can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 36: Can you please tell us where we can see the records for the old contract?

Answer 36: You can submit a TPIA request. TXPublicInfoAct@housingforhouston.com

Question 37: Can you please share the email id/details where we can raise the public record request for old RFP?

Answer 37: TXPublicInfoAct@housingforhouston.com

Question 38: Would you be accepting references from large commercial entities?

Answer 38: Yes.

Question 39: How many positions are required under this contract?

Answer 39: This will depend on the needs of HHA at any given time.

Question 40: How many positions are currently open?

Answer 40: Eight (8) positions are currently open.

Question 41: How many positions are currently used in a single day? Please give rough estimate.

Answer 41: We currently have approximately four temps on active assignments, and two active open requisitions.

Question 42: Out of mentioned staffing positions, what are the most filled positions? Please share.

Answer 42: Will vary based on need.

Question 43: In order to be responsive, is it mandatory to bid on all the staffing positions? Please confirm.

Answer 43: No.

Question 44: Can you please provide Job descriptions and qualification for all the positions?

Answer 44: We will provide the job description when we open the staffing requisition and send to all vendors.

Question 45: What would be the estimated hours for given positions?

Answer 45: 40 hours/week, and the duration of the assignment have been anywhere from 2-6 months, with most temporary staff being hired permanently.

Question 46: Please confirm minimum guaranteed hours per week for these positions.

Answer 46: 40 hours/week.

Question 47: What is weekend and holiday shift work rate policy of County such as 1.5-time standard hourly rate? Please confirm.

Answer 47: We do not offer weekend and holiday work rate; only regular OT pay.

Question 48: Can you please share shift timings and location of services?

Answer 48: Typically, staffing employees work Monday through Friday from 8am-5pm, but most positions do require schedule flexibility to be able to work some evenings and occasional weekends. The work location for open positions is typically 2640 Fountain View Drive, Houston, Texas 77057.

Question 49: What is average response time to provide resume of qualified resources?

Answer 49: We will respond within 24-48 hours.

Question 50: Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

Answer 50: No, but the actual Insurance Certificate and related documents will be required when awarded.

Question 51: Will the agency be giving any preference to local vendors? Please confirm.

Answer 51: All respondents to this solicitation will be evaluated per Exhibit B: Evaluation Criteria Sheet.

Question 52: In order to be responsive, is it mandatory to have physical office in the State of Texas? Please confirm.

Answer 52: No.

Question 53: Do we need to provide hourly bill rate or markup percentage?

Answer 53: Please provide the markup percentage.

Question 54: We are a Virginia-based large business MBE firm certified by NMSDC, are we qualified for 15% goal, or do we have to subcontract with MBE and WBE to fulfil the goal? Please confirm.

Answer 54: No that does not meet the sub-contracting goal.

Question 55: Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm.

Answer 55: Bidders will be responsible for filling staffing needs and managing payroll and any other customary employee administration.

Question 56: In order to be responsive, is it mandatory to be Section 3 Business Concern? Please confirm.

Answer 56: No, it is not.

Question 57: It is mentioned in the RFP that “to demonstrate that at least 20% of the total number of labor hours worked by all workers (employed by an employer) were worked by Section 3 Workers that are defined as Low Income

Question 57A: Do we have to demonstrate 20% of the total number of labor hours worked by all workers, in our experience or if awarded then we will hire 20% of our workers that are defined as Low Income Individuals or Youth Build? Please clarify.

Answer 57A: Section 3 participation is a preference.

Questions 57B : Do we have to demonstrating at least 5% of the total number of labor hours worked by all workers were worked by Targeted Section 3 Workers in our experience or after the awarded? Please clarify.

Answer 57B: This is a preference.

Question 58: Please disclose the incumbent vendor name(s) if applicable and, if possible, please share their proposal(s).

Answer 58: See Answer 5, You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 59: If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason?

Answer 59: Yes, incumbents are eligible to respond and considered along with all responses.

Question 60:What service challenges are you experiencing with the current contract arrangement?

Answer 60: Not receiving qualified candidates to fill current openings.

Question 61:What was the spend on the previous contract?

Answer 61: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 62: What is the estimated budget for this solicitation?

Answer 62: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 63: Are the roles for this solicitation required to be available for on-site work or is this role permitted to be remote?

Answer 63: On-site, no remote work is available.

Question 64: If the roles for this solicitation are permitted to be remote, are you open to off-shore as well as US based remote work?

Answer 64: No remote work is available.

Question 65: If all or some of the roles for this solicitation will be performed on-site, what are the physical location(s) where work is to be performed?

