

**Addendum #1
August 192020**

RFP 20-1009

Salary Comparability Study

**Housing Authority of Kansas City
920 Main Street, Suite 701
Kansas City, MO 64105**

NOTICE TO ALL RESPONDENTS

The following addendum to the Request for Proposal comprises this addendum and is hereby made part of the RFP.

Additional information is provided below in response to questions for this project:

- 1) Can we submit an electronic copy of the cost and technical proposal instead of hard copy submissions?
 - a. *Yes, either are acceptable. If electronically, please submit each in a separate file.*
- 2) Is the format for our response the items in the evaluation criteria in addition to the submission of the forms? If not, can you tell me what the format is?
 - a. *Yes, your response should include response the items in the evaluation criteria in addition to the submission of the forms.*
- 3) Do we have to be registered with the Secretary of State in order to bid this study or only if we are awarded a contract?
 - a. *You do not need to be registered in order to bid on this RFP. Please check with your legal department on registering if you are awarded the contract.*
- 4) Do we have to have a City of Kansas occupational license in order to bid this study?
 - a. *You do not have to have an occupancy license to bid on this RFP.*
- 5) There is a form entitled "References" that has banks, trade, and clients. What do we include on this form as three references for clients are also required on another form entitled "Reference Form"?
 - a. *The reference form on page 14 can be personal references or anyone else. If you want to list additional clients as references you may.*

- 6) Is there a preferred timeline for completing this study?
- a. As soon as possible after issuance of the contract, no longer than 3 months.*
- 7) Question 11 on page 20 of the RFP asks if we are in compliance with the Kansas City, Missouri Human Relations Department and to submit a Certificate of Compliance. Is this a certificate we need if applicable or is it a certificate we would need to acquire and submit with our proposal or selected for this project?
- a. You will need to obtain certification if you are awarded the contract.*
- 8) On page 4 of the RFP, would you clarify what documents are included in the Technical Proposal? And what documents are included in the Compensation Proposal? Is the Price or Budget in the Technical Proposal?
- a. The technical proposal should include a response to the evaluation criteria and the forms on pages 13 through 22. The compensation proposal should only include your charges for the work.*

There are no other changes at this time.

This written response is being submitted to the Housing Authority of Kansas City, Missouri in conjunction with the Request for Proposal (RFP) 20-1009 dated August 11, 2020.

I hereby represent that I am a duly authorized agent for the company identified below, AND THAT I HAVE RECEIVED THE ADDENDUM #1.

Company: _____

Authorized Signatory: _____
Printed Name

Title: _____

Signature: _____

Date: _____

NOTE: THIS COVER PAGE MUST BE ATTACHED TO THE WRITTEN BID SUBMITTED IN RESPONSE TO THIS RFP.