



**ADDENDUM NO. 1 AND
RESPONSES TO VENDOR QUESTIONS No2**

REQUEST FOR PROPOSALS (RFP) EMPLOYMENT OF RECRUITMENT SERVICES

RFP No. 02-2025-2

Solicitation Posted: October 06, 2025

DUE DATE: November 10, 2025, by 2 PM EST

Purpose of this Document

This document contains Addendum No 1 to the above-referenced RFP **and** the Official responses to Vendor questions.

PART 1 – Addendum No1 - to clarify and modify certain elements of the above-referenced RFP solicitation:

- Price submission

PART 2 – Q&A – Provided for clarification purposes only and does not alter the terms of the solicitation, except as noted in the Addendum.

PART 3 - Acknowledgement of addendum – Instruction on the knowledge of the addendum

PART 1 – CHANGES TO THE RFP

Addendum – Revision to Proposal Pricing /Cost Section

The requirement to submit the ATTACHMENT 2 - Price Submission Form is hereby eliminated in its entirety and replaced with the following revised provision:

Consultant shall provide a firm total cost along with a detailed, itemized breakdown of the total cost. Consultants shall include billable rates and markups separately when submitting their total cost. This pricing information shall be clearly present under Tab 5 – The Pricing Proposal may be submitted in any format, provided it is presented on the Consultant’s official company letterhead and signed by an authorized representative.

All references to the Price/ Price Submission Form within the RFP are hereby deleted and replaced by this revised pricing submission requirement.



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PART 2 – QUESTION AND ANSWERS

Questions	Answers
1. <i>Regarding the Professional Liability Insurance(....)we have \$1M per occurrence Can you please confirm if this will be sufficient, as the RFP states \$2M per occurrence?</i>	Yes, \$1 million per occurrence for Professional Liability Insurance will be acceptable for this engagement.
2. <i>We noticed Clifton Testing is listed as a requirement for candidates. Does this apply to all roles, including strictly temporary and janitorial positions?</i>	It will not apply to temporary positions. It may apply to a janitorial position.
3. <i>Similarly, does the education verification requirement apply to all roles?</i>	The education requirement will likely apply to all roles, but each job description has a different educational requirement.
4. <i>On page 24, “Proposed Hourly Rate” is referenced—should agencies provide a specific hourly rate, or would it be acceptable to instead use a markup-based rate that aligns with your established pay rates for these roles?</i>	Please see the Addendum N1 to the RFP. eliminated in its entirety and replaced with the following revised provision: Consultant shall provide a firm total cost along with a detailed, itemized breakdown of the total cost. Consultants shall include billable rates and markups separately when submitting their total cost. This pricing information shall be clearly present under Tab 5 – The Pricing Proposal may be submitted in any format, provided it is presented on the Consultant’s official company letterhead and signed by an authorized representative. All references to the Price/ Price Submission Form within the RFP are hereby deleted and replaced by this revised pricing submission requirement.
5. <i>According to the RFP “Submissions by facsimile or email are also not accepted.” Due to our data security policies, we are unable to “submit one (1) electronic version of their proposal package on a USB flash drive or similar portable storage device” as required in the RFP. Is there an email to which we can submit the electronic</i>	The Authority will accept a digital copy of the proposal via a secure download link, which must be included in the physical proposal package. The link must provide direct access to the complete proposal documents without requiring login credentials and remain active for at least ten (10) business days following the submission



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documents and remain in compliance? Please note, we are still able to meet the requirement and “submit one (1) original and three (3) hard copies.”	deadline. Upon receipt, the Authority will download and securely store the files as part of the official procurement record. This provision does not constitute acceptance of electronic-only submissions; the secure link is provided solely for submitting a digital copy of the required hard copy proposal.
6. <i>We understand job descriptions will be provided at the time of each recruitment request. Could you provide those descriptions to help support our response?</i>	Job descriptions may not be available for all positions that will be recruited in the future. Detailed descriptions will be provided to the selected firm at the time each recruitment request is issued.
7. <i>Can you share specific location addresses where these roles will be housed?</i>	Generally, at 122 Edinburgh in Greenville, SC
8. <i>For Maintenance Personnel, is there specific PPE required?</i>	Management company provides any PPE that is required or requested
9. <i>Is this RFP to support an upcoming project?</i>	This RFP is not tied to a specific project. It is being issued to address the current gap in our recruiting system and to strengthen our overall recruitment process.
10. <i>Is there an anticipated peak for any of the job categories?</i>	There is no anticipated peak period for any of the job categories at this time.
11. <i>Understanding this is a new RFP opportunity with no historical information, are you able to share any other historical staffing usage?</i>	We are generally recruiting property management staff, administrative staff, mid-level management and executive level staff.
12. <i>What would be the number of awards you intend to give (approximate number)?</i>	Please check RFP Award: Selection may be made without discussions with one consultant deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors included in the Request for Proposal
13. <i>What are the estimated funds that are estimated to be allocated for this contract?</i>	The budget for this RFP shall not be disclosed. Proposer shall submit their proposals for the service described in in the SOW and any subsequent clarification and/or amendment.



