



ADDENDUM #1  
#HACM-RFP-2024-02 Housing Quality Standards Inspection Services  
for the Housing Choice Voucher Program

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August 29, 2024

Pre-proposal Conference – Responses to Questions

Question #1

Concern about Section 1 #D –

HACM reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

**What does this entail, as an independent contractor are we able to determine our own hours?**

Nothing in the request for proposal (RFP) establishes an employer/employee relationship. As a HUD authorized public housing agency, the Housing Authority of the County of Monterey (HACM) must abide by regulatory requirements for notice provided to owners, applicants and participants. The successful bidder will be able to dictate their schedule within the framework of HACM's policies and procedures. HACM reserves the right to require changes to the schedule for the administration of the housing choice voucher program.

Question #2

Concern regarding page 5 #R -

Any inspection missed or performed outside of the time window given by Proposer's inspectors will result in a fee reduction of \$50.00. Inspections outside of the restricted timeframes must be authorized and approved by HACM. The contractor may not "re-time" inspections on the day of the inspection, unless prior approval is granted by HACM's contract administrator for contract resulting from this RFP. All results must be entered into the Yardi form during the inspection, by selecting "Start Inspection" upon arrival at the unit and "Stop Inspection" upon leaving the unit.

**If residents are not home, will the inspector still be compensated for attempting to perform the inspection or does this result in a fee reduction of \$50? Uncommon circumstances may come up; will the inspector be compensated?**

The question submitted is not germane to Section 5.0 of the RFP. HACM refers Proposers to Section 4.0 of the RFP (Entry of Proposed Fees).

Question #3

Concern regarding Page 6 #BB -

The proposer will observe HACM's work schedule and maintain daily working hours of required inspections from 8:00 AM to 5:00 PM. HACM is closed every other Friday.

**Independent contractors typically make their own hours. Is inspector to abide by employee terms?**

Nothing in the request for proposal (RFP) establishes an employer/employee relationship. The successful bidder will be able to dictate their schedule within the framework of HACM's policies and procedures. HACM reserves the right to require changes to the schedule for the administration of the housing choice voucher program. HACM requires all inspections to be performed during the window of time that HACM is open to the public. No inspections shall be scheduled outside that window without prior approval by the contract administrator.