Answer 65: All roles will be performed on-site at 2640 Fountain View Drive, Houston, Texas 77057

Question 66: Are you seeking local vendors or are you equally open to awarding an out of state vendor?

Answer 66: We will consider both.

Question 67: What is the anticipated contract award date?

Answer 67: Anticipated date is May/June, 2023.

Question 68: What is the anticipated contract start date?

Answer 68: Anticipated date is May/June, 2023.

Question 69: If you are seeking both Resource and Vendor experience/qualifications, please elaborate on the Vendor experience/qualifications that you require.

Answer 69: All participating vendors submitting a proposal will be rated on the categories identified in Exhibit B (Evaluation Criteria).

Question 70: Under the Freedom of information Act can you provide the identity of current provider and pricing?

Answer 70: Please refer to the response for Question 36.

Question 71: What will be length of the contract terms?

Answer 71: See Section 3.1 of the Period of Performance for the awarding contract length. Staffing contract lengths will vary and discussed at the time of award.

Question 72: Does HHA have salaries determined for the positions listed in the RFP?

Answer 72: No – these will be provided at the time that the staffing requisition is emailed to all vendors for the specific role required.

Question 73: If selected with the provider have the ability to contact or transition if desired current employee?

Answer 73: Yes.

Question 74: Could you please share a copy of the purchase orders issued to all vendors?

Answer 74: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. that information.

Question 75: Could you please share the Bid Tabulation and Bid Scoring Sheet?

Answer 75: The Bid Tabulation will be placed on HHA’s website after the bid opening.

Question 76: Clarify what you mean by “including Surety”.

Answer 76: This is not applicable to this solicitation, you can disregard.

Question 77: We are a section 3 business, MBE,WBE- how do we fill your MBW WBE and Section 3- we do not intend to subcontract this work. We are contractors for Harris county and FBISD- we have no intention to Subcontract.

Answer 77: If you are not sub-contracting on the M/WBE forms where it requests you to list your subs you can put "Self-Performing." For the Section 3 paperwork you should select option 5, if you are a section 3 business concern.

Question 78: The social services position, is it patient facing?

Answer 78: We serve housing resident and applicants – we do not serve patients.

Question 79: Can we receive job descriptions for all positions to be filled so our recruiting team fully understands the scope of work?

Answer 79: The job description will be provided once the staffing requisition is forwarded to all vendors.

Question 80: What screenings are required by the Houston Housing Authority? We mirror what our clients require.

Answer 80: The hiring manager(s) will interview all candidates prior to hiring the temporary employee. For all permanent hires, we conduct a criminal background (going back 7 years), verify work experience (going back 10 years), and verify education or any other certification(s).

Question 81: Section 7.2 of the Submittal section states that a surety must be submitted with this bid. Is it disqualifying to not provide a surety with this submission? a. If disqualifying, is there other documentation we could provide in lieu of a surety (i.e. financial statement?)

Answer 81: See response to question 76.

Question 82: Can HHA provide details on the number of resources placed under this program in 2021 and 2022? This will help inform our response by giving us an idea of the size and scope of the program.

Answer 82: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services.

Question 83: Can HHA provide the total temporary employment spend by job category for 2021 and 2022?

Answer 83: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services.

Question 84: Within the counts requested above, can HHA please provide a breakdown of the number of current resources by skill set or role? (Ex. 300 total resources; 50 accountants, 200 administrators, 50-day general laborers, etc.)

Answer 84: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services.

Question 85: Can HHA provide an estimate of how many resources it expects to add in 2023?
a. Please also provide an estimated breakdown by skill set/position (if possible).

Answer 85: Executive Assistant, clerical, human resources, IT, and finance have been the more common needs, and the number would vary depending on business need.

Question 86: Section 7.3.5.2 seeks a discount for services that extend beyond three months. Can HHA please advise approximately how many roles extend beyond 3 months in a given year?

Answer 86: This will vary based on business need.

Question 87: Is there a penalty for not adding subcontractors (Section V of Attachment C requests an explanation of why no subcontracts will be let)?

Answer 87: No.

Question 88: Attachment D Section V (3) allows an exemption from Section 3 requirements for “Professional Service contracts requiring advanced degrees or professional licensing...” Since this RFP requests positions that both do and do not require advanced degrees of licensing, (i.e. accountants vs. administrative support) would a professional services vendor be exempted from this requirement for all roles, or just positions requiring advanced degrees/licensing?

Answer 88: If your firm ONLY provides staffing for professional services that require advanced degrees you would be exempt. If you provide staffing that does not require an advanced, then you would not be exempt.