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14. <i>What is the tentative start date of this engagement?</i>	The anticipated contract start date is approximately one week after the award is issued, subject to the completion of the evaluation process.
15. <i>What is the work location of the proposed candidates?</i>	Generally, at 122 Edinburgh in Greenville, SC
16. <i>Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?</i>	To date, this service has not been previously contracted, so there are no prior incumbents associated with this project.
17. <i>Are there any pain points or issues with the current vendor(s)?</i>	To date, this service has not been previously contracted, so there are no prior incumbents associated with this project.
18. <i>Could you please share the previous spending on this contract, if any?</i>	To date, this service has not been previously contracted, so there are no prior incumbents associated with this project.
19. <i>Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?</i>	No. There is no mandatory subcontracting requirement for this contract. However, the RFP states that if subcontractors are proposed, their roles must be described and relevant qualifications included.
20. <i>How many positions were used in the previous contract (approximate)?</i>	To date, this service has not been previously contracted, so there are no prior incumbents associated with this project.
21. <i>How many positions will be required per year or throughout the contract term?</i>	Services under this contract will be provided on an as needed basis. Each request for services will be issued through a task order by TGHA/GDRC, specifying the position, and any other requirement TGHA deemed necessary. The Consultant shall document all tasks performed, including candidate submissions, pre-screening activities, and placement outcomes, to ensure a complete and auditable record
22. <i>If the resources we provide at the time of proposal submission are not available at the time of a potential contract award</i>	Contract shall be awarded only to responsible and responsive Offerors, who have the capability in all aspects to perform the contract requirement and integrity and



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<i>could vendors replace them with equally qualified resources?</i>	reliability which will assure good faith and performance.
<i>23. Can we provide hourly rate ranges in the price proposal?</i>	Please see the Addendum N1 to the RFP. eliminated in its entirety and replaced with the following revised provision: Consultant shall provide a firm total cost along with a detailed, itemized breakdown of the total cost. Consultants shall include billable rates and markups separately when submitting their total cost. This pricing information shall be clearly present under Tab 5 – The Pricing Proposal may be submitted in any format, provided it is presented on the Consultant’s official company letterhead and signed by an authorized representative. All references to the Price/ Price Submission Form within the RFP are hereby deleted and replaced by this revised pricing submission requirement.
<i>24. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?</i>	The service can be provided mostly remotely but depending on the nature of the work and TGHA’s operational needs, in-person meetings may be required. If so, TGHA will notify the Contractor accordingly. Respondents should clearly outline any proposed remote work arrangements in their submission.
<i>25. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?</i>	Resumes of referred candidates are not required at the time of proposal submission. Services under this contract will be provided on an as-needed basis, with each request issued through a task order by TGHA/GDRC specifying the position and any related requirements. At that time, the Consultant will be responsible for submitting candidate resumes and maintaining a complete and auditable record of all tasks performed, including pre-screening activities and placement outcomes.



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26. <i>Could you please provide the list of holidays?</i>	The estimated holidays per TGHA holidays calendar is: January 01st and 20th, May 26th, June 19th, July 04th, September 01st, November 11th, 27th and 28th, December 24th and 25th.
27. <i>Are there any mandated Paid Time Off, Vacation, etc.</i>	No.
28. <i>Will TGHA consider accepting electronic submissions instead of Hard Copy proposals?</i>	At this time, we are not accepting electronic submission.
29. <i>Are notarized signatures required?</i>	Notarization is not required. Original or secure digital signatures are acceptable.
30. <i>When does TGHA anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?</i>	The evaluation and notification of award may take around 1 to 2 weeks.
31. <i>Are respondents required to bid on all positions in order to be deemed responsive?</i>	The RFP does not require partial bid. Proposals shall be for all the required service on the Scope of work.
32. <i>If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?</i>	The RFP does not require partial bid. Proposals shall be for all the required service on the Scope of work.
33. <i>What are the current rates and mark-ups for the positions sought in this solicitation?</i>	Vendors are expected to propose competitive rates and mark-ups based on market conditions and applicable requirements.
34. <i>What specific background checks and/or drug screens are required of the temporary staff?</i>	All staff assigned to the project must undergo a background check and drug screening. This requirement is essential due to the nature of the work environment, which may include occupied residential units—often with children and families present.
35. <i>To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will TGHA accept letters of attestation in lieu of actual background check results?</i>	Yes.



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36. <i>Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to TGHA?</i>	These costs are the responsibility of the vendor and should be factored into the proposed rates.
37. <i>Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to TGHA?</i>	Respondents will not be automatically disqualified for submitting exceptions. However, TGHA reserves the right to accept or reject any proposal at its discretion. Respondents are encouraged to submit proposals that align with the requirements outlined in the RFP.
38. <i>With respect to Affordable Care Act (ACA) costs, would TGHA prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?</i>	If the costs are incurred as a result of staff referred by the respondent, those costs should be incorporated directly into the proposed cost.
39. <i>If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?</i>	Any acceleration or additional cost considerations should be outlined in the proposal.
40. <i>Will this be a cooperative contract with a piggybacking clause?</i>	No.
41. <i>Will the Living Wage Ordinance (LWO), Federal Funding, SCA, or the Davis Bacon Act be applicable to this contract?</i>	No.
42. <i>How will orders and services be requested?</i>	Services under this contract will be provided on an as needed basis. Each request for services will be issued through a task order by TGHA/GDRC, specifying the position, and any other requirement TGHA deemed necessary.
43. <i>HUD- Form 2922: Certification Regarding Debarment and Suspension HUD- Form 5369-B, HUD- Form 5370-C1</i>	The Forms will be published on the website.
44. <i>"...we will be submitting a bid for all personnel except for maintenance personnel. Please let me know if you have any clarifying questions."</i>	Respondents are encouraged to submit proposals that align with the requirements outlined in the RFP.



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PART 3 - ACKNOWLEDGEMENT OF ADDENDUM

Offerors are required to acknowledge receipt of this Addendum by:

- Signing the Acknowledgement of Addenda form and returning a copy with their proposal,

Failure to acknowledge receipt of this Addendum in accordance with the instructions may render the proposal non-responsive

All other terms and conditions of the RFP remain unchanged.

Issued by:

Irenalina Chantre

Procurement Specialist

Date: October 24, 2025