



The Housing Authority of the County of Marin (“MHA”)

4020 Civic Center Drive

San Rafael, CA 94903

Addendum #2

Addendum #2 to RFP MHA-007-2016 – Housing Choice Voucher (“HCV”) Case Management Services (this “Addendum”).

This Addendum is incorporated by this reference into RFP MHA-007-2016.

Add the following to Scope of Services:

1. Contractor shall provide and staff a landlord call answering service (“Landlord Call Service”) to provide 24/7 call answering to respond to all HCV program landlord questions regarding participant status, rent increases, inspection status (to include scheduling and results), program rules, and other basic program information. Contractor shall provide MHA with a monthly call log that includes the landlord’s name, the subsidized unit address, the nature of the call and the resolution. Contractor staff manning the Landlord Call Service must be familiar with MHA’s policies and procedures for the HCV program and be able to answer landlord questions about a variety of program-related issues. Please provide pricing for the Landlord Call Service as a separate line item in your response.
2. Please provide an additional pricing option that includes all work covered in the Scope of Services of RFP MHA-007-2016 *excluding* owner increases, interim reexaminations and transfers. MHA is considering dedicating an in-house staff member to owner increases, interims reexaminations and transfers, and would like to know the difference in proposed pricing if those services are excluded from the proposal.

Responses to RFP MHA-007-2016 are due by Wednesday, July 6, 2016 at 5:00PM PST.