

**Questions and Answers Document
WSHFC RFP for UPCS Inspections
Wednesday, November 23, 2022**

1. *“The actual amount of work and services executed under the Master Agreement may range from no authorized work in a given year up to the dollar limit for the contract period.” –What is the dollar limit for the contract period?*

There is no dollar limit imposed on the proposals. If bidders submit a price proposal that itemizes travel expenses separately from service fees, WSHFC encourages such bidders to be mindful of applicable government per diem amounts and make an effort to keep travel expenses as close to per diem rates as is practical (especially meals and mileage).

Once a bidder is chosen, the confirmed price will be placed in the contract and no payments will be made by WSHFC that exceed the contractually agreed-upon price.

2. *Would the Commission please provide some insight into how different scoring categories will be weighted?*

Business Organization, Program and Project Management Structure together count for 40%. Prior Experience/References and Personnel count for 30%. Price Proposal counts for 30%.

3. *The proposal jumps from VI to XII and then XIII. We assume that is an error with roman numerals not omission of sections that need to be answered. Is that correct?*

This is a typo, yes.

4. *“Commission agrees to provide the following to Contractor – #1: Project list with property and contact information, number of units to be inspected, general property location and Commission contact for each property.” Requirement 2.II.B could be better answered if you share the property list with property addresses and unit counts that will be covered by this contract. This will ensure more accurate pricing by bidders and savings to Commission from reduced budgetary slack in proposals. Could you share this property list as an attachment to the proposal?*

Please see attached Excel file “2023 WSHFC Onsite Master List” for details on all properties needing inspection in calendar year 2023.

Note that if any awarded contract continues beyond 2023, a new onsite master list will be produced a few months before inspections are due to begin each year so that the vendor(s) have time to prepare their schedule.