Question 89: Will any resources be required to enter homes/residences controlled by HHA?

Answer 89: This may happen depending on the position that will be filled.

Question 90: Will any resources be required to carry cash or use personal money while conducting work for HHA?

Answer 90: No.

Question 91: When you describe “direct referrals” from HHA, is HHA sourcing and screening the referrals and Aston Carter would just be onboarding them, or would the referrals still need to be screened by Aston Carter? This answer will inform our quotes in the direct referral mark-up section.

Answer 91: Direct referrals will be sent directly to the staffing agency and the staffing agency will follow the expected hiring protocol and the candidate will be on the staffing agency’s payroll.

Question 92: Since multiple vendors will be selected, must vendors be able to place all positions or would HHA entertain bids from specialized vendors?

Answer 92: Executive Assistant, clerical, human resources, IT, and finance have been the more common needs. We will consider bids from specialized vendors if they can show that they are able to meet our needs.

Question 93: Will you accept revisions to the contract to align with the services that will be provided?

Answer 93: You are more than welcome to submit redlines to the contract for legal review, this does not guarantee that those redlines will be accepted.

Question 94: Will any changes to the MSA impact the vendor selection process?

Answer 94: No.

Question 95: Will the MSA be negotiated pre-award or post-award?

Answer 95: Neither.

Question 96: What is the forecasted spend each year for the next 3 years?

Answer 96: You can perform a TPIA request; however, we do not release that information during an open solicitation for the services. this information.

Question 97: Are there an incumbent agency currently providing temporary staffing to Houston Housing Authority? Who are the incumbent agencies?

Answer 97: See Answer 5.

Question 98: What shortcomings or areas of improvement are you seeking to solve with this RFP?

Answer 98: The ability to timely fill temporary staffing needs with the best qualified candidate.

Question 99: What type of employment screening does HHA require? (Ex. drug tests, background checks, livescan, education verification, employment verification, etc.?)

Answer 99: We expect that the awarded staffing agencies will run their candidates through drug testing, criminal background search, education, and employment verification.

Question 100: What is your expected 'time to fill' for requisitions? a. Is this the same for all roles, or is more time allotted for niche/specialized positions?

Answer 100: Most positions will need to be filled as soon as possible. Executive Assistant, clerical, human resources, IT, and finance have been the more common needs.

Question 101: Will multiple vendors will be selected? If so, will there be a primary and secondary agency?

Answer 101: Yes, multiple vendors will be selected. No, there will not be a primary and secondary agency.

Question 102: Will the primary vendor have a lead time on positions versus the secondary vendors?

Answer 102: All awarded vendors will get the staffing requisition order simultaneously.

Question 103: Which job category does HHA need the most hiring assistance with for temporary employees?

Answer 103: Executive Assistant, clerical, human resources, IT, and finance have been the more common needs.

Question 104: Please clarify in Attachment E Conflict of Interest (CIQ) Form, what is local governmental entity means.

Answer 104: In this instance the Houston Housing Authority is the “local governmental entity.” If you have a relationship with anyone that works at the Houston Housing Authority or its Board of Commissioners, then you should identify that relationship on this form.

Question 105: Please confirm this form Attachment E Conflict of Interest (CIQ) only needs to be filled by local based firm?

Answer 105: The person filling out this form is a representative of the company submitting the proposal, as such they are stating that there are no conflicts between the company and the Houston Housing Authority.

Question 106: To fulfill the requirement of ATTACHMENT D - Section VI. Section 3 Commitment. We are opting OPTION 4 – Sub- Contracting with Section 3 Business Concerns. Please confirm do we need to put our name or subcontractor name in the section company name?

Answer 106: Yes, please identify that information on the form. After award if there are changes you can work with the section 3 coordinator to make those adjustments.

Question 107: Is this a new contract or are there incumbents? If there is an incumbent, could you please provide their name and pricing?

Answer 107: No, this is not a new contract. Current incumbents are ExecuTeam, Cogent, and RADgov, Inc. We do not provide pricing information.

Question 108: If there are incumbents, could you please provide their previous spending on this contract? (for example: Firm A: \$13 million)

Answer 108: We do not provide this information during open solicitations.

Question 109: What is the anticipated spend on this contract?

Answer 109: We do not provide this information during open solicitations.

Question 110: Will remote work be allowed for IT positions?

Answer 110: No remote work is available.

Question 111: To how many vendors/contractors to you plan to award this contract?

Answer 111: We would like to enter into agreements with a minimum of 5 vendors, and possibly up to 8 vendors.

Question 112: What is the average contract length that you anticipate for IT positions?

