



**Request for Proposals (RFP) 136
Questions and Answers
Issued March 21, 2022**

GENERAL

1. Question What is the volume of inspections annually for this contract?

Answer HSH anticipates approximately 2,100 inspections annually.

2. Question How does the payment structure work?

Answer Contractor shall invoice HSH for each inspection conducted as scheduled and approved by the HSH Federal Subsidy Team. Contractor shall invoice HSH for each HUD rent reasonableness study and/or market analyses upon completion as requested by the HSH Federal Subsidy Team.

3. Question Would we be paid by inspection up to \$60k annually or is this a cost-based contract up to \$60k?

Answer Please review pages five and six of the RFP for annual funding availability. Reimbursement for services is based on each scheduled and approved inspection, rent reasonableness study and market analysis conducted and as outlined in the RFP on page seven.

4. Question If paid by inspection, how much are we paid per HQS inspection that we complete?

Answer The cost per HQS inspection completed will be determined by the type of inspection. Please see the chart in the response to question eight in this document for more detailed information.

5. Question Please provide the number of inspections the contractor can anticipate completing during the first 12 months of the contract.

Answer

Type of Inspection	Estimated Number of Inspections (12 months)
Annual Inspections	1200
Initial Inspections	290
Re-inspections Inspections	430
Special/Complaint Inspections	25
No Shows	145
Out of County Inspections	10

HSH anticipates a rent reasonableness/market analysis twice per year and up to four times per year.

6. Question Will the inspection contractor pull a list of inspections to be performed from a database/software or will this be provided by the HSH?

Answer The HSH Federal Subsidy Team will provide the Contractor with an Excel spreadsheet that lists the units scheduled for inspection. The Proposer shall propose a process and/or system to communicate requests to HSH.

7. Question Will HSH provide access to a market comparable rent analysis database for rent reasonableness or will the contractor be required to subscribe to an existing service?

Answer HSH does not have access and does not subscribe to a market analysis or comparable rent database. HSH and the Contractor shall negotiate an efficient approach for the Contractor to complete market analyses and/or rent reasonableness studies. If the Proposer has access to a database to complete market analyses and/or rent reasonableness studies, the Proposer shall describe the database and its functionality in their proposal.

8. Question What is the current contractor current charging for the following types of inspections?

Answer

Type of Inspection	Amount per Inspection
Annual Inspection	\$28.00
Initial Inspection	\$28.00
Re-Inspections Inspection	\$24.00
No Show	\$18.00
Special/Complaint Inspection	\$28.00
Out of County Inspections	\$40.00-\$50.00

- The current Contractor does not currently charge for the following categories: Emergency Inspection, Quality Control Inspection, Administrative Costs.
- The current Contractor does not complete rent reasonableness studies.

9. Question Who is currently completing these inspections?

Answer HSH holds a contract with NMA Inspections, LLC for inspection services.

10. Question What is the anticipated start date for the contract?

Answer The anticipated start date for the contract is July 1, 2022.