

April 21, 2015,

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1 for Solicitation P-004492, "Credit and Background Check Services"

Dear Sir/Madam:

Attached is Addendum No. 1 dated April 21, 2015 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

If you should have any questions, please contact Rovshan Safarov at (215) 684-4059.

Sincerely,  
Philadelphia Housing Authority

Rovshan Safarov  
Sourcing Manager - Procurement

Attachment: Addendum No. 1

cc: File P-004492

3100 Penrose Ferry Road, Philadelphia, PA 19145  
 ADDENDUM NO. 1  
 Dated April 21, 2015 for  
 Solicitation No. P-004492  
 “Credit and Background Check Services”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

**ITEM 1: Bid Due Date**

The Bid Due Date for Credit and Background Check Services P-004492 has been extended till May 01, 2015 (FRI) at 11:00 AM

**ITEM 2: Questions and Answers.**

Q-1 Who is the PHA's current vendor?

A-1 The current vendor is National Tenant Network

Q- 2 What is the pricing and terms the PHA currently has with this vendor?

A-2 N/A

Q-3 How many of each reports type did the PHA order in 2014?

A-3

Credit/Criminal reports pulled from NTN for last fiscal year			
Tenant			
	PH Tenants		14339
	PAPMC Tenants		2716
	HCV Tenants(PRC)		23238
Waitlist			
	PH Waitlist		7194
	PAPMC Waitlist		2169
	HCV Waitlist		6429
Total unique request to NTN			49120

Q-4 What is the expected order volume for the duration of this contract, for each product/service requested?

A-4 The number above will increase by at least 3% a year.

Q-5 Does the PHA have a preference for which Credit Report Provider is used?

A-5 Transunion.

Q-6 Does the PHA need a credit score with the report?

A-6 No

Q-7 Does the PHA require direct integration with its system, or is an internet based product sufficient?

A-7 Yes. PHA requires direct integration with it's system

Q-8 What computer system does the PHA use?

A-8 We must be able to send and receive the request in an XML format. The request consists of Name, SSN and DOB

Q-9 Is notarizing from outside of Pennsylvania State acceptable?

A-9 Yes

Q-10 Is Section 3 Commitment mandatory for this specific contract?

A-10 Yes

Q-11 Is Affirmative Action (Section J) mandatory for this specific Contract?

A-11 No, it is not mandatory, however bidders with MBE, WBE, and /or SME will be preferred.

Q-12 Do we need to make five copies of Past Performance Survey while submitting the Proposal or one original sealed is satisfactory?

A-12 One original Sealed is satisfactory

Q-13 Pricing Sheet (H Section) indicates only One Base Period (Year One)

A-13) Please Disregard the (H Section) from the Original Solicitation and refer to the bellow.

**H.PROPOSAL FORM  
CREDIT AND BACKGROUND CHECK SERVICES  
SOLICITATION NUMBER P-004492**

I, we \_\_\_\_\_ agree to perform the services requested in accordance with the attached Statement of Work for the following:

<b>Report / Service</b>	<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Option Year1</b>	<b>Option Year2</b>	<b>Option Year3</b>
a) <b>CreditReport</b> (TransUnion, Experian, or Equifax)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b) <b>NTN Eviction / Tenant Performance Report</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c) <b>National Criminal Background Report</b> (Includes National Sex Offender Search)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d) <b>County Criminal Background Report</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e) Statewide Criminal Background Report	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
f) NTN Decision Point Plus (Includes Credit, NTN Tenant Performance, and customizable NTN score)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
g) Social Security Trace	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
h) Landlord Verification	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
i) Employment Verification	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Note:** Pricing provided above should include applicable taxes

\*\* Court surcharges may apply for some county and state criminal reports (no surcharges for Philadelphia County or PA State)  
(Reports in bold are standard reports for PHA)

**H-1**

**Pricing Discount Schedule;**

The following price discounts will apply as a **percentage** to be deducted from the aggregate invoice amount, based on the following tiers:

**Total invoice amount**

	<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Option Year1</b>	<b>Option Year2</b>	<b>Option Year3</b>
Between \$ 10,000 and \$20,000	_____ %	_____ %	_____ %	_____ %	_____ %
Between \$ 20,001 and \$30,000	_____ %	_____ %	_____ %	_____ %	_____ %
Between \$ 30,001 and \$40,000	_____ %	_____ %	_____ %	_____ %	_____ %
Between \$ 40,001 and \$50,000	_____ %	_____ %	_____ %	_____ %	_____ %
Over \$50,000.....	_____ %	_____ %	_____ %	_____ %	_____ %

Note that if a discount applies, the individual account invoice must be paid in full within 30 days from the invoice date. If payment is not received within 30 days, discount will not apply.

- A. The Proposer must submit a cost proposal setting forth its total cost, which should cover administrative, staffing, and overhead expenses including required equipment and insurances.
- B. The contract will be a cost reimbursement contract.
- C. Contractor will be reimbursed on a monthly basis based upon proper invoicing, with (1) proper cost documentation following generally accepted accounting principles (GAAP) and (2) required program reports attached.
- D. Payments will be made within 30 days of an accurate invoice.

Please provide the name, address and telephone number of three references for whom the offeror performed work substantially similar to that required by the solicitation. Performance surveys (included in package) must be completed and accompany bids responses in separately sealed envelopes.

**1.**

**2.**

**3.**

**List all items, other than the required proposal form and certifications, included as part of the offeror's proposal:**

**Acknowledgement of Amendments**

The offeror hereby acknowledges the receipt of and obligation to perform pursuant to the following addenda to this RFP:

Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____
Addendum No.	_____	dated	_____

## **Binding Contract**

The offeror acknowledges and agrees that no contract shall exist until signed by both parties, except that Section F.3 (Proposal Security) shall be binding on the offeror in accordance with its terms prior to the execution of a contract. In addition, until an agreement is signed by both parties, PHA may rescind any recommendation of award and the offeror will be deemed to have waived any and all rights to obtain a contract with PHA or seek damages against PHA.

Name of Offeror: \_\_\_\_\_  
Federal Tax Identification Number \_\_\_\_\_ (if applicable)  
State of incorporation \_\_\_\_\_ (if applicable)  
Philadelphia Business A/C Number \_\_\_\_\_ (if applicable)  
Social Security Number \_\_\_\_\_ (if offeror is an individual)  
Official Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

\_\_\_\_\_  
PLACE CORPORATE SEAL HERE  
IF A CORPORATION