

INDIANAPOLIS HOUSING AGENCY
RFP FOR HOME MANAGEMENT SERVICES

2/2/10

1. In reference to Section 5: Scope of Services/Program Size.: How long should the per sessions last? Is it IHA desire to have the 25 residents attend an 8 hour session? Or does the session mean; enrolled at one time in the program? Please elaborate.

Answer: The contractor will respond to the RFP by stating the program structure and length of each session, not to exceed 25 residents per session/training class.

2. Is this a new program or contract?

Answer: The Home Management Training is not a new program, but is a new contract.

3. Who is the current contract holder?

Answer: There is no current contract holder.

4. Will IHA provide office space, telephone, computer, copiers at the central office at 1919 N. Meridian St., and/or at the various 11 communities?

Answer: Office space, telephone, computer and copiers will not be provided, but space will be provided to conduct Home Management Training Sessions at the various 11 communities.

5. What are the most common reasons residents fail inspection?

Property damages

Failure to report pest issues

Failure to report service requests in a timely manner

Daily/General Housekeeping

- Floors and stairs are not swept and mopped
- Appliances not cleaned
- Not removing trash on a regular basis
- Dishes not washed
- Food items sitting around
- Toilets that have not been cleaned since move in
- Dirty laundry lying about

6. Will there be an option to renew this contract at the end of the 12 month period?

Answer: The contract may be renewed at the end of the 12-month period if projected funding is available.

7. Are there a maximum number of residents that will be enrolled in the program at one time?

Answer: The number of residents enrolled in the entire program will be based on the number of residents failing inspections (not to exceed 25 residents per session/class).

8. Will IHA increase the contract amount if the number of residents referred/enrolled in the program exceed the contracted \$ amount.

Answer: No. The contract amount is based on the funds currently available.

9. Does IHA intend to pay the contracted vendor a monthly amount of a daily per diem?

Answer: The contracted vendor will submit monthly invoices for services rendered not to exceed the total contract amount.