



**REQUEST FOR PROPOSALS (RFP)  
FOR RENT POLICY EVALUATION**

**ADDENDUM NO. 2, ISSUE DATE NOVEMBER 16, 2023**

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

Date Requested	Question	Answer
11/13/2023	Is KCHA set on an 18 month timeline? If we were able to pitch a process that was shorter, is that something KCHA would be open to?	18 months is KCHA's preliminary estimate of an evaluation timeline. We are open to proposals that include realistic plans for a shorter timeline. We are also open to proposals that include a well-supported rationale for a longer timeline.
11/13/2023	Can you share what administrative data KCHA has vs what needs to be gathered? (For example administrative data, impact/success data on participants, etc).	The main source of administrative data for this evaluation will be KCHA's housing management information system, known as "Tenmast," which stores information about HCV and public housing residents from the HUD 50058 form, including re-certification forms that capture changes to income, tenants' share of rent, and exit or "end of participation" data. Other data covering topics such as perceptions of ease/difficulty and benefits/drawbacks of KCHA's rent policies, as well as whether residents consider rent policy in their employment/education/training decisions, would need to be collected by the contracted researcher. The administrative data can inform questions about inefficiencies (e.g., number and frequency/timing of re-certifications/rent recalculations), but perceptions of staff regarding this topic would need to be collected. The administrative data also pertain to impact and equity and can be provided at certain intervals (e.g., wage data for re-certifications conducted every 2-3 years while receiving assistance; demographic data), but researchers may pose questions that would require additional data (e.g., quarterly wage data from the state Employment Security Department).
11/13/2023	Is there anyone we could talk to about the Section 3 Qualifications to make sure we are interpreting them correctly?	Information about Section 3 can be found in the RFP packet; in the attached FAQ document; and on KCHA's website at <a href="https://www.kcha.org/business/section-3">https://www.kcha.org/business/section-3</a> . A Section 3 point of contact is <a href="mailto:kellyi@kcha.org">kellyi@kcha.org</a> . All questions must be submitted (and answered) in writing.

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<p>11/14/2023</p>	<p>In exhibit B (fee/budget schedule), could you clarify what is intended/meant for the following sections:          - Administrative support          - Professional Fees          - Non-Personnel v Miscellaneous/Other</p>	<p>Exhibit B is provided as a potential budget template but respondents to the RFP may use their own templates and budget categories in their proposals.</p> <p>In Exhibit B, Administrative support refers to personnel costs for office support (non-researcher) staff. Professional fees may be subcontracts for specific tasks not performed directly by your organization's personnel (interpretation/translation is one potential example). Misc/Other is a catch-all for items that do not fall into above categories.</p>
<p>11/15/2023</p>	<p>Stakeholder engagement coordination, logistics, costs: Will the location, cost, and event planning of related data collection engagements with stakeholders (e.g., staff, residents/participants, partners, landlords) be covered by/coordinated through KCHA? Or does KCHA want the consultant to do this and include a cost estimate in the proposal?</p>	<p>The consultant is expected to plan for stakeholder coordination, logistics, and costs and include those plans and associated budget in the proposal. KCHA staff can help identify stakeholders and share contact information, and provide some logistical support (e.g., communicating with staff, schedule space if plans include using KCHA properties as venues).</p>
<p>11/15/2023</p>	<p>Exhibit A – Scope of Work, Deliverables, Pg 2 – Mechanism for procuring, tracking, and distributing gift cards to resident stakeholders who provide feedback          Please clarify the level of coordination/administration KCHA would like from the consultant. We understand that federal funding sources often have many requirements to ensure proper documentation of procurement, etc. Does KCHA want the consultant to be solely responsible for procuring, tracking, and distributing gift cards (i.e., no KCHA coordination/administration)?</p>	<p>Yes. KCHA expects the consultant to be solely responsible for procuring, tracking, and distributing gift cards.</p>

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11/15/2023	Beyond general HUD-50058 administrative data, does KCHA have existing metrics/data specific to WIN/EASY rent policies that would be provided to the consultant?	No. KCHA expects the consultant to develop methods and measures, and prepare and analyze administrative data to answer the evaluation questions.
11/15/2023	We understand that KCHA's Impact and Evaluation team brings strong analytical and evaluation skills to the table. What role do you envision the Impact and Evaluation team playing in this evaluation, specifically around data and analysis?	A member of the Impact and Evaluation team will be assigned as the primary point of contact for the consultant and will: help coordinate data extracts as well as stakeholder consultation and presentations; advise on analytical methods; review and approve the evaluation plan; track progress; and review written products. Additionally, the consultant will work with KCHA's Data Manager to extract, assemble, and interpret the administrative data.

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

**END OF ADDENDUM NO. 2**