Answer 112: Duration of temporary assignment will vary based on business need.

Question 113: Regarding Attachment C, Minority M/WBE Participation: will respondents who do not anticipate letting subcontracts be considered in the same light as those who do let subcontracts (all other factors being the same)? The RFP language seems to indicate letting of subcontracts to M/WBE partners is not required. If a respondent does not anticipate letting subcontracts, must they still provide proof of good faith effort or is a response indicating their reason for not subcontracting sufficient?

Answer 113: Please refer to Answer 77; proof of faith documentation is not required for the solicitation, and all respondents will be evaluated per the Exhibit B: Evaluation Criteria Sheet.

Question 114: On average, how many IT positions does HHA anticipate opening under this contract?

Answer 114: Unknown at this time, as this depends on business need.

Question 115: Are successful respondents required to occupy a physical location in Houston or Harris County?

Answer 115: The vendors do not need to be in Houston or Harris County, but temporary staff assigned to HHA temporary positions must work on-site.

Question 116: 7.3.5.1 Per Exhibit C Fee Schedule, **provide hourly rates** for each **applicable job title**. The bid sheet table ask for percentage markup only, are we supposed to add a column for hourly rates? If yes with the general position titles can the rates be a range?

Answer 116: Yes, you can include a range for the hourly rate, but the mark-up is required.

Question 117: Exhibit C: Fee Schedule: ****Include all positions offered by your agency. Add additional forms as required.** Are you asking for additional general positions like in the table or do you want us to break down the general positions to individual positions? All the various types of administrative support positions, All the various types of IT positions?

Answer 117: Yes, you can include a range for the hourly rate, but the mark-up is required.

Question 118: **Mark Up for any employee placed due to a direct referral by HHA _____%.** Is the HHA direct referral markup in the table and the above statement reference the same thing? If not, what is your expectation for each %, how are they different?

Answer 118: This is not included in the table. We are requesting that vendors include what the direct referral offering to HHA would be. The direct referral is expected to be lower than the mark-up rate since the vendor would not be recruiting for the direct referral, but would have the direct referral temporary staff on their payroll.

Question 119: IF the prime is an approved national and regional MBE/WBE can they be the 30% effort for the contract? We are is a national certified MBE/WBE.

Answer 119: Refer to Answers 34, 54, and 77. There is no prime awardee for the awarded contract, all respondents will be evaluated per the Exhibit B: Evaluation Criteria Sheet.

Question 120: To be compliant with the Section 3 requirements, is there a database we can access candidates that fit the Section the requirement? If not, how do you recommend firms search for these candidates?

Answer 120: No. Each vendor will need to conduct their own research.

Question 121: Most positions listed in the solicitation will most likely require a higher education, license, or degree to perform. Will this be acceptable as an exemption to the Section 3?

Answer 121: Refer to Answer 88.

Question 122: Do M/WBE subcontractors need to be included in the proposal?

Answer 122: No, but needs to be listed on the appropriate forms.

Question 123: Do candidate resumes need to be included in the proposal?

Answer 123: Temporary candidates' resumes are not required in the proposal, but will be required for all positions that are submitted to HHA as a staffing requisition at the time of the staffing request. However, if you are referring to the company's profile, submitting your key personnel's resumes would be acceptable.

Question 124: What types of IT professionals/technicians do you need?

Answer 124: This will vary based on business need.

Question 125: How many roles within each position will you be hiring for?

Answer 125: This will vary based on business need.

Question 126: Can one company (either the prime or the sub) be counted towards both the MBE and WBE allocation?

Answer 126: Refer to Answer(s): 10, 19, 54, 77, 119 and 122.

Question 127: If the organization is certified by the NMSDC but not headquartered in Texas, does it still qualify as a MWBE?

Answer 127: Refer to Answer 54.

Question 128: How many vendors will be awarded?

Answer 128: We would like to enter into agreements with a minimum of 5 vendors, and possibly up to 8 vendors.

Question 129: Are there any pain points with the current vendors?

Answer 129: Providing high quality candidates with the requirements per the job descriptions.

Question 130: Is this a rebid? Is there an incumbent? If so, who?

Answer 130: The current contracted vendors are ExecuTeam, Cogent, and RADgov, Inc.

Question 131: Are you open for other hiring models such as contract, contract-to-hire?

Answer 131: Not at this time.

Question 132: Does a bidder have to bid in every labor category mentioned in the RFP?

Answer 132: No, vendors can include a list of positions that they can fill.

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

3-31-2023

Date

Austin Crotts

**Austin Y. Crotts, MA
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