

ADDENDUM NO. 1, ISSUE DATE NOVEMBER 9, 2023

Plan holders are hereby notified of the following changes and/or clarifications to the original Request for Proposals.

Date Requested	Question	Answer
11/8/2023	Does KCHA have an expected number of resident interviews?	No. We expect that respondents to the RFP will propose the specific method(s) and sample size for collecting data/gathering feedback from residents.
11/8/2023	Are there restrictions or existing processes in place for obtaining a list of work-able residents from which to draw a sample for resident interviews?	All recipients of KCHA housing assistance (Housing Choice Vouchers and Public Housing) are designated in KCHA's administrative database as either work-able with rent amounts determined under WIN Rent policy or not work-able with rent amounts determined under EASY Rent policy. KCHA staff can extract the list of WIN Rent households from which to draw a sample for resident data collection. KCHA can work with the selected consultant to identify data needs and how to provide necessary data while minimizing the sharing of identifiable information. We envision this process may include providing a larger de-identified data set for the purposes of administrative data analyses and a narrower data set with variables required for resident contact once the parameters of a data collection sample are determined.
11/8/2023	Does KCHA have expectations or restrictions governing whether interviews with residents or staff would be in-person or virtual?	We expect that respondents to the RFP will propose the specific method(s) for collecting data/gathering feedback from residents and staff. While virtual methods can work for staff, not all residents are connected to virtual platforms. Proposals should outline potential advantages and constraints related to the methods they propose (e.g., accessibility for virtual data collection; time/transportation for in-person data collection; complexity of managing multiple methods); a rationale for the selected method(s); and plans for addressing any logistical concerns (e.g., reimbursement for transportation costs, participant incentives, language interpretation).

**REQUEST FOR PROPOSALS (RFP)
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11/8/2023	The Period of Performance for the project (start and end date) – is there a specific period for the 18 month term?	No. While there is not a specific period for the 18-month term, we prefer that the work starts in the first quarter of 2024 so that findings and recommendations are available by mid-2025 and can be incorporated into 2026 planning.
11/8/2023	Funding Instrument – can you confirm the structure of this agreement (eg. Grant, Firm fixed price contract, etc)?	Firm fixed price contract.
11/8/2023	Caps – does KCHA have any organizational limits on indirect costs or and fee caps/limits?	No.
11/8/2023	Definitions – Does KCHA have any preset definition of certain costs (e.g what Other Direct Costs can/cannot include)?	No.

All other provisions of the Request for Proposals shall remain unchanged.

END OF ADDENDUM NO